



25-26 SHS Handbook

SACRED HEART SCHOOL STUDENT HANDBOOK

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SACRED HEART SCHOOL

STUDENT HANDBOOK

UPDATED September 25, 2025



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.

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



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 School Daycare through 12th grade is accredited by the Missouri Nonpublic School Accrediting Association, MNPSA is a member of the National Federation of Nonpublic School State Accrediting Associations.



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School Activities Association, Kaysinger Conference, and the Missouri Council on Private Education.

All italicized excerpts included in the Handbook are from the Diocese of Jefferson City Policy and Regulation Manual for Schools. Additional content relates specifically to Sacred Heart School.

[Policy and Regulation Manual for Schools - Diocese of Jefferson City](#)

ADMINISTRATION

DSP 2350 Administrative Issues HANDBOOKS Official Policy of the Diocese of Jefferson City

All diocesan Catholic schools shall publish handbooks for personnel and for students and their parents/guardians. These handbooks must be in compliance with all policies and regulations in this manual. In any instance where there may be a question regarding a local school policy, the Diocesan policy shall take precedence. Local school handbooks shall be reviewed by the Catholic Schools Office for compliance with the law and diocesan policies and regulations when changes are made in policy, and shall be locally reviewed and revised annually. School administrators/principals shall submit a signed assurance of compliance annually to the Catholic Schools Office. (See Appendix #2350.) Handbooks shall have compliance forms signed indicating that the person(s) has read, understands and agrees to abide by the provision of the handbook. (See Appendix #2350.) Copies of current handbooks or their electronic access shall be on file in the Catholic Schools Office. Each handbook shall note that, in addition to the content of the local handbook, parents/guardians, students and personnel are required to follow the policies and regulations in this Policy and Regulation Manual for Diocesan Catholic Schools, which is also available at diojeffcity.org/school-office/. July 1, 2021

to set up an account on FAMILIA, the student and school information portal. Grades, financial obligations and communications between the School and the families occurs on the portal. If any issues occur with using the portal, families should reach out to the school front office staff for assistance.

PARENT CODE OF CONDUCT

Our ability to serve our students' and families' needs, requires the positive involvement of all our parents and guardians. The overall sentiment of these expectations is:

1. Mutual respect and support for our Catholic identity.
2. Fostering a positive and supportive environment for students, faculty, and staff
3. Communication and cooperation
4. Respectful behavior
5. The ability to address concerns in a positive and productive environment.

We will:

- Treat your child with Christ-like respect and kindness.
- Strive to maintain a culture of love, acceptance, and mutual belonging for our students and staff of Sacred Heart School.
- Be guided by our philosophy of high expectations in academics, spiritual development, and behavior for our students.
- Listen and attempt to problem-solve with you for the benefit of your students and all of our students.

We ask for your:

- Professional courtesy and respect in all communication to and about the entire faculty and staff of Sacred Heart School.
- Recognition that the education of your child is a joint responsibility of the parents and the Sacred Heart community.
- Aid in helping your children understand the expectations of our school and the classroom.
- Help in building a strong rapport with teachers, staff, and other Sacred Heart



- Understanding that students will succeed when home and school are on the same page.

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). 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.

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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>Ss. Peter & Paul, Boonville</i>	<i>St Peter, Fulton</i>
<i>St. Andrew, Holts Summit</i>	<i>Our Lady of Lourdes, Columbia</i>	<i>St George, Hermann</i>
<i>St Joseph Cathedral, Jefferson City</i>	<i>Sacred Heart, Columbia</i>	<i>Annunciation, California</i>
<i>St. Peter, Jefferson City</i>	<i>St. Thomas More, Columbia</i>	<i>St. Andrew, Tipton</i>
<i>St Francis Xavier, Taos</i>	<i>St. Joseph, Martinsburg</i>	<i>With Sacred Heart, Sedalia being another option</i>
<i>St. Martin, St. Martin</i>	<i>St. Brendan, Mexico</i>	
<i>St. Stanislaus, Wardsville</i>	<i>St. Pius X, Moberly</i>	
<i>St Margaret Antioch, Osage Bend</i>	<i>Immaculate Conception, Montgomery City</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</i>		
<i>Designated Catholic High School, St. Thomas</i>		

**DSP 5701**

If a student with special needs — categorized such as Educable Mentally Handicapped (EMH), exceptional educational needs (EEN), or other similar classification, or having a serious physical disability — applies for admission in a diocesan Catholic school 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 school administrator/principal shall immediately consult with the Catholic Schools 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 shall be made to meet the total needs of the student. A review committee can be convened by the Catholic Schools Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic Schools Office, the school administrator/principal, parent/guardian, counselor, pastor and other designated professionals. It shall be the purpose of the review committee to help the school make a decision. This review committee can also be convened or reconvened by the Catholic Schools Office, if deemed beneficial, when a parent/guardian disagrees with a local school decision. The diocese defines an accommodation as a change in teaching, materials, assignment length, etc. that allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a learning plan has been established through the teachers and school administrator/principal and agreed to by the parent/guardian. Accommodations require no noting on a report card, but shall be disclosed to any subsequent school the student attends. Modifications result when a student's learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student's report card. Use of an alternate grading scale is considered a modification and shall be noted on the student's report card. Revised January 26, 2022 Revised June 1, 2015 Revised August 10, 2010

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continued operation and vitality. For this school year, tuition and fee revenues cover approximately seventy percent of the school's budgeted operating income. Thus, the additional revenue needed to fund the other thirty percent must come through sacrificial giving, tithing, fundraising, and donations.

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 each family's demonstrated need, which determines their tuition rate. The need is determined by a confidential third-party financial aid assessment (a process nearly identical to college financial aid evaluation).

We began transitioning to the Stewardship model in 2021, rooted in Hospitality, Prayer, Formation, and Service. Sacred Heart School calculates the anticipated per student cost of providing an extraordinary Catholic education based on academic formation, faith life, stewardship, and spiritual giving. This model embodies our collective responsibility as Christian disciples to recognize, receive, and share God's gifts in love of God and neighbor.

Stewardship encompasses the offering of our time, talent, and treasure. We humbly request each family to prayerfully consider their budget, prioritize the value of Catholic education, and generously contribute towards the cost of educating their child(ren).

In determining grant and aid allocations, we meticulously evaluate various factors, including Mass or church attendance, completion of time and talent forms, engagement in school and parish service, sacrificial giving to the parish and Sacred Heart Foundation, and our families' financial needs. We endeavor to allocate resources justly, honoring our benefactors' sacrificial contributions. Furthermore, we are committed to enhancing opportunities for financial giving and volunteerism within our school and parish communities.

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FACTS will request supporting documentation such as tax returns, W-2s, etc. Note: A completed FACTS application does not automatically qualify a family for financial aid nor does it guarantee an award will be given.

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 completing and evaluating the FACTS Aid Application, the Pastor, President, and Registrar 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). 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.

The cost to educate a student for the 2025-2026 school year:

K-5: \$6,771
6-12: \$8,335

Tuition can be paid in full at registration or set up as a payment plan throughout the school 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 tuition, cafeteria, and other incidental fees (class dues, field trips, etc.) throughout the year. Any questions concerning tuition are to be directed to the President and/or the Registrar. A signed tuition contract must be on file in the school office for all families. All tuition payments and incidental fees to Sacred Heart School are non-refundable. All tuition and fees must be paid in full.



REGISTRATION FEE

All students are required to pay a non-refundable \$125 registration fee per student when accepting the tuition contract on FACTS to Sacred Heart School.

If the student's enrollment records are incomplete and the registration fee has not been paid, the student is not considered enrolled for the upcoming school year.

SNACK FEES PK-GRADE 3

All students in PK - Grade 3 are provided a daily snack. All students are required to pay a non-refundable snack fee that is due on September 1st. This fee may not be waived unless you have a documented food allergy on file from your physician's office.

HIGH SCHOOL CLASS DUES

All students in grades 9-12 are assessed class dues on a yearly basis. All students are required to pay non-refundable class dues that are due on October 1st. Class dues are used to purchase materials for Homecoming activities, Prom, Senior Mission Trip, and Graduation items (flowers, decorations, etc). All class funds not used by graduation will be donated back to Sacred Heart School's operating budget.

PROJECT GRADUATION

Please note that Project Graduation is not affiliated with Sacred Heart School or St. Vincent de Paul parish. Project Graduation is optional and not considered part of the standard senior experience at Sacred Heart School/St. Vincent de Paul Parish. While the administration can consult and assist senior



SENIOR GRADUATION FEE

All seniors are required to cover the fees associated with graduation (robes, cords, diploma, etc). All students are required to pay non-refundable graduation fees that are due November 1st.

INCIDENTAL CHARGES

Throughout the school year students incur incidental charges that will be posted to FACTS. These charges may include but are not limited to: fines, athletic activities, yearbooks, field trips, and other activities. Parents/Guardians are notified via an email from FACTS of all incidental charges.

CAFETERIA CHARGES

All students in Daycare through 12th grade are provided the option for lunch on a daily basis. FACTS is used to track all cafeteria charges and to track the balance for each student's account. All lunch charges must be paid in full before any quarterly report is released.

PAYMENT PLAN

Sacred Heart School is committed to prudent financial management and has established the following policies to govern the payment of tuition, fees, and related financial matters. We appreciate the collaboration of our school families in ensuring the timely fulfillment of financial obligations.

Sacred Heart School partners with FACTS Management Company to facilitate the administration of tuition and fees. All families must participate, providing them convenient access to view and pay their accounts anytime.

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when a payment cannot be made on time, the family must proactively contact the President and/or the Registrar to establish suitable payment arrangements.

Tuition payment plans are as follows:

- Families can select a nine or ten-month Payment Plan. The nine-month plan will begin in August and end in April. The ten-month plan will begin in July and end in April.
- A Bi-Monthly Plan (twice per month payments), Semi-Annual Plan (two payments) & Full Payment Plan are also options.
- 529 Tuition Plans are also available for families who wish to utilize their 529 accounts.
- Families will be able to choose a plan due date. Scheduled payment plan methods will be via ACH or credit card.

DELINQUENT ACCOUNTS

All families are obligated to fulfill their financial commitments promptly. Payments must be made by the specified due date.

It is the family's responsibility to notify the president and/or registrar if special circumstances arise thus making it difficult to meet tuition and fee obligations.

If you need to change your due date at any time, please contact the school office and we can help you so that you do not incur a late fee from FACTS. Alternative financial arrangements must be made in writing by the family and agreed to by the president and/or registrar before implementation.

Unless prior arrangements are made with the President and/or the Registrar the following consequences will be imposed should your tuition & fee account with Sacred Heart School become 30 days or more in arrears.

- If accounts are 30 days or greater in arrears, the following actions will be taken:
 - Failure to submit payment within ten days of the due date will result in a 5%

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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.

- Access to FACTS SIS will be suspended for the parents and student.
- If accounts are 60 days or greater in arrears, the following actions will be taken:
 - Students will be removed or restricted from all extracurricular activities such as class trips, graduation, sports, or club activities.
- If accounts are 90 days or greater in arrears, the following actions will be taken:
 - Students will not be allowed to continue to attend classes unless tuition and fees are paid in full or until the family makes other written arrangements agreed to by the discretion of the School President and Parish Pastor.
- At the end of the quarter/semester:
 - All lunch charges must be paid in full before any quarterly report is released.

ENROLLMENT CONTRACT

All enrollments are for a full academic school year. Sacred Heart School will make commitments for expenditures based on enrollment contracts, the signing of the contract obligates families to pay the entire tuition fee for the school year. Families understand that the overhead expenses of Sacred Heart School remain the same with the departure of some students. This means that the family becomes liable for the entire year's tuition and fees as liquidated damages (and not a penalty) even if the student is withdrawn, absent, or is involuntarily separated, for any reason, including without limitation, health, withdrawal, or expulsion, after the

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any way remove the parent/guardian/family of the responsibility for the entire year's tuition and fees.

The School reserves the right to dismiss a student at any time according to the best judgment and interests of the School.

Eligible students are automatically re-enrolled for the upcoming school year. The enrollment contract for returning students and registration fee are due no later than Thursday, April 4, 2024 to accept your student's spot and any grant, aid or tuition assistance. Enrollment contracts received after this date may not be eligible for any grant and aid tuition assistance for returning students unless more funds become available.

The enrollment contract for returning students and registration fee are due no later than Thursday, April 11, 2025, to accept your student's spot to return to Sacred Heart School.

If there is a balance of tuition or fees from the prior school year, the balance(s) must be paid in full by June 1, 2025, before a student is allowed to participate in the next school year for academic and activities. Exceptions in lieu of special circumstances are considered only in consultation with the school president and parish pastor.

TRANSFERRING SCHOOLS

Should a family wish to transfer their child to another school, no official school records will be released until all outstanding financial obligations with Sacred Heart School are satisfied. Furthermore, all textbooks, activity fees or uniforms, and any other items belonging to the school must be returned to the school before records will be released. If the student is no longer enrolled and the account is not paid in full then the account will be sent to collections. If Sacred Heart School has to engage third parties to collect unpaid tuition the parent/guardian will be responsible for all collection costs including attorney's fees.



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~~Sacred Heart School are eligible for tuition reduction~~
for their children for grades K-12. This is at the discretion of the School President and Parish Pastor. In the event full-time employment ends before the completion of the school year, this benefit becomes null and void and tuition contracts will be revised for any students who remain enrolled at Sacred Heart School.

REFUND POLICY

All payments for tuition and incidental fees made to Sacred Heart School are non-refundable. All tuition and fees must be paid in full. Please understand that once you sign your tuition agreement Sacred Heart School takes on the financial responsibility of educating your child. Therefore your family is accepting the financial responsibility of fulfilling their agreement.

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 diocesan Catholic school presumes each parent/guardian has the authority to enroll the student, consent to various activities and programs, have custody of the student or discontinue enrollment.

When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.



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

The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file.

Any non-parent/guardian having custodial rights must supply the school with complete documentation evidencing such rights. Revised June 1, 2015 May 7, 2004

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:

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. 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.

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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

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.



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O'Donnell	Jefferson City
Fr. Joseph Corel	Pastor
Fr. Greivin Rodríguez Agüero	Associate Pastor
Fr. Martin Masiisa	Associate Pastor Faith and Formation Director
Mrs. Nikki Howell	School President Student Council Moderator Gremlin Student Store
Mrs. Suzann Jenkins	Principal
Ms. Jane McMullin	Assistant Principal HS History/ Psychology
Mrs. Amanda Blackburn	Activities and Transportation Director

STAFF	
Mrs. Mary Damlo	Finance Director
Mrs. Teresa Dillon	Admissions Coordinator Registrar Office Manager
Mrs. Morghan Schmitz	School Nurse
Mrs. Rocio Morales	Office Manager Translator
Mrs. Olga Pyvovarova	Finance Assistant Database Secretary
Mrs. Sarah Tippie	School Counselor A+ Tutors
Mrs. Liz Van Leer	Development Director



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AIDES	
Mrs. Theresa Bain	Teacher's Aide
Ms. Angela Ficken	4-year-old Preschool Classroom Teacher's Aide
Ms. Tracy Garrison	4-year-old Preschool Classroom Teacher's Aide
Mrs. Jamie Jennings	Teacher's Aide
Ms. Trinity Sanders	3-year-old Preschool Classroom Teacher's Aide
Ms. Jade Setter	4-year-old Preschool Classroom Teacher's Aide
Ms. MaKayla Spurling	3-year-old Preschool Classroom Teacher's Aide
Ms. Regiena Brenna	Elementary After School Care
Ms. Abigail Dupree	Preschool After School Care
Ms. Kasey Elling	Preschool After School Care

FACULTY	
Ms. Martha Angel	JH/HS Religion JH Social Studies 8th Grade Class Moderator
Ms. Ashley Balderrama	JH/HS Science JH Math 6th Grade Class Moderator
Mrs. Ramona Baldwin	4th Grade



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Mrs. Jim Benten	2nd Grade
Ms. Gloria Close	JH English Reading Lab
Ms. Alisa Collier	Kindergarten
Mrs. Lindsey Conard	JH/HS Mathematics
Mr. José María González	HS Math
Mr. Steven Goodwin	K-12 Physical Education HS Boys Basketball Coach
Mr. Jim Gumbel	HS Math HS Science
Mr. Darrin Hartman	Preschool-12 Vocal Music Musical
Mrs. Kara Hill	JH/HS Computers HS Cheer Head Coach 10th Grade Class Moderator HS/JH Math Team NHS Moderator NJHS Moderator Blood Drive Coordinator
Mrs. Angela Hostetler	5th Grade
Mrs. Samantha Jarvis	Director of Early Childhood PK-3 classroom teacher
Ms. Katherine Keele	4-year-old Preschool Teacher Preschool Program Coordinator
Mrs. Nancy Manning	Family Consumer Science JH/HS Religion FCCLA Advisor Detention Moderator 12th Grade Class Moderator
Mrs. Michelle McDonald	JH English



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Mrs. Ilsi Palacios	JH/HS Religion HS Spanish
Mrs. Gabriella Rodriguez Anzola	K-12 Spanish Teacher's Aide
Ms. Kimberly Schlomer	5-12 Band
Mr. Michael Schwartz	PK-12 Physical Education & Health JH Social Studies JH Track Head Coach JH/HS Archery
Ms. Margaret Sokolowski	Dual Credit Composition I and II
Mrs. Julie Sobaski	1st Grade
Ms. Chelsea Turner	JH/HS Literature Speech and Drama Moderator Musical
Mrs. Robin Williams	3rd Grade

CAFETERIA STAFF

Ms. Betsy Gerke Killbreth	Cafeteria Manager
Ms. Judy Gerke	Cafeteria Staff
Mrs. Melissa Belles	Cafeteria Staff



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Deacon Nestor Vanegas-Montenegro	Director of Facilities
Mr. John Hopper	Maintenance Staff
Ms. Magdalena Aguado	Maintenance Staff
Ms. Gabriella Vivone	Maintenance Staff

ACTIVITIES (Non-Faculty Members)	
Mr. George Bain IV	JH Soccer Head Coach
Mr. Connor Bandre	HS Girls Soccer Head Coach
Mr. Nick Brashears	HS Baseball Head Coach
Mr. Kamry Bridges	HS Boys and Girls Goal Keeper Coach
Dr. Desmon Carl	HS Girls Basketball Head Coach
Mr. Eddie Emery	JH Girls Basketball Head Coach
Mr. Grant Goodwin	HS Boys Basketball Assistant Coach
Mr. Billy Grose	HS Boys Soccer Assistant Coach
Mr. Bob Hladik	HS Boys Baseball Assistant Coach
Mr. Bryan Jenkins	HS Boys Golf Head Coach HS Girls Golf Head Coach
Mr. Sam Jones	HS Boys Soccer Head Coach

Mrs. Joyce Shimmy	JH Volleyball Coach
Mr. Garrett Strange	HS Boys Basketball Assistant Coach
Mr. Tom Van Leer	HS Girls Basketball Assistant Coach
Ms. Makenna Westhusing	JH Cheer Head Coach
Mr. Traven Wheeler	JH Soccer Assistant Coach

PRESCHOOL PROGRAM

We are thrilled to introduce our full-day preschool program. We anticipate our students will learn through play, make friends, and grow in their faith in and love of God, in a student-centered, age-appropriate environment. Their days will be busy with all the things that make the young years so special. Stories, crafts, songs, physical activity, and even rest will be integrated into their day. Our students will learn some academic basics, but the focus in their classrooms will be on how to become good friends and curious learners. The following guidelines are in place to ensure we can offer the best early childhood program to all of our students.

TOILET TRAINING POLICY

- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom

PRESCHOOL TOILET TRAINING POLICY

Children enrolled in preschool must be toilet-trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is NOT considered toilet trained.

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Some clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3 year olds)
- Get on/off the toilet by him/herself
- Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned at the end of the school year. Parents will be notified if a child has a toileting accident. Parents will be asked to sign a written acknowledgment of these guidelines.

ATTENDANCE

We believe that students thrive with a predictable schedule. Because of this and to help ensure we have

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ation, however, they must be included in your students' attendance plan to attend either of these programs.

The first bell of the day rings at 7:30 and starts the school day. Students should arrive at the Circle Drive no later than 7:50 am to start their day. Those students dismissed early should be picked up from the office at 12:15. Regular attendance is essential to the progress of your child, therefore, strongly recommended. If your child will be absent, please notify the school office. Do not pick up or drop off your student at Harris Hall. The School Office phone number is 660-827-3800.

On "no school" days such as holidays, Christmas Break, and inclement weather days when our school is not in session, our preschool will not be in session and no childcare will be offered.

PARKING, DROP OFF, AND PICKUP

Dropoff: All preschool students will arrive through the front circle drive or cafeteria doors of the main school building. Preschool parents should plan to park and walk their child into the building unless an older sibling is walking students to their classrooms. There will be **NO drop off or pickups at Harris Hall** (4's Classroom Building). For your child's safety as well as the safety of our other students, this will be strictly enforced. PK 4 students will remain in the school building until after the morning announcements are complete. School staff will walk them to Harris Hall to start their day. Pre-K 4 students will return to our main building in their own room for the hours 12:15-dismissal.

Pickup: When school lets out at the end of the day, preschool students will join elementary students in the gym. Parents are to utilize the pickup line in the front of the school or stand in the circle drive. All parents must have their placard with them and visible for staff to clearly identify the child(ren) they are picking up. For the safety of the children, we will utilize the current K-5 end-of-day procedure.

First Day of School

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~~pictures in various locations around our campus.~~ Please remember to keep Third Street in front of the school clear for the drop-off line. Students in Grades 6-12 will go to their first hour class on the first day of school because we will start the day with Mass.

GENERAL PARKING REMINDERS

- Parent parking is available on the street during school hours.
- The paved solar array lot, the paved lot west of the solar array lot, and the gravel lot on Third and Missouri are ALL reserved faculty and student parking. Please do not park in these lots during school hours.
- Please keep Third Street in front of the school clear for the drop-off line. Do not park on Third Street where you see the yellow line.
- Keep the solar array parking lot, driveway, and alley open.
- Keep the parish lot open for parish personnel and parish visitors. School families should NOT park in this lot while visiting the school.

Beginning of Day Procedures:

- Before School Care (BSC) enrolled students may arrive between 6:30-7:30 a.m. All BSC students need to enter through the cafeteria doors. Preschool BSC students should be escorted by a parent to their classroom. Elementary BSC students will remain in the cafeteria until dismissed to their classrooms at 7:30 a.m.
- All students in grades PreK-5 arriving between 7:30 and 7:50 a.m. will go to their classrooms. It would be wise in almost all cases for parents to park, walk in, and escort their children who are in PreK and Kindergarten to their classrooms. In some cases, it would be appropriate to ask an older sibling to do so.

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Commons where they may visit with their friends.

- Prior approval from administration is needed for a student to enter the building before 7:30 a.m., with the exception of students attending detention, band, athletic practices, or before-school care.
- To enroll your child in BSC, please contact sjarvis@gogremlins.com

End-of-the-Day Procedures:

- High school students who drive will be dismissed each day at 3:05 p.m.

All students who do not drive will be dismissed each day at 3:05 p.m.

- High school drivers who are picking up a younger student will need to get their sibling from the McGremlin Gym, then exit to the back parking lot. Older students **MUST** get permission from the gym supervisor before taking a younger child. Students should not be removed from classrooms or the line to the McGremlin Gym by an older student. They **MUST** wait until students are in the gym and seated.
- A NON-Driving high school student or junior high school student is allowed to come to the McGremlin Gym to pick up their younger sibling from the gym supervisor and exit through the Hoying gym to meet their ride on Wilkerson Street. Older students **MUST** get permission from the gym supervisor before taking a younger child. Students should not be removed from classrooms or the line to the McGremlin Gym by an older student. They **MUST** wait until students are in the gym and seated. Please remember there is **NO** Parking on the South side of Wilkerson Street, the solar array parking lot, driveway, or alley. Only park in approved parking spots.
- All JH and HS car riders are to be picked up on Wilkerson Street. When exiting Wilkerson Street, please proceed **STRAIGHT** or make a

PRESCHOOL AND ELEMENTARY DROP OFF PROCEDURE

Ensuring the safety of our students is a grave responsibility that every school must accept and endeavor to provide. Sacred Heart School takes this responsibility very seriously. Arrival and dismissal times are situations that require the cooperation of the entire community – students, parents, and all drivers. Upon the advice of the Traffic Division of the Sedalia Police Department, the following procedures are to be observed for Drop Off and Pick Up of students. For the safety of the children and to ensure a cooperative spirit during a stressful time in our school day we ask that:

- Students are to be dropped off and picked up only by westbound vehicles.
- Students are to exit the right-hand side of the car on the north side of Third Street.
- Students may be dropped off on the north side of Third Street or in the circle drive.
- Only right-hand turns should be made when exiting the circle drive.
- The north & south sides of Third Street are designated NO PARKING zones during school hours.
- Students should NOT be picked up in the rectory parking lot, in the alley by the Parish Center, or in the solar array parking lot.
- Keep the solar array parking lot, driveway, and alley open. Only park in approved parking spots.
- PLEASE DO NOT turn left into the circle drive.
- PLEASE DO NOT access the circle drive from Vermont Street crossing Third Street.
- Kindergarten students should enter the cafeteria doors and be seated at a designated lunch table. These students will be supervised by Ms. Collier.

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to the gym by their teachers at 3:05. They will sit in an orderly line on the floor grouped by classroom. In an effort to keep all students as safe as possible, the following procedures will be strictly enforced. Sacred Heart will be issuing Sacred Heart School-specific name placards to help in the ease and safety of pickup. Families are welcome to as many placards as necessary. Parents are welcome to give them to other drivers approved to pick up their child(ren). Any driver picking up students on Third St. will need to have a **SCHOOL-issued** name placard completely visible for carline coordinators. A great place to keep a name placard is rubber-banded on the back side of the passenger seat visor. Any driver without a school-issued placard will need to **park their car** and report to the front office before retrieving their student. This policy is to ensure that all of our students are as safe as possible.

- As you enter the carpool lane, flip down your visor so your attached name placard is visible through the windshield. This aids us in quickly identifying you and having your child(ren) ready for you as you pull forward.
- Parents will use the pickup lane on 3rd street. Please pull up in line and wait for your child to be brought out in the circle drive. Please pull up bumper-to-bumper in order to allow for as many cars as possible to enter the line. When your family is safely seated and buckled in your vehicle, please exit the pickup lane safely.
- Walkers: All walk-up parents will need a **SCHOOL-issued** placard to pick up their students. Any walk-up without a school-issued placard will need to report to the front office before retrieving your student. If you are picking your child up as a walker instead of a car rider, you should remain outside the building until the child's name is called. If you need your child early, you need to stop at the office and make this request BEFORE 2:45. Parents who arrive after 2:45 will wait outside until your students' names are called.

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the office area to wait for a parent to be picked up. At 3:20 p.m., students left at the office will be escorted to After Care. After-care charges will have to be discussed with Mrs. Jarvis. Students cannot be left in the building/gym unsupervised.

- At no time should school parking take place in the Parish Parking Lot or should students be picked up by parents in undesignated areas.

After the regular pick-up line calling has concluded, one designated teacher in the gym will accompany the After School Care (ASC) students to the ASC staff. This teacher will also notify the staff of the exact number of students being handed over.

If you are a Sacred Heart faculty or staff member with a child in K-5, please pick up your child directly from the gym. Kindly inform one of the teachers present in the gym to facilitate a smooth transition.

- At no time should school parking take place in the parish parking lot, or should students be picked up by parents in undesignated areas.
- Students should not wait for their parents in front of the church or along Moniteau Street. They cannot be seen and supervised in those areas, and their safety cannot be ensured. Teachers on duty cannot see that they are being picked up by the designated person. This is to ensure the safety of your child. Your child is to wait for you on the northside of Third Street in front of the school building.

AFTER SCHOOL SUPERVISION Please remember that unless your child is enrolled in a program, such as After School Care or under the direct supervision of a coach or teacher, he/she is to be out of the building by 3:20 p.m. Teachers are not on duty to supervise students. Students cannot be in the building unless supervised by an adult.

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and collaboration are important to the success of every student. Please be sure that you are receiving The Beat, blast emails, and texts. See the front office for help with this. Sacred Heart Preschool families will receive regular newsletters from classroom teachers updating them on the exciting things happening in their child's classroom, as well as individual communication about any discipline issues. We view our families as partners in their child's education and ask for support if a discipline issue should arise.

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, Instagram, and Facebook page. If school is canceled for the day, all programs are canceled for the day.

OUTSIDE PLAY

Weather permitting, the children have outdoor playtime. Please dress your child appropriately (coat, mittens, hats) when the weather is cold. All items should be clearly labeled.

BEHAVIOR/DISCIPLINE/AGGRESSION

Communication between parents and teachers about student behavior is critical in noticing a behavior, addressing it, and being consistent in rectifying it before it grows into more.

The discipline policy at Sacred Heart Preschool serves to create a safe, peaceful, and positive environment for all students. The young child may be just beginning to explore relationships and demonstrate social behaviors apart from his/her parents. Practicing the skills of self-regulating, self-discipline, patience,

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intentionally hurting another person; pushing and shoving; or using verbally aggressive language-all of which may or may not be provoked. The teacher observing this behavior will determine whether an incident report will be completed. Since preschool personnel want to partner with parents to provide a safe environment for the students, SHS Pre-K has established the following policy for aggressive behavior:

1. Each incident is to be documented with a description of the situation that led to the event.
2. A parent is required to sign the incident report that will be kept in the child's file.
3. After five aggressive incidents by a child within a semester, the parents will be called to the school for a conference to discuss the child's behavior.
4. If a child continues the aggressive behavior within the same semester, the parents will be called in for another conference. At that time, the child may be suspended from the program for the remainder of the year. In order for the child to return to the program, the child must have approval of the director, principal, and a health care professional to attend the preschool the following school year.

UNIFORM POLICY

Please refer to the Elementary and Junior High Uniform Policy. Preschool students should not wear belts, as these often take lots of practice and teacher help. In order for our students to be as independent as possible, drawstring bottoms or bottoms with elastic are appropriate for preschool students. As preschool is full of opportunities for physical movement, safety is our number one concern. Please wear closed-toe shoes and consider sending your child in sneakers daily. Please do not send students in Crocs, boots of any kind, or flats.

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picking your child up for the day, every day of the school year. **There will be no exceptions to this rule.** You will be issued more than one, so each adult that picks up their child can have it in their vehicle. This is for the safety of all our children. We know things happen and you may forget or misplace it. If so, please come to the office where you will be issued a new one. This ensures that all of our students are going home with the appropriate person.

ITEMS FROM HOME

We ask that students do not bring items such as toys or loovies from home. We do not want anything to happen to those items most cared for. There may be specific occasions where students may bring a special item to share. Please refer to your child's teacher for when that is appropriate.

DAILY EXPECTATIONS

The goal of all of our programs at Sacred Heart is to foster the emotional, spiritual, and academic growth of our students, regardless of their size, and we understand that our youngest learners need to be handled with extra care, patience, and love. Our teachers and classroom aides are committed to fostering an environment that is safe, loving, age appropriate, and fun. Curiosity and excitement are natural qualities of 3 and 4 year old students. Our teachers are looking forward to leading their students in discovering new things through interactive play, centers, cooperative learning experiences, art, and movement. Below, you will find a loose schedule of how the day will run. To find an updated schedule throughout the year, feel free to contact your classroom teacher.

PREK 3s SCHEDULE

Daily Routine

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9:10-9:15 Special (PE, Music, Spanish)
9:40-10:10 Snacks/Bathroom
10:10-11:10 Centers/Small Groups
11:10-12:00 Read Aloud/Free Play
12:00-12:15 Prep for Rest/Bathrooms
12:15-12:45 Lunch in school cafeteria
12:45-2:00 Bible Story/Music/Rest Time
2:00-2:40 Wake Up/ Bathrooms/ Pack Up/ Dance
Break
2:40-3:00 Recess
3:00-3:05 Announcements/Prayer/Dismissal

PREK 4s SCHEDULE

8:00-8:20 Opening Activities—Prayer, Calendar
8:20-8:40 Recess
8:30-8:55 Spanish (Monday)
8:40-9:20 Happily Ever After Lesson
9:20-9:30 Brain break/Movement
9:30-9:45 Snack/Storytime
9:04-9:29 Music (Tuesday)
9:10-9:40 Art (Friday)
9:45-10:05 Religion
10:10-10:40-P.E. (Monday, Wednesday, Thursday)
10:05-11:35 (Tuesday and Friday) Discovery Time—
Children are free to play and explore throughout
the room. They are encouraged to participate in
theme-related art activities.
10:40-11:35 Discovery Time—Children are free to
play and explore throughout the room. They are
encouraged to participate in theme-related art
activities. (Monday, Wednesday, Friday)
11:35-11:45 Pack up/Restroom Break
11:45-12:10 Recess/Lunch Prayer
Students, teachers, and aides head to the main school
building to finish their day
12:15-12:45 Lunch in school cafeteria
12:45-1:00 Restroom/Prep for rest
1:00-2:30 Rest
2:30-2:40 Restroom
2:40-3:00 Recess



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after school care will remain in their classroom with a classroom aide while other friends gets ready to join the dismissal line in the gym. Depending on the number of students, our 3 and 4 year old may combine at that time, but will remain separate from our school age after school care students.

Our after school care preschool program is intended to be a relaxed time of mostly free play and time to unwind from a busy day. Students will have opportunities for discovery through themed centers and cooperative play. Depending on the weather, there will be opportunities for outside play too.

ACADEMICS

PARENT/TEACHER/STUDENT CONFERENCES

DSP 5405

It is required that each diocesan Catholic school plan to have conferences at grade-reporting time at least once a year for students in grades PreK–8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development. Revised July 1, 2021 May 7, 2004

TEXTBOOKS

All textbooks and workbooks will be provided for students by the school (except for Dual Enrollment Classes). 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.

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.

GRADING SCALE (Grades 3-12)

(Updated 07/2023)

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



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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.

Incomplete = I
Excused = E

MIDTERM REPORTS (K-12)

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 academic probation with specified conditions based on semester, quarter, and/or mid-term grades. Full semester grades rather than individual 2nd or 4th quarter grades are assessed for Academic Eligibility for the second semester and the start of a school year. To be placed on academic probation at a quarter, a student would have received grades below 60% in two or more subjects on their report cards. At midterm, any student receiving two or more grades below 60% would be placed on academic probation a minimum of two weeks. During the initial two week time period, Students may practice but are ineligible to play, dress out, or travel with the team. Students will be removed from academic probation when all grades are above a 60% and after the initial two-week probation period. If a Student is still on Academic Probation after the initial two weeks, they are no longer able to practice with the team until all grades are passing.

Students on academic probation will be scheduled to appear before the Principal and/or Assistant Principal (Grades K-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.

attend or participate in an interscholastic competition. If, after the two-week probationary period, the student remains on academic probation, he/she will no longer be able to practice or play with the team in question until earning his/her way off of academic probation. To be released from academic probation at any point during a quarter, a student must have all grades at or above the 60% level.

Students on academic probation may not participate or attend any extracurricular activities. Students on academic probation may participate in educational field trips.

PROMOTION AND RETENTION

DSP 5410

PROMOTION AND RETENTION

All grade-level promotions for diocesan Catholic school students (regular and special) shall be decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parent/guardian and with the student, 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 parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parent/guardian, 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 parent/guardian and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, shall be communicated to the parent/guardian. If the

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of a parent/guardian who are aware that a special education program is not offered, the school administrator/principal and parent/guardian shall sign a written agreement concerning promotion and retention procedures for the student 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 shall receive a diploma that indicates the modified nature of the curriculum (i.e., modified diploma). Revised May 24, 2016 May 7, 2004

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%).

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%).

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%).

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%).

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.

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including General Science)

Visual/Performing Arts 1 Unit

Electives 3 Units (2

units foreign language)

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	3 credits
	Science	3 credits
	Physical Education	1
credit		
	Fine Arts	1 credit
	Practical Arts	1
credit		
	Electives	<u>6 credits</u>

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.

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/counselors have to approve the credit recovery classes. No student may receive more than 2.5 credits for their high school career through credit recovery.

SERVICE HOURS

For over 30 years Sacred Heart School has had a long standing policy of Service Hours as part of our Religion Class requirements. Based on the ideas of the Corporal and Spiritual Works of Mercy and the spirituality of stewardship, Sacred Heart School hopes to inspire young people to joyfully discover that, in surprising and humbling ways, one receives as much as one gives, in service. As the spirituality of stewardship teaches, we are all created with a need to give.

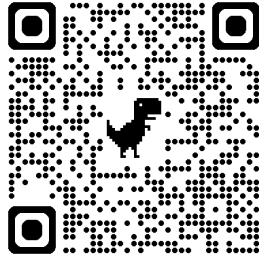
Students are encouraged to pursue their God-given interests and passions, which uphold and reinforce the Catholic Christian identity of the school. Sacred Heart School also hopes to expose them to the variety of service opportunities within both our parish community and in our broader community. At Sacred Heart, we define Christian Service as an activity done without payment that assists another human being to fulfill a basic human need. **Students are required to perform a minimum of 25 service hours, per year for High School Students and 10 for Junior High**

the required service hours (25 for HS and 10 for JH) to pass their respective religion class.

GUIDELINES:

1. Any Church activities such as serving as lectors, ushers or serving are acceptable as well as participation in choir or taking an active role in prayer services or adoration.
2. Any work done for a relative, who does not reside in the same household as a student could be considered.
3. Students can not accept pay for their service hours. *Under normal circumstances activities for which a student receives a grade in one of their classes may not be counted as service hours.*
4. The reporting of service hours must be initiated by the student and submitted by a supervisor to the Assistant Principal. Hours done over the summer should be submitted by September 15th. First Semester hours should be submitted by December 1st and Second Semester by May 1st.
5. The goal of this project is for the students to seize the opportunities for Service in their community. This is a student led project not a teacher one. **Therefore, students must turn in hours by the stated due dates.**
6. Students may complete service hours individually or as part of a team/organization service project. **Hours may be used both for their religion classes as well as NHS, NJHS, FCCLA and A+ programs.**
7. Opportunities for service are promoted through school communications and daily announcements.
8. Supervisors of the service must be adults and typically may not be family members. An adult family member may supervise as long as that adult does not reside in the same household or organization as the service is being provided for. Any exceptions would need prior approval from the Assistant Principal.

hours of service on one report.



SUGGESTIONS FOR SERVICE OPPORTUNITIES

SH has defined 3 types of service opportunities available for students:

Church/Parish Service Opportunities:

- Altar server during Sunday Mass
- Assisting in a ministry at Christmas Eve/ Christmas, Easter Triduum or any Holy Day of Obligation Mass
- Choir and Music Ministry (12 hours for School choir for Adoration and Mass may be accumulated)
- Decoration
- Children's Ministry
- Church maintenance
- Set up and clean up for church/parish events
- Thanksgiving Dinner
- Christmas Eve Dinner
- Parish Bazaar
- Totus Tuus (volunteer during daytime Summer Program for elementary children)
- Las posadas set up/clean up
- Summer Bible Program
- Our Lady of Guadalupe set up/ clean up
- Our Lady of Guadalupe liturgical celebration/Apparitions Play
- Catholic Charities of Central and Northern Missouri
- Hospitality Ministry
- PSR Ministry

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- Boys and Girls Club
- Salvation Army
- Key Club
- Assisted a senior citizen outside student household
- Babysitting for a relative outside student household
- Visited and prayed for a sick relative or other community member
- Assisted a relative outside student household

School Service Opportunities:

- State Fair Grandstand Concession
- Concession stands during home games
- Scorekeeper for Home Games
- Perform office work for the School
- NHS service projects
- FCCLA service projects
- Student Council service project
- Speech Meet set up or clean up
- Hall of Fame
- Summer improvement projects

The list provided contains opportunities for students to provide service. We recognize there are many additional opportunities within our community. If there is a question about a specific service that was performed, you may contact the assistant principal for clarification.

RECOGNITION FOR SERVICE HOURS

Students in grades 9-12 who complete 100 or more hours of service in one school year will receive the St. Gaspar de Buffalo Service Award. Seniors who complete 500 or more hours of service throughout their four years of high school will receive the St. Vincent de Paul Award.

PROMOTION AND RETENTION (Grades K-8)

DSP 5410

PROMOTION AND RETENTION

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 parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parent/guardian, 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 parent/guardian and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, shall be communicated to the parent/guardian. If the parent/guardian does not agree with the school administrator/principal's decision, the school administrator/principal and the parent/guardian shall meet to discuss the rationale for the decision. It is ultimately the school administrator/principal's decision whether or not to promote a student.

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 is October 1st 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 \$75 graduation fee. This fee covers the cost of the graduation gown rental/purchase, 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 missing. 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.



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 ATHLETICS

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. All students, parents/guardians, leaders, coaches and referees will sign a code of conduct prior to participation in any athletic event/team sponsored by a diocesan school. Additionally, schools may require all involved with an extracurricular activity (including athletics) to agree to sportsmanship training prior to the start of the activity. Revised July 1, 2024 Revised May 24, 2016 Revised June 1, 2015 May 7, 2004

DSR 6610 ATHLETICS

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.

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facility is used for extracurricular activities (e.g., athletic games) involving diocesan schools, a designated monitor for the host school must be present. This monitor will be responsible for making sure school property is protected, and participants and attendees are behaving in ways consistent with diocesan policy. (Refer to the school facility's guidelines.)

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. Any games, tournaments, practices, etc. for school teams or individuals participating in a school extracurricular activity held over school holidays must have the express, written permission of the administrator/principal. Revised July 1, 2024 Revised July 1, 2022 Revised July 1, 2021 May 24, 2016

YOUTH SPORTS

All athletic and activity guidelines established for Sacred Heart High School and Junior High also apply to Sacred Heart Youth Sports programs. This includes, but is not limited to, all policies related to conduct, expectations, and general program standards. Participants, coaches, and families involved in youth sports are expected to adhere to these same guidelines.



***participation) and students participating in
Sacred Heart Youth Sports Programs.***

Below is the student code of conduct that your student will be expected to adhere to:

**SACRED HEART SCHOOL STUDENT
ATHLETE CODE OF CONDUCT**

As a student athlete at Sacred Heart School, I understand that I am representing my parish, school and family. I will agree to live out the standards set forth. I will represent my school with PRIDE putting the Lord first in all that I do.

- Pursue victory with honor.
- Respect teammates, coaches, officials and opponents at all times.
- Invest in your future - your education comes first!
- Demonstrate pride in your effort; accept defeat with dignity.
- Excel on and off the field of play.

Code of Conduct for Student-Athletes

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character").

TRUSTWORTHINESS

- Integrity - live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.
- Honesty - live and compete honorably; don't lie, cheat, steal or engage in any other



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put the team above personal glory.

RESPECT

- Respect - treat all people with respect all the time and require the same of other student-athletes.
- Class - live and play with class, be a good sport, be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre and post game rituals.
- Disrespectful Conduct - don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Respect Officials - treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

- Importance of Education - be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
- Role-Modeling - remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct myself as a positive role model.
- Self-Control - exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.



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the game; don't gamble. Play the game according to the rules.

FAIRNESS

- Be Fair - live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

- Concern for Others - demonstrate concern for others never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
- Teammates - help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

- Play by the Rules - maintain a thorough knowledge of and abide by all applicable game and competition rules.
- Spirit of Rules - honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Consequences for failure to abide by these guidelines or for a violation during a game will be as follows:

Violation 1-Meeting with the coach and the AD the day following the incident.

Violation 2- Meeting with the student athlete, parents, priest and school administration.

Violation 3- Appearance before the school council for consideration of future participation.

*All violations will come with a consequence to be determined, individually.



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Respect:

Student-athletes are expected to be respectful of everyone involved in the athletic program, including coaches, teammates, opponents, officials, and spectators.

Positive Attitude:

A positive attitude and good sportsmanship are essential, both during and after games.

Following Rules:

Student-athletes must adhere to the rules of the game, as well as any additional team or school policies.

Representing the School:

Student-athletes are expected to represent their school and community with pride and integrity in all aspects of their participation.

Zero Tolerance:

Sacred Heart has a zero-tolerance policy for hazing, bullying, harassment, and other inappropriate behaviors. Determination of the actual occurrence of these instances may result in consequences determined by the administration or dismissal from the team.

Teamwork and Commitment:

Team Goals: Student-athletes are expected to be committed to their team and work towards achieving team goals.

Attendance:

Attendance at all practices and games is expected during the season (season is outlined as the first official practice day as designated by MSHSAA through the final contest of the season). Attending



events taking place on non school days.

- Medical/dental/etc appointments should be scheduled around practice/games.
- An unexcused absence from a practice or game may result in a loss of playing times. 3 or more unexcused absences may result in dismissal from the team.
- Injured athletes are still expected to attend practices and games with the team.
- Training and development in the off-season, off season participation is not required however it is strongly encouraged for all student athletes who play or aspire to play at the Varsity level to be in attendance.

Responsibility:

Student-athletes are responsible for knowing the schedule and communicating with coaches about any issues.

Citizenship:

Substance Abuse:

The athletic department and school are committed to providing a safe and healthy environment for its student-athletes, coaches, and staff. The health and welfare of student-athletes is of paramount concern. The athletic department does not condone or tolerate the abuse of alcohol, tobacco, or banned substances by student-athletes. Alcohol, illicit drugs, anabolic

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the school. A violation can result in suspension or dismissal from the team at the discretion of the Priest and school administration. If a student has violated the school substance abuse policy, while serving consequences they are ineligible to practice, dress out in uniform or participate in games.

Random Drug Testing:

Student athletes may be selected at random for drug testing throughout the year.

Communication:

Open communication between athletes, coaches, and parents is encouraged. Communication should be to address any concerns or issues or general communication.

- All teams are required to use the Team Reach app or school email for communication with parents and students.
- No communication between students and/or parents should take place via text. Please see dioscean policy in regards to communication.
- <https://diojeffcity.org/wp-content/uploads/2020/10/Digital-Online-Social-Media-Communciation-With-Youth-Policy.pdf>
- <https://diojeffcity.org/wp-content/uploads/2019/06/Digital-Online-and-Social-Media-Policy-.pdf>

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Communication of concerns through the chain of command.

- If a student has a concern in regards to the program, playing time or situations taking place at or in regards to practices, games, meets or competitions the following should be followed;
 - The student schedules an in person meeting with the Coach and Asst. Coach.
 - The parent and student schedule an in person meeting with the Coach and Asst. Coach.
 - If concerns are still not addressed a meeting can then be scheduled with the athletic director and the principal and/or Priest

Consequences:

Failure to meet these expectations can result in consequences, such as reduced playing time, suspension, or even dismissal from the team.

The school adheres to the MSHSAA policy for Citizenship requirements

2.2 CITIZENSHIP REQUIREMENTS 2.2.1

Citizenship: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline. 2.2.2

A. Law Enforcement:

- a. *A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied.*

If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies.

- b. *After a student has completed all court appearances and penalties, and has*



- c. *Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. (Editor's Note: If a traffic offense is accompanied by an act covered in letter a above, such as property damage, bench warrant, etc., eligibility will be delayed per letter a.)*

2.2.3 Local School:

- a. *A student who violates a local school policy is ineligible until completion of the prescribed school penalties.*
- b. *The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.*
- c. *A student shall not be considered eligible while serving an out-of-school suspension.*
- d. *If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.*



standards. Each school shall diligently and completely investigate any issue that could affect student eligibility.

2.2.4 Expulsion: A student who is expelled from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion. An expulsion is prompt removal of a student from school following the conduct for which the student is under discipline, whereby the student is not allowed to return to school until either an appeals process reinstates the student or the duration is fulfilled. However, this period of ineligibility shall not apply to any student expulsion for conduct otherwise protected by law which does not materially and substantially interfere with the requirements of appropriate discipline in the operation of a school.

2.2.5 Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors. Editor's Note: See also By-Law 3.10.5, Eligible at Time of Transfer.



SACRED HEART SCHOOL POLICY:

SCHOOL ATTENDANCE No student will be allowed to participate in an activity, athletic event, or practice unless he/she was in attendance for all periods of that school day. The exceptions for this are medical/dental appointments, (Dr.'s note required) and family emergencies. The student or parent is to receive **PRIOR** administrative approval, from the Principal or Athletic Director, for appointments or family emergencies.

If your child needs to check out during the day and they are participating in an in-season sport you must contact the athletic director, via email at ablackburn@gogremlins.com, and the school office at office@gogremlins.com for approval for athletic participation. We need to know the following: reason the student will be checking out, estimated return time and a request for approval for participation in practice or the game that day. The only acceptable reasons for approval of checking out and returning and still being allowed participation are as follows: a doctor's appointment (must return with the excuse note from the doctors office), a dire family emergency or a funeral. Reasons that will not be approved are leaving to get food or a forgotten item.

If the athletic director does not receive the written communication or if the students is checking out and is not pre approved for participation they will be ineligible for athletic or activity attendance and participation on that day.

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
- c. A student shall not be considered eligible while serving an out-of-school suspension.
- d. If a student misses class(es) without being excused by the principal or athletic director, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
- e. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
- f. Each school shall diligently and completely investigate any issue that could affect student eligibility.

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ACTIVITIES DURING THE SAME SEASON

Students are allowed to participate in two co-curricular sports activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sport participation. Requests must be turned in before the first practice.

RULES OF DUAL-SPORT PARTICIPATION

1. A student who wishes to participate in two sports during the same season must designate a primary sport before the beginning of the first appointed date of practice set by MSHSAA for the season of participation.
2. A primary sport is defined as the sport, which takes precedence over another sport, in the event there is a conflict of schedule or any other matter that could lead to a conflict. If one sport has a contest and the other has practice, the contest will take precedence. If one sport has a competition and the other has a District/Regional contest or state contest the student will go to district/regional or state contest regardless of primary or secondary sport designation.
3. The student must practice in both sports but the amount of practice time will vary. On non competition days the athlete will go to their primary sport practice and then try to make it to their secondary sport practice if that is an option. Secondary sport coaches will need to work out practice times with the dual sport



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The athlete then will participate in the primary sport only.

5. The student and parents or legal guardians, must sign a contract of dual-sport participation before the first practice session he or she attends.
6. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation.

Request for Dual Sport Participation

1. The process must be initiated by a scheduled conference with the athletic director.
2. The athlete must declare which sport is primary and secondary for participation purposes.
3. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
4. Practice and Game/Meet requirements must be established prior to the sport season. Contests take precedence over practice/rehearsals, and the primary sport contests take precedence over secondary sport contests. The higher the level of competition (state vs. district, conference vs. non-conference) has priority.

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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.

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.

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~~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. Spandex, 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 school dress codes apply when representing the school on or off campus.

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.

SCHOOL ISSUED ATHLETIC

UNIFORMS

- When playing school sports a uniform is issued to you for the duration of the season. The uniform is property of the school and is to be returned on the designated turn in day for his/her specific sport.
- Prior to uniforms being issued they are cleaned and checked for any damage. Prior to the return please clean your uniform, at turn in it will be checked for any damage like stains, tears or discoloration.
- If a uniform is returned damaged and deemed unusable you will be assessed a fee for the

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The following Standards of Conduct are set forth by Sacred Heart School to govern the behavior of students, parents and spectators before, during, and after athletic events.

Sacred Heart Spectators must cheer happily FOR the Sacred Heart teams. It is important that we set an example for who we are and who we hope to be by avoiding the following behaviors:

The following will be expected:

- A consistently positive attitude shall be conveyed toward players, coaches, officials, and spectators.
- Athletic contests home and away are extensions of the classroom. Therefore all school rules are in effect.
- No remarks shall be addressed to opposing players, coaches, spectators, or to referees except when comments convey genuine friendship and respect or direct response to questions by the game official.
- Never use foul or abusive language.
- Spectators can support both teams by refraining from derogatory or demeaning comments or cheers.
- Applaud good play and sportsmanship by either team.
- Give consistent support to coaches and managers whether winning or losing. Coaches are giving hundreds of hours of time and energy and are committed to providing an environment that is conducive to player development and success.
- Always respect the use of facilities and equipment provided.
- Encourage players to obey the rules and to accept decisions of officials.
- Do not approach, confront, or question a coach or an official before, during or after a contest.

Failure to adhere to the above will result in the following in this order:



year, and a meeting with the Sacred Heart School Administration will be held prior to returning to another Sacred Heart Athletic Event.

- When we visit schools we are their guest and *must* abide by their policies. Our code of conduct applies when visiting other schools for away games as well as an additional code of conduct rules the school hosting may have.

STUDENT APPEARANCE CODE

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.

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~~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

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- 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.

- 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.**

PRESCHOOL, ELEMENTARY & JH UNIFORM POLICY (Grades PreK-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.



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		uniform shirt. There should be no writing on these items or noticeable colors.
Belts (Optional Grades K-5) (Required for Grades 6 and higher)	<p>Brown or Black or Navy</p> 	<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	<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, leggings, 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, leggings,

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	<p>(Girls-Only)</p> 	<p>skirts featured in the uniform catalog of any of the companies are acceptable) must-have a neat and clean appearance.</p> <ul style="list-style-type: none"> ● 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 	



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	Only)		<p>and clean appearance.</p> <ul style="list-style-type: none"> ● 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-heelled 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

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		<p>Heart Crest, 4. The Sacred Heart Logo.</p> <p>A belt and a collared uniform shirt must be tucked in, visible, and worn underneath Gremlin Gear at all times.</p> <ul style="list-style-type: none"> ● 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)	<p>White or Red or Navy</p> 	<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.

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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.

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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



- 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.


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Only)		<p>Lands End must-have a neat and clean appearance.</p> <ul style="list-style-type: none"> ● 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).
Socks Tights and Leggings (Girls-Only Optional)	Tights and leggings in white or navy with their skorts. (Girls-Only Optional)	<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.


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		<p>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.</p> <ol style="list-style-type: none"> 1. The Gremlin, 2. The Heart and Cross, 3. The Sacred Heart Crest, 4. The Sacred Heart Logo. <ul style="list-style-type: none"> ● 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)	<p>White or Red or Navy</p> 	<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

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(Optional)		Available through Pummill's Sporting Goods in Sedalia.
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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)

- On Spirit Dress Days students are allowed to participate.
- 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. 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.

Paid Dress and Theme Days (All Grades)

- 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. No leggings as pants or jeggings are to be worn at any time during the school year.
- Pajama pants, leggings, yoga pants, tight athletic pants, and spandex/spanx like material are not permitted at any time during the school year.
- 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-toe/closed-

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. Sleeveless shirts or dresses, tank tops, spaghetti straps, and tops with revealing necklines or those that allow undergarments to be visible are not permitted. Clothing should not be a distraction.
- 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 yoga/spandex/spanx like material are not permitted in PE Classes. Tennis shoes are the preferred footwear of choice due to students being involved in daily physical activities.

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~~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.

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.

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- Uniform shorts in khaki or navy colors may be worn.
- 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.
 - 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 Principal’s office at the beginning of the day 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 1 detentions and the student will be required to change in order to be compliant with the appearance code.
- Third Offense: \$4.00 violation and 2 detentions and the student will be required to change in order to be compliant with the

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.

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, Instagram, and Facebook page.

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 to the following areas: K-5 go directly to their classroom, 6-8 go to the Hoying Gym, and 9-12 go to the Commons. 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.

ABSENCE AND TARDINESS

ABSENCE:

Excessive absenteeism of a diocesan Catholic school student may be indicative of educational neglect by the parent/ guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. An absence of more than two hours is recorded as one-half day absence.

TARDINESS:

Excessive tardiness of a diocesan Catholic school student may be indicative of educational neglect by the parent/ guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (See DSP 5810.) The parent/guardian/student handbook specifies times for the beginning of the morning and afternoon sessions. Any student 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 in allowing the student to continue to be enrolled in the school. Revised June 1, 2015 May 7, 2004

DSP 5211

WRITTEN EXCUSES

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/ guardian. All notes concerning absences are kept on file until the end of the school year. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal shall 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 (e.g., if a student misses more than three days due to illness, documentation is required for return to school). In addition, schools are encouraged to establish or

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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 or email the parents who have not already contacted 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. No student will be allowed to participate in an activity, athletic event, or practice unless he/she was in attendance for all periods of that school day. The exceptions for this are medical/dental appointments, (Dr.'s note required) and family emergencies. The parent is to receive PRIOR administrative approval, from the Activities Director, for appointments or family emergencies.

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 extenuating circumstances as determined by the principal and pastor. Prolonged illnesses will need to be confirmed in writing by a physician to excuse the absences.

- A. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
- B. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
- C. A student shall not be considered eligible while serving an out-of-school suspension.
- D. If a student misses class(es) without being excused by the principal or athletic director, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
- E. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
- F. Each school shall diligently and completely investigate any issue that could affect student eligibility.

2025-2026 PARKING, DROP-OFF, AND PICK-UP

First Day of School

We are looking forward to the new school year and especially the first day of school, which is just around the corner, on Wednesday, August 20. All parents can park and bring their child to their classroom for the first day of school. We highly encourage and celebrate families keeping with the tradition of taking outside pictures in various locations around our beautiful campus. Please remember to keep Third Street in front of the school clear for the drop-off line. Students in Grades 6-12 will go to their first hour class on the first day of school because we will start the day with Mass.

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- The paved solar array lot, the paved lot west of the solar array lot, and the gravel lot on Third and Missouri are ALL reserved faculty and student parking. Please do not park in these lots during school hours.
- Please keep Third Street in front of the school clear for the drop-off line. Do not park on Third Street where you see the yellow line.
- Keep the solar array parking lot, driveway, and alley open.
- Keep the parish lot open for parish personnel and parish visitors. School families should NOT park in this lot while visiting the school.

GENERAL PROCEDURES

Beginning of Day Procedures:

- Before School Care (BSC) enrolled students may arrive between 6:30-7:30 a.m. All BSC students need to enter through the cafeteria doors. Preschool BSC students should be escorted by a parent to their classroom. Elementary BSC students will remain in the cafeteria until dismissed to their classrooms at 7:30 a.m.
- All students in grades PreK-5 arriving between 7:30 and 7:50 a.m. will go to their classrooms. It would be wise in almost all cases for parents to park, walk in, and escort their children who are in PreK and Kindergarten to their classrooms. In some cases, it would be appropriate to ask an older sibling to do so.
- Teachers will be in the classroom to help students get settled.
- Students in grades 6-8 will report to the Hoying Gym where they may sit in the bleachers and visit with their friends.
- Students in grades 9-12 will report to the Commons where they may visit with their friends.

[Open this document in Google Docs](#)

End-of-the-Day Procedures:

- High school students who drive will be dismissed at 3:05pm.

All students who do not drive will be dismissed each day at 3:05 p.m.

- High school drivers who are picking up a younger student will need to get their sibling from the McGremlin Gym, then exit to the back parking lot. Older students **MUST** get permission from the gym supervisor before taking a younger child. Students should not be removed from classrooms or the line to the McGremlin Gym by an older student. They **MUST** wait until students are in the gym and seated.
- A NON-Driving high school student or junior high school student is allowed to come to the McGremlin Gym to pick up their younger sibling from the gym supervisor and exit through the Hoying gym to meet their ride on Wilkerson Street. Older students **MUST** get permission from the gym supervisor before taking a younger child. Students should not be removed from classrooms or the line to the McGremlin Gym by an older student. They **MUST** wait until students are in the gym and seated. Please remember there is **NO** Parking on the South side of Wilkerson Street, the solar array parking lot, driveway, or alley. Only park in approved parking spots.
- All JH and HS car riders are to be picked up on Wilkerson Street. When exiting Wilkerson Street, please proceed **STRAIGHT** or make a **RIGHT** turn. High school students will be exiting the lot and turning **LEFT**, so we want to make sure there are no collisions during the end-of-day bustle.

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times are situations that require the cooperation of the entire community – students, parents, and all drivers. Upon the advice of the Traffic Division of the Sedalia Police Department, the following procedures are to be observed for Drop Off and Pick Up of students. For the safety of the children and to ensure a cooperative spirit during a stressful time in our school day we ask that:

- Students are to be dropped off and picked up only by westbound vehicles.
- Students are to exit the right-hand side of the car on the north side of Third Street.
- Students may be dropped off on the north side of Third Street or in the circle drive.
- Only right-hand turns should be made when exiting the circle drive.
- The north & south sides of Third Street are designated NO PARKING zones during school hours.
- Students should NOT be picked up in the rectory parking lot, in the alley by the Parish Center, or in the solar array parking lot.
- Keep the solar array parking lot, driveway, and alley open. Only park in approved parking spots.
- PLEASE DO NOT turn left into the circle drive.
- PLEASE DO NOT access the circle drive from Vermont Street crossing Third Street.
- Kindergarten students should enter the cafeteria doors and be seated at a designated lunch table. These students will be supervised by Ms. Collier.

PRESCHOOL AND ELEMENTARY PICK UP PROCEDURE

All PreK car riders and K-5 students will be escorted to the gym by their teachers at 3:05. They will sit in an orderly line on the floor grouped by classroom. In an effort to keep all students as safe as possible, the following procedures will be strictly enforced. Sacred Heart will be issuing Sacred Heart School-specific name placards to help in the ease and safety of

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~~a name placard is rubber banded on the back side of~~ the passenger seat visor. Any driver without a school-issued placard will need to **park their car** and report to the front office before retrieving their student. This policy is to ensure that all of our students are as safe as possible.

As you enter the carpool lane, flip down your visor so your attached name placard is visible through the windshield. This aids us in quickly identifying you and having your child(ren) ready for you as you pull forward.

- Parents will use the pickup lane on 3rd street. Please pull up in line and wait for your child to be brought out in the circle drive. Please pull up bumper-to-bumper in order to allow for as many cars as possible to enter the line. When your family is safely seated and buckled in your vehicle, please exit the pickup lane safely.
- Walkers: All walk-up parents will need a **SCHOOL-issued** placard to pick up their students. Any walk-up without a school-issued placard will need to report to the front office before retrieving your student. If you are picking your child up as a walker instead of a car rider, you should remain outside the building until the child's name is called. If you need your child early, you need to stop at the office and make this request BEFORE 2:45. Parents who arrive after 2:45 will wait outside until your students' names are called.
- PLEASE DO NOT turn your car off and wait for your child. You are to pull up and pull away – this is a loading and unloading zone.
- Elementary students who are not picked up and don't attend After Care will be taken to the office area to wait for a parent to be picked up. At 3:20 p.m., students left at the office will be escorted to After Care. After-care charges will have to be discussed with Mrs. Jarvis. Students cannot be left in the building/gym unsupervised.

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This teacher will also notify the staff of the exact number of students being handed over.

If you are a Sacred Heart faculty or staff member with a child in K-5, please pick up your child directly from the gym. Kindly inform one of the teachers present in the gym to facilitate a smooth transition.

- At no time should school parking take place in the parish parking lot, or should students be picked up by parents in undesignated areas.
- Students should not wait for their parents in front of the church or along Moniteau Street. They cannot be seen and supervised in those areas, and their safety cannot be ensured. Teachers on duty cannot see that they are being picked up by the designated person. This is to ensure the safety of your child. Your child is to wait for you on the northside of Third Street in front of the school building.

AFTER SCHOOL SUPERVISION

Please remember that unless your child is enrolled in a program, such as After School Care or under the direct supervision of a coach or teacher, he/she is to be out of the building by 3:20 p.m. Teachers are not on duty to supervise students. Students cannot be in the building unless supervised by an adult.

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



RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL

*Extraordinary care is taken in regard to early dismissal of individual students in diocesan Catholic schools. Parents/ guardians 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 the parent/guardian. Under no circumstances shall a student be released to anyone other than the parent/guardian listed on the student's registration form or another person explicitly authorized in writing by the parent/guardian. In the case where only one parent/guardian 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 shall never be sent home for assignments, books or disciplinary reasons without parent/guardian communication, nor shall any student be sent on errands outside the school/parish grounds for anyone.
Revised June 1, 2015 May 7, 2004*

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



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The school administrator/principal and teacher(s) shall discuss the child's progress and make recommendations to the parent/guardian. The school administrator/principal keeps a record of the recommendations made to the parent/guardian. The final decision, however, is the responsibility of the parent/guardian. Conditions, procedures, and time limits for making-up schoolwork shall be specified in writing. May 7, 2004

Sacred Heart School understands the importance of family and time together. Any absence impacts a student's attendance and academic performance. Family vacations are encouraged to be taken during school scheduled extended breaks. The school will need to be contacted and students fill out an advanced notice of absence form. Teachers will not be expected to provide work in advance however upon return from the trip school work will need to be completed in a timely manner.

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) may result in an absence and will be treated as such. Students will be given detention upon being assessed a fifth tardy in their first hour 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.

CATHOLIC FAITH AND MORAL STANDARD

DSP 5305

CATHOLIC FAITH AND MORAL STANDARD

As a condition of initial and continued enrollment as a student in diocesan Catholic schools, 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 personnel 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. Revised July 1, 2021

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:

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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

We strongly encourage your full support in enforcing the consequences that you will find outlined in the consequence section. Our ultimate goal is to work with you to help your child develop into a sound, contributing Christian citizen. 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.

If a student has been disciplined multiple times within the classroom, or by multiple teachers for the same behavior, the Principal or High School Principal 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. Our preschool students will likely need redirections in

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that can take place in an early childhood classroom. There will be situations that will arise, not covered in the handbook, that will be handled on an individual basis by the administrator with guidance from the teacher, principal, and when necessary, the pastor.

PRE-K CONSEQUENCES CHART

Behavior	Level One
Disrespect to students or adults, disruptive behavior, disruptive speech, insubordination, inappropriate language, physical contact or misconduct, restroom violation	<p>The teacher will document the infraction in their planner/journal and obtain a parent signature.</p> <p>The student may be required to make apologies, and/or repair/replace property.</p> <p>The student may be given “time-out” or denied recess or free play to reflect on their behavior.</p> <p>Alternative disciplinary action may be taken by the teacher.</p>
Behavior	Level Two
REPEAT OF LEVEL ONE BEHAVIORS Act of Violence/ Assault: Against a student or staff member - use of physical force by a student with the intent to do physical injury.	<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</p>

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Threatening: Threatening an adult or student verbally or physically. The level of discipline will be determined based on context.	may be taken by the Principal.
Behavior	
CONSISTENT REPEAT OF LEVEL ONE OR LEVEL TWO BEHAVIORS	Consequences are intended to help students learn. When a child has been given lots of opportunity for growth and continues to display undesirable behavior, it may be necessary to assess whether Sacred Heart is the right fit for this student.

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.

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	<p>speech.</p> <p>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.</p> <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>	<p>asked to leave the classroom.</p> <p>Alternative disciplinary action may be taken by the teacher.</p>
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<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: Cheating and the use of AI in any assignment or test (unless it is used with express permission from a teacher), 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>As 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. 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.</p>
Behavior	Level Three
ANY REPEATED LEVEL 2 BEHAVIORS	Any of the Level One or Two

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<p>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>Principal, 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.</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>ny 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, parent(s) and child.</p> <p>Law enforcement agencies may be contacted.</p>

JH/HS CONSEQUENCES CHART				
Behavior	First	Second	Third	Repeated
Alcohol Use	1 day of OSS and Mandatory Alcohol Counseling	Expulsion from Sacred Heart School		
Appearance Code	\$4 Fine	\$4 fine plus 1 detention	\$4 fine plus 2 detentions and the parent will be contacted	1 day ISS plus 6 detentions and secondary review council
Away from the assigned area	1 detention	2 detentions	3 detentions	1 day ISS plus 6 detentions and Secondary Review Council
Cheating, Plagiarizing, and the use of AI (unless it is used with the express permission from a teacher)	“Zero” on the assignment plus parent and Principal contacted by the teacher	“Zero” on the assignment and 3 detentions. Principal contacts the parents.	“Zero” on the assignment and 3 day ISS plus 6 detentions and dismissal from NHS/NJHS	Probable 1 Disciplinary Withdrawal
Cussing/ Swearing/ Inappropriate Words/Gestures	1 detention or acceleration to next level(s)	2 detentions or acceleration to next level(s)	3 detentions or acceleration to next level(s)	1 day ISS plus 6 detentions and Secondary Review Council
Dangerous Driving/ Parking	1 detention	2 detentions	3 detentions and parent meeting	1 day ISS plus 6

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Behavior	First	Second	Third	Repeated
				detentions and Secondary Review Council and loss of parking lot privileges
Discrimination by word or action, Hate Speech, Harassment and Bullying	Family conference and ISS plus 6 detentions OR acceleration to next level and Secondary Review Council	Secondary Review Council Possible Disciplinary Withdrawal		
Display of Affection	1 detention	2 detentions	3 detentions	1 day ISS plus 6 detentions and parent conference
Disrespect towards the school or Staff via Social Media	5 days ISS plus 6 detentions per day of ISS and Parent Conference	5 days OSS & Parent Conference	Possible Disciplinary Withdrawal	
Disrespect by Word or Action	2 detentions	1 day ISS plus 6 detentions	2 days ISS plus 6 detentions and parent conference and Secondary Review Council	12 days OSS and Secondary Review Council
Electronic Devices (Cell Phones)	JH and HS-\$10 Fine & student picks up phone	JH and HS-\$20 Fine & parent picks up phone	JH and HS-\$30 Fine, 1 day ISS plus 6 detentions and parent picks up phone	Special Behavior Agreement.
Excessive Tardies (3 or more) per semester	1 detention Students will be given a detention upon being assessed a fifth tardy in their first	1 detention Students will be given a detention for each successive tardy that semester.	1 detention Students will be given a detention for each successive tardy that semester.	ISS and Secondary Review Council Students will be

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Behavior	First	Second	Third	Repeated
	hour and a fourth tardy in any other class period in any one semester. Parents informed by assigning teacher/principal.	Parents informed by assigning teacher/principal.	Parents informed by assigning teacher/principal.	given ISS and meet with Secondary Review Council upon being assessed an eighth tardy in their first hour and a seventh tardy in any other class period in any one semester.
Failure to Serve Detention	2 detentions	1 day ISS and 6 detentions	Secondary Review Council	
Fighting/ Physical Altercation (Slapping, kicking, tripping, pushing, fighting, etc.)	3 detentions OR acceleration to next level(s)	1 day ISS plus 6 detentions OR acceleration to next level	3 days OSS plus 6 detentions and Secondary Review Council	Probable Disciplinary Withdrawal
Gum/Candy/Food Unapproved Water Bottle/Drink	\$2 fine	1 detention and \$2 fine	2 detentions and \$2 fine	1 day ISS plus 6 detentions
Inappropriate Sexual Conduct*	3 days ISS & Parent Conference	5 days OSS & Parent Conference	Probable Disciplinary Withdrawal	
Mutual Roughhousing, it is what the teacher says it is.	1 detention	2 detentions	3 detentions	1 day ISS plus 6 detentions

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Behavior	First	Second	Third	Repeated
Possession/ Use of Tobacco Products/Vaping Device	Possible Drug Test, Confiscation of device, 1 day ISS plus 6 detentions and parent conference	2 days ISS plus 12 detentions & parent conference	1 Secondary Review Council/Possible Disciplinary Withdrawal	
Refusal to Cooperate/ Defiance / Insubordination	1 detentions	2 detentions	3 detentions	1 day ISS plus 6 detentions and Secondary Review Council
School Disturbance	1 detentions	2 detentions	3 detentions	1 day ISS plus 6 detentions and Secondary Review Council
Sexting	1 day of ISS or acceleration to next level(s)		Parent Conference & Secondary Review Council	Possible Disciplinary Withdrawal
Sexual Harassment*	1-10 days ISS/OSS with detentions and parent conference and Secondary Review Council	Possible Disciplinary Withdrawal		
Skiping Mass	1 detention	2 detention and parent conference	3 detentions and Secondary Review Council	Possible Disciplinary Withdrawal
Theft	Restitution and ISS and 6 detentions per day of ISS and Parent Conference	3 Restitution and OSS and Parent Conference and secondary review council	2 Restitution & Possible Disciplinary Withdrawal	
Truancy	2 detentions per class missed	1 day ISS and 6 detentions and 2 detentions for	Parent Conference & Secondary Review Council	

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Behavior	First	Second	Third	Repeated
		every hour skipped		
Use of/Under Influence/ Possession/ Sale/ Purchase/ Distribution of Illegal/ Unauthorized Rx Drug or Alcohol	Minimum of referral to school drug testing policy. Maximum of police notification and probable school expulsion.	Expulsion from Sacred Heart School		
Vandalism	Restitution and 1 day ISS and 6 detentions per day of ISS and parent conference	Restitution & 2 days 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

ALCOHOL USE AT SCHOOL-RELATED EVENTS

No alcohol shall be present or consumed at any diocesan Catholic school events where students and youth are the primary focus (e.g., field trips, school carnivals, school picnics, school-sponsored athletic events). May 24, 2016

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.

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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.

Cell Phone Policy (Grades PreK-12)

Pope Francis asked us as a Church to set an example for our children and youth to encounter one another and live in reality rather than to merely make contacts with people living in a virtual world (4/15/19.) To this end, we at Sacred Heart School appreciate the usefulness of cell phones and strive to incorporate etiquette in the use of them so that we can encounter one another and build human real life communities within our school.

Grades PreK-5

No cell phones should be brought to school. If a student needs to make a phone call they are to use the office phone. This includes all childcare programs (ASC, BSC, Summer Camp, etc).

Grades K-12

Smartwatches or smart glasses are not allowed. Cell phones are not allowed in Sacred Heart Chapel. Earbuds of any type are not allowed.

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 day. They are to remain in their locker and are not to be carried on their person. Disciplinary actions will be given for those who fail to follow the policy outlined in the consequence chart. During meals, phones are not to be used so that we

Grades 9-12

Usage of cellphones by location:

Restrooms and Locker rooms:

Absolutely NO cell phone usage in locker rooms or restrooms.

Hallways and Classrooms:

High school students may be in possession of their cell phones on their way to class using them in the hallways and in front of their lockers. Once they arrive to class, they will place their phones in the caddy in the place selected by the teacher. If a student needs technology during class time, iPads or Chromebooks will be available to them. Cell phones will be removed from the caddy by the student as they leave the class at the end of the class period. For this policy, the weight room and gymnasiums are considered classrooms. High school students may have their phones at lunch.

Field trips:

To foster building friendships, and pending teacher permission students may only use their cell phones during the destination of the field trip for appropriate usage of taking pictures and to stay connected to their group and chaperones. Students may be asked to leave phones at school or in a container with the teacher on the bus.

Before and after school:

Junior High and High School students may use their cell phones before the first bell and after the last bell of the school day.

Student use of a phone or tablet for taking pictures or videos during the school day is prohibited unless as part of a school assignment. Students who are found taking unauthorized pictures or videos of other students and/or faculty members and/or sending such images or posting them is considered in violation of diocesan school policy regarding social media (DSP 6425) and will be subject to disciplinary measures.

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disruption, even if in the classroom caddy or locker, is subject to disciplinary action.

- Students are not allowed to wear earbuds nor smartwatches at any time while students are on campus during normal school hours. Cell phones are not allowed in the SH Chapel.
- All communication must be deemed appropriate and reflective of Christian behavior and Catholic teachings. Any communication deemed inappropriate is subject to further disciplinary action whenever and wherever the communication takes place.
- It is imperative that cell phones not be in use during an emergency situation. This is for safety and for secure communication with those in authority. Administration will work on pre-communication plans when they are applicable.

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 or students. This includes any such negative postings, verbal or nonverbal or pictorial on such websites or social media platforms or social media networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

- 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



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~~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.

CHEATING/ PLAGIARISM

Cheating is considered a very serious offense and will be dealt with per consequence chart. Cheating includes using AI unless express permission is given by a teacher.

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. Damage/vandalism is considered a very serious offense and will be dealt with per consequence chart.



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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. Disrespect is considered a very serious offense and will be dealt with per consequence chart.

DRUG USE

It is the philosophy of the Administration, Faculty, 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.

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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.

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

TOMO Drug Testing 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 urine samples. **Advance notice will not be given.** However, during the testing, every parent of a selected student will be notified. 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.

TOMO Drug Testing will be utilized for the random draw process and the taking of urine samples. A detailed description of the testing procedure is available. This description includes safeguards in place to protect against evasion and tampering.

A monthly testing pattern, running from September through May, for a total of a possible nine testing dates in each school year will be followed. Five students 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 urine sample testing.

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.

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

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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.

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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.

PREGNANCY

DSP 5552

STUDENT PREGNANCY

If a diocesan Catholic school student is found to be pregnant, the school shall respond immediately in a Catholic, pastoral way. It shall 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 pastoral care that a Catholic school can provide, including love and understanding. Revised July 1, 2021

DSP 5550

STUDENT ABORTION

If a diocesan Catholic school student has participated in an abortion, or has helped in obtaining an abortion — acts contrary to Catholic teaching — the school shall respond immediately in a Catholic, pastoral way. The hurting individual is in need of the kind of reconciliation and pastoral care that a Catholic school can provide. Therefore, school administrators/principals shall consult with the pastor, the school chaplain and/or the Catholic Schools Office for guidance in these situations. Revised July 1, 2021

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (kissing, embracing, and other such displays of boy/girl affection) are not

DSP 5820

HARASSMENT/BULLYING

All diocesan Catholic schools shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying. Revised July 1, 2021

DSR 5820

HARASSMENT/BULLYING

Harassment is defined as any unwanted and unwelcome behavior that interferes with a 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 in diocesan Catholic schools shall be addressed using appropriate disciplinary consequences, counseling methods and parent/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. Bullying behavior is 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. Every school shall have a comprehensive anti-bullying plan consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents/guardians and students. This plan shall also be available in the school office for parents/guardians to refer to if they have questions. This can also be in the parent/guardian/student handbook. Sexual harassment deserves special mention. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical contact of a sexual nature includes, but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic



report such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment shall be immediately reported to the Catholic Schools Office and/or chancellor; and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic Schools Office. No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. Samples of bullying report forms are available at Appendix #5820. Revised July 1, 2021

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

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against any student who, while at school or on 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 principal 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

STUDENT INTERNET, EMAIL AND OTHER TECHNOLOGY USE

All diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

Internet, email and other technology access and use in school is a privilege, not a right.

Use of technology access shall 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.



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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.

Students shall not use devices or technology to record (video/audio) on school property or at school events without prior permission from administration.

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 by administration.

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, TikTok and other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard. Revised July 1, 2024

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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. Additional consequences are outlined in the JH/HS Consequence Chart.

WEAPONS

DSP 5315

WEAPONS AND DANGEROUS INSTRUMENTS

The possession, conveyance, use, or storage of weapons or look-alikes on diocesan Catholic school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, personnel and visitors, except for those

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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. A Student's locker, book bag and / or purse will be searched.
4. Parents of the student making the threat will be notified.
5. The 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.



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

Students will be responsible for replacement costs of any lost or damaged reading lab 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



DSP 5310

PROHIBITION OF CORPORAL PUNISHMENT

Corporal punishment is not used under any circumstances in any diocesan Catholic school. The school administrator/principal is responsible to report immediately to the Catholic Schools Office any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive shall be avoided. Revised July 1, 2022

REVIEWS

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

SECONDARY REVIEW COUNCIL (SRC)

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.

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 6 detentions 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.

DISMISSAL AND EXPULSION

DSP 5360

EXPULSION

The expulsion of a diocesan Catholic school student is a very serious matter and shall be invoked only in extreme cases. Care shall be taken that fundamental fairness is offered the student in the process of expulsion. Expulsion is defined as permanent termination of a student from the school with no opportunity for reinstatement. In cases of serious misconduct which could lead to expulsion, the parent/guardians shall be 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 their difficulties. Careful documentation shall 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 Schools Office for compliance with the law and diocesan policies and regulations. A statement of expulsion shall be 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. Revised July 1, 2021

DSR 5360

EXPULSION

If an expulsion of a diocesan Catholic school student is pending, the Catholic Schools Office shall be notified immediately. The Catholic Schools Office shall review the case, consult legal counsel if necessary, and make recommendations to the school administrator/principal and/or pastor. Revised July 1, 2021

EDUCATIONAL AUTHORITY IN THE PARISH

DSP 1305

EDUCATIONAL AUTHORITY IN THE PARISH

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 diocesan Catholic school administrator/principal, and consults the parish school advisory council. The parish 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 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 parish 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. Revised July 1, 2021

PARTICIPATION IN RELIGIOUS ACTIVITIES

DSP 6235

NON-CATHOLIC STUDENT PARTICIPATION

Non-Catholic students enrolled in a diocesan Catholic school are required to participate to the same extent in all school activities (both curricular and extracurricular) and courses of study as Catholic students, provided such activity is permitted by canon law. May 7, 2004

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.



**POLICY AND REGULATION MANUAL FOR
SCHOOLS | Diocese of Jefferson City**

PARENT COMMUNICATION AGREEMENT

DSP 1810

**PARENT/GUARDIAN COMMUNICATION
AGREEMENT**

Enrollment in a diocesan Catholic school is a privilege, not a right. Especially in the schools, a condition of a child's enrollment is the parents/guardians support of the school, and close cooperation of the parents/guardians with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parents/guardians and school shall be used to resolve the concern. If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See DSR 1901.) (Schools shall indicate the page number on which this is found in their parent/guardian/student handbook.) A brief summary of Administrative Recourse is: set up a face-to-face meeting with the teacher; if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the pastor; if unsatisfied, the complaint will move to the diocesan level. Parents/guardians 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 or any form of digital media. If parents/guardians use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the student of the parent/guardian who has done so. By enrolling children in a diocesan Catholic school, parents/guardians are agreeing to abide and support

DSP 1901

GRIEVANCES

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council, rather than a governing board, the parish school advisory council is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the council for advice on a serious issue. Administrative Recourse 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. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse regulation. Revised July 1, 2021

ADMINISTRATIVE RECOURSE

DSR 1901

ADMINISTRATIVE RECOURSE DEFINITION

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

PURPOSE

The primary purpose of Administrative Recourse shall be 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.



Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of the formal procedures shall be considered a maximum and every effort shall be made to expedite the process. The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal's failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below.) By mutual written agreement, however, the timeframes may be extended.

The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.

There shall be no retaliation against any party or participant in Administrative Recourse.

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

Records of formal proceedings at every level shall be kept and made available to all parties involved.

PROCEDURE

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 grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/ principal, pastor) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.



administrator/principal,

LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE. Page 1 of 2 POLICY AND REGULATION MANUAL FOR DIOCESAN CATHOLIC SCHOOLS Official Policy of the Diocese of Jefferson City

- LEVEL ONE — SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven 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 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/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor within 15 days following the occurrence of the event. The pastor will hold a meeting within seven 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 days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

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Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint to writing and submit it to the Catholic Schools Office within 15 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the meeting 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 days to 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 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 Schools Office and the grievant of his ruling. The decision of the bishop shall be final and binding. Revised July 1, 2021

CONFIDENTIALITY

DSP 5260

CONFIDENTIALITY

Rather than strict confidentiality in regard to student and school personnel communication (verbal and written), the diocesan Catholic schools operate under a “spirit of confidentiality.” Therefore, 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



to share the information with school administrator/principal. The school administrator/principal, after consultation with the Catholic Schools Office, may choose to disclose the information to parents/guardians, legal authorities, medical personnel or other deemed necessary personnel. Revised June 1, 2015

HOME AND SCHOOL ASSOCIATIONS

DSP 1430

HOME AND SCHOOL ASSOCIATIONS

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. July 1, 2021

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



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/FOOD & DRINK

Any food and drink other than water brought to school in the morning, may NOT leave the Commons area and must be disposed of before the 7:40 a.m. bell for junior high and high school students, and before elementary students go to their classrooms. Absolutely nothing outside of **water** in a **clear container** may be brought out of the Commons. No powder or additives are allowed. Any food or drinks including coffee, juice, soda, etc. found with a student outside of the Commons will be subject to the gum and candy policy including but not limited to fines. Energy drinks are never permitted for students at Sacred Heart School. Lunchboxes must be properly stored in lockers or the classroom until lunch.

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 or at any other time during the school day. 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.

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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.

Students may have water in the classroom in a closed and clear container at the teachers discretion, **NO GLASS CONTAINERS**. Gum and candy are not permitted at any time during the school day.

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.

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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 activities 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.

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.

SAFE ENVIRONMENT REQUIREMENTS AND REPORTING

DSP 5825

SAFE ENVIRONMENT REQUIREMENTS

Diocesan Catholic schools shall follow all regulations regarding the diocesan safe environment program, including regulations regarding training and screening of volunteers. (See DSR 5825 and Appendix #5825.) Revised July 1, 2020

DSR 5825

SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS WHOSE DUTIES INCLUDE CONTACT WITH MINORS

All diocesan Catholic school volunteers whose duties include contact with minors shall comply with the following prior to volunteering: complete a Protecting God's Children (VIRTUS) workshop in-person or online; agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and read, consent to and sign the Code of Pastoral Conduct. Effective July 1, 2021, all parents/guardians of K-8 students shall complete these requirements. In some instances, parents/guardians may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection. School administrators/principals and pastors are responsible for ensuring all parents/guardians and volunteers are properly screened according to applicable standards of the safe environment program. If the Office of Child and Youth Protection is alerted to an issue with a parent/guardian or volunteer's background check or screening, they shall notify the superintendent. The superintendent shall notify the pastor and school

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School administrator/principal shall also notify the student's teacher and any necessary personnel as to parent/ guardian and/or volunteer's level of accessibility. Revised July 1, 2021

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 AND EDUCATIONAL FIELD TRIPS

DSP 6301

EDUCATIONAL OUTINGS, FIELD TRIPS, EIGHTH GRADE TRIPS AND SENIOR TRIPS

Diocesan Catholic school field trips and outings shall be learning experiences, but they are also privileges. Each teacher or moderator shall, in advance, explain to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation and student follow-up activities. If approved, the teacher shall follow the local procedures for the distribution and return of the field trip forms with parent/guardian signatures. A school may, but is not required to, sponsor an end of year eighth grade and/or a senior trip. If it does, the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must accompany students on the trip. If the school does not sponsor the trip, then DSP 6306 shall be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, the school name is not to be used. The school tax identification number is not to be used in any way for the trip, and any contracts shall not use the school name. Other than high school sports, any proposed school-sponsored trip that would include an overnight stay, travel outside of the state, or both, must be approved through the Catholic

DSR 6301***EDUCATIONAL OUTINGS, FIELD TRIPS, EIGHTH GRADE TRIPS AND SENIOR TRIPS***

All diocesan Catholic school field trips and outings shall be pre-approved by the school administrator/principal. The written consent of parents/guardians must be obtained for every student participating in a field trip or outing. The consent shall include basic information about the trip, including destination, times, chaperones and mode of transportation. No student shall participate in outings or field trips unless a signed parent/guardian permission slip for the specific event is on file with the school administrator/principal. A sample Field Trip Permission Slip is included in Appendix #6301. Revised June 1, 2015

DSP 6305***CHAPERONES AND DRIVERS FOR FIELD TRIPS, ATHLETIC EVENTS AND OTHER OFF-CAMPUS SCHOOL ACTIVITIES***

Diocesan Catholic schools shall 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 shall 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; some situations (e.g., travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged. When appropriate, schools shall use bus transportation by an insured carrier for off-campus school-sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate (e.g., a small number of students involved in an activity, cost of commercial transportation, etc.). If a private passenger vehicle is used, the following criteria shall apply: Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind. Drivers must be experienced drivers over the age of 25 and

safety practices, (see Appendix 10000: Agreement to Transport Students.). Drivers must complete the diocesan safe environment training. The vehicle must have a valid registration and meet state safety requirements. The vehicle must be insured for minimum liability limits of \$100,000 per person/\$300,000 per occurrence. All drivers shall be given a copy of the above criteria. Volunteer drivers must provide the school with copies of a valid driver's license, 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. Revised January 26, 2022

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

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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

DSP 5105

IMMUNIZATION REQUIREMENTS

Diocesan Catholic schools follow applicable regulations established by the Missouri Department of Health & Senior Services regarding immunization requirements for students. July 1, 2022

DSR 5105

IMMUNIZATION REQUIREMENTS

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

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.) Revised March, 2019

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.

problems. Some of this information will be utilized when preparing reports for the Pettis County Health Center and the Missouri DSP 8000

COMMUNICABLE DISEASES

Diocesan Catholic schools shall follow the guidelines provided by the Missouri Department of Health and Senior Services (DHSS). All reporting requirements as stipulated by DHSS shall be followed. Schools shall be in compliance with any state inoculation and physical exam requirements for students and school personnel. Revised July 1, 2021

Below is a sampling of SOME specific diseases and guidelines that should exclude a student from school.

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

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.



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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.)



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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.