



Upper School Student Handbook



2013-2014

“As the days come and go, may we find that each one is laden with happy opportunities and enriching experiences; and when this year is ended, may our best hopes be more than ever fulfilled.”

Janet Erskine Stuart, RSCJ

TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTION	2
ACADEMIC INFORMATION	
Academic Grades.....	3
Academic Integrity	3-4
Academic Permanent Record Policy.....	5
Academic Planning.....	5
Academic Probation	5
Academic Progress	6
Acceptable Use of Technology Policy	6
College Counseling.....	6
Curriculum.....	7
Final Assessment	7
Graduation Requirements	7-8
Homework	8
Honors	8
Incomplete Coursework.....	9
National Honor Society	9-10
Preparing for Success (Summer Reading)	10
Selection of Valedictorian/Salutatorian.....	10
Student Awards/Scholarships	10-12
Student Review.....	12-13
Tests and Quizzes	13
Use of the Media Center.....	13
Withholding of the Diploma.....	14
Withholding of Transcript.....	14
NON-ACADEMIC INFORMATION	
Attendance	15-18
Behavior Rubric.....	18
Cell Phones.....	19
Community Service	20-21
Detention	21-22
Drinking and Drugs	22
Driving and Parking.....	22-23
Elevator.....	23
End of Day.....	23
Expulsion.....	23
Gazelle Cards.....	23
Gum	23
In-School Suspension	23-24
Mentor Program.....	24-25
Order	25-26
Review Board.....	26
Schedule.....	26
School Community Governance (S.C.G.)	26-27
Smoking.....	27
Study.....	27
Substitute Teachers.....	27
Uniform Policy	27-29
Visitors.....	30

SACRED HEART EDUCATION

Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart, envisioned Sacred Heart education to be an education serious in principles, strong in studies and rich in the spirit of love and life. In a recent document, the philosophy of Sacred Heart education was described in this way:

"The Schools of the Sacred Heart in the United States, members of a world-wide network, offer an education that is marked by a distinctive spirit. It is of the essence of a Sacred Heart School that it be deeply concerned for each student's total development; spiritual, mental, emotional, physical. It is of the essence of a Sacred Heart School that it emphasize serious study, that it educate to social responsibility and that it lay the foundation of a strong faith." (Goals and Criteria for Sacred Heart Schools)

Schools of the Sacred Heart commit themselves to educate to:

- *A personal and active faith in God*
- *A deep respect for intellectual values*
- *A social awareness which impels to action*
- *The building of community as a Christian value*
- *Personal growth in an atmosphere of wise freedom*

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

The Upper School is a community, and as such, the atmosphere of the school depends on the sense of responsibility and the self-discipline of each member. The school community depends on trust and the wise use of personal freedom.

Personal Integrity

Schools of the Sacred Heart commit themselves to educate to personal growth in an atmosphere of wise freedom as well as the building of community as a Christian Value. The basis for any caring and productive community is respect and trust among its members. Honesty is a primary value of the ASH Community and personal integrity extends to every aspect of a student's life at the school – the classroom, the playing field, co-curricular activities, off-campus trips, relationships with friends and classmates, interactions with faculty and staff, and communicating information between home and school. Though a simple commitment to telling the truth is a central component of personal integrity within the community, the concept goes far beyond that.

The community agrees to be honest and forthright in their dealings with one another and with the school; to obey the guidelines of the school; to be open, honest, and direct; to be guided at all times by the Goals and Criteria of the Sacred Heart and by the spirit of God's teachings in treating others the way they would choose to be treated. The school community commits itself to developing and upholding policies and practices that promote self-discipline, responsible decision-making, and accountability.

ACADEMIC INFORMATION

ACADEMIC GRADES

A letter grading system is used to indicate levels of achievement:

	<u>Point Value</u>	<u>Percentage</u>
A	3.71 - 4.00	93.00 - 100.00
A-	3.31 - 3.70	90.00 - 92.99
B+	3.01 - 3.30	87.00 - 89.99
B	2.71 - 3.00	83.00 - 86.99
B-	2.31 - 2.70	80.00 - 82.99
C+	2.01 - 2.30	77.00 - 79.99
C	1.71 - 2.00	73.00 - 76.99
C-	1.31 - 1.70	70.00 - 72.99
D+	1.01 - 1.30	67.00 - 69.99
D	0.71 - 1.00	63.00 - 66.99
D-	.001 - 0.70	60.00 - 62.99
F	0.00	Below 60.00

A Pass/Fail Grade may be given at the discretion of the teacher and the Director of the Upper School (*see Page 8, "Courses Taken Pass/Fail"*). A grade of "Incomplete" may be used in the case of illness or other such extenuating circumstances, and by prior arrangement with the Director of the Upper School. A timeline for completion of the course work must be submitted by the faculty member to the Director of the Upper School.

ACADEMIC INTEGRITY

Sacred Heart envisions challenge and struggle as integral parts of education and learning, both intellectually and personally. Our expectation is that students embrace rigor and challenge as essential to their education and that they respect ownership of their own and the work of others at all times. The school expects students to be independent in producing their own work and to rightfully acknowledge when the work of others has contributed to their own.

Sacred Heart recognizes these facets of intellectual life as fundamentally necessary for the self-respect and thriving of each individual student, as well as for the health of our community, which is premised on respect, honesty, dedication to work and trust. Students should carefully follow the teacher's guidelines for specific assignments and if they ever have a question about the parameters of an assignment or what sources have been sanctioned for them to use, they should always ask the teacher before the assignment is due.

Academic dishonesty includes, but is not limited to:

Cheating

1. Copying someone's homework, lab reports or other assignments and turning it in as one's own, or providing homework to someone to be copied.
2. Asking for or giving information about a test or quiz from or to a student who takes the assessment at a different time.
3. Possessing or using hidden notes during a test/quiz or passing information during a test/quiz whether in or outside the testing room.
4. Looking at, copying or providing answers to another student during quiz/test taking.

5. Using graphing calculators, computers, online translation tools, or other technology in any way that has not been sanctioned by the teacher.

Lying

1. Stating you forgot your homework at home when you actually did not complete your homework.
2. Being dishonest about computer problems to gain an extension on a due date
3. Failing to be forthcoming and honest about one's involvement in an academic integrity incident

Plagiarism

1. Turning in someone else's idea(s), words, or essay as your own
2. Taking ideas, writing, or actual, rather than suggested, revisions from a tutor, parent, or person other than yourself for an essay or homework assignment and submitting as your own work
3. Including any idea, words, or part of an article, essay, magazine, other print source, the internet, or artwork imagery and representing it as your own in an essay, project (written or oral), homework assignment, or any other assignment for which you claim to have done independent work
4. Paraphrasing materials from a source text without appropriate MLA documentation
5. Submitting an essay, or part of an essay you wrote for another class, without modifying it or generating any new work for the new assignment

Failure to comply with this policy of academic integrity will result in, but is not limited to the following consequences:

1. The parents are notified of the infraction and the consequence by the classroom teacher
2. The student writes a reflection of the incident for the teacher and the Upper School Director
3. A record of the consequence will be placed in the student's working file
4. May preclude admittance to the National Honor Society

Depending on the gravity of the situation, the following consequences will be administered:

Minor Assignment/Quiz

1. Student will receive a zero on the assignment/quiz
2. Student may be allowed to redo the assignment/quiz, per individual classroom teacher's policies, for no more than 50% of the grade earned

Major Assignment/Test/Exam/Project

1. A review board will be convened to hear the case and recommend consequences to the Upper School Director. The review board will consist of two faculty members selected by lottery, and the student's mentor or faculty member selected by the student

In the event of repeated infractions, the student and her parents will be required to meet with the Head of School, which may result in suspension or even expulsion from the school. Sacred Heart will inform all academic institutions to which a student applies of the context for the infraction.

Students may appeal a decision to the Academic Integrity Appeals Board also consisting of three faculty members—two selected by lottery and either the student's mentor or a faculty member selected by the student. The student's teacher and the Director of the Upper School are present for the review and the student's parents are invited. This Committee does have the authority to apply alternative sanctions when appropriate, i.e., when the two incidents have occurred in different courses over a span of time.

ACADEMIC PERMANENT RECORD POLICY

The Policy of the Academy of the Sacred Heart is in compliance with the HEW regulations as stipulated in the Family Educational Rights and Privacy Act (P.L. 90-247, Sec. 438) of August 21, 1974 (popularly known as the Buckley Amendment). The administration, faculty and staff are committed to the safeguard and respect of the individual's right to privacy regardless of the age of the individual.

Release of Records:

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

1. There is a fee of \$5.00 for transcripts. For graduating seniors applying to colleges, transcripts are free.
2. All requests are regulated by the Privacy Act. Consequently:
 - a. All requests must be made in writing. Telephone requests are not sufficient.
 - b. For students under 18 years of age, the requests must be made by their parents/guardians.
 - c. For either individuals or institutions, the request must be accompanied by the signature of a parent/guardian or eligible student.
3. All transcripts are mailed by the Upper School Assistant. Hand carried copies are not official.
4. Allow five (5) working days for the processing and mailing of a transcript.

ACADEMIC PLANNING

Entering into the 9th grade, a student's schedule is planned by the Director of the Upper School after consideration of her high school placement test scores, profile reports from her middle school, discussion with parents and teachers, and input from the student. Each spring, all other students (present grades 9 thru 11) plan their schedule for the next year with their parents and with input from their teachers, Mentor and Director of the Upper School. Students are required to carry seven and a half (7½) credits.

ACADEMIC PROBATION

Any student whose grade-point-average for that marking period is lower than a 2.0 ("C") will be placed on academic probation. Any student on academic probation will be ineligible to participate in co-curricular or extra-curricular activities such as athletics, drama, forensics, or Focus:HOPE. The conditions of academic probation are as follows:

- 1) The student will be informed by the Director of the Upper School immediately.
- 2) The student and her parents will meet with the Upper School Director, the Dean of Students, and her mentor to establish a strategy for success for the student.
- 3) The specific conditions of the student's probation regarding strategies for improve the student's academic standing will be discussed during the meeting and finalized by the Administration.
- 4) If the student's overall grade point average remains below a 2.0 ("C") and/or if she continues to have failing grades in two required courses at the end of the marking period following her placement on academic probation, another meeting will be held, at which time the Head of School will make a decision regarding her continued enrollment at the Academy of the Sacred Heart.
- 5) The student and her parents will receive a letter from the Director of the Upper School explaining all the conditions of the student's academic probation. A student placed on academic probation will be monitored carefully by the Director of the Upper School, the Dean of Students, and her mentor. Sincere attempts will be made to help the student become academically successful.

ACADEMIC PROGRESS

The faculty at the Academy seek to motivate students in such a way that they will become increasingly responsible to work at the highest level of their ability. In trying to realize this goal, evaluation of each student's work is essential. Student evaluations are given for each class halfway through the quarter and at the end of the quarter. These reports are written to inform each student of her progress. They are also written for the benefit of the parents, who are asked to come to school for conferences to discuss their daughter's progress with her teachers. Any student receiving a "D" or an "F" grade will receive prior notification of this grade from the teacher of the course.

The Director of the Upper School will evaluate the academic progress of each student at the end of each marking period. Any student receiving a "C-" or below in any course will be placed in a supervised study during her unscheduled time. Unscheduled time is defined as a free period, AM Period, lunch period, or after school. Students receiving a "C-" or below at any marking period will begin to receive written Weekly Progress Reports mailed home to her parents until a time where the grade has improved or the course has ended. Weekly Progress Reports may also be requested for students whose grades have been erratic or whose classroom behavior gives cause for concern.

ACCEPTABLE USE OF TECHNOLOGY POLICY

The Academy of the Sacred Heart is committed to the effective use of technology to enhance the quality of student learning. We believe this can best be accomplished within the context of our stated *Goals and Criteria*.

These guidelines are published separately and must be signed annually by the student and parent to ensure that students make appropriate and ethical use of school technology.

The AUP is written to incorporate many types of technology, not limited to the computer. The use of cameras, cell phones, webcams, or recording devices of any kind to photograph or tape anyone on campus without the permission of the person being photographed and/or recorded is prohibited. If the student is using a camera, webcam or recorder for a course or SCG assignment, she must have permission from the course instructor or the SCG moderator. Violation of this policy will be dealt with through the AUP.

COLLEGE COUNSELING

In an effort to prepare students for the college application process, the College Counseling Office requires that each Junior schedule herself to attend a minimum of six (6) of the colleges and universities that visit the Academy each year. It would be best for the student to consider the kinds of schools visiting the Academy, and plan to attend meetings in order to learn about the large university versus the small college, rural versus urban, etc.

A schedule of the visiting schools will be delivered to each Junior, printed in the school newsletter and posted in various locations around the Upper School.

Attendance will be taken at each college visit meeting. Non-compliance on this requirement by the conclusion of the Third Quarter will result in an assignment to the delinquent student that will be determined by the College Counselor and the Director of the Upper School.

CURRICULUM

A well designed college preparatory curriculum reflects both the interests and the needs of the student. The school provides the flexibility which allows the full development of individual interests without sacrificing what is essential in the liberal education of a young woman today.

Every student at Sacred Heart receives intensive training in the basic academic skills of English, Mathematics, History, Foreign Language, Science, and Social Studies. Essential parts of this program are Art, Music, Drama, Forensics, Theology and Technology. Sacred Heart offers each student a complete Physical Education Program designed to develop a sense of sportsmanship, a respect for physical fitness, and an awareness of the enjoyment to be derived from athletic endeavors.

Juniors and seniors may take more advanced courses such as Honors European History, Honors Molecular Biology, Honors Precalculus, Honors United States History, Honors Physics, and a full range of Advanced Placement courses.

The Academy of the Sacred Heart is accredited by the Independent Schools Association of the Central States, North Central Association and the Network of Sacred Heart Schools.

FINAL ASSESSMENT

Comprehensive examinations or some form of final assessments are given at the end of each term (or quarter, for a quarter course). Exams may contain both objective and essay questions, as appropriate. They will demand more than recall of factual information and afford the student an opportunity to establish relationships and to apply her knowledge and skills to new material.

Projects and/or oral projects or portfolios, with specific expectations and clear guidelines for grading, are possible forms of assessment. If a final, cumulative exam is not given, students will be engaged, in the classroom and with appropriate decorum, in some activity during the exam period.

At the end of each term, two exam days are provided to allow teachers to give students a final assessment of the material taught in the course. An hour and a half is provided for each exam period, unless an additional 30 minutes is requested by the instructor.

The final day of each quarter is reserved as an optional exam day for quarter classes.

GRADUATION REQUIREMENTS

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

The following represents the minimum graduation requirements.

<u>Required Courses</u>	<u>Course Requirements</u>
English	4 Credits
Mathematics	4 Credits
World Language	3 Credits*
Social Studies	4 Credits (<i>including 1/2 credit each of Government & Economics</i>)
Science	3½ Credits (<i>including 1/2 credit of Scientific Literacy</i>)
Theology	2½ Credits, Required Yearly
Fine and/or Performing Arts	2 Credits
Computer Studies	1 Credit
Physical Education/Health	Required Yearly
Project Term	Number of days varies each year (<i>typically seven days</i>)
Community Service	2 Hours each week
First Year Experience	Required of all Grade 9 students
Michigan On-Line Learning	20 Hours

A curriculum recommended for admission to highly selective colleges should include four (4) credits of English, Mathematics, Science, Foreign Language and Social Studies, and two (2) credits of Fine Arts.

Students are strongly encouraged to take a minimum of five academic classes each academic year. Included in the 7.5 required units is the option to register for a 0.5 or a 1.0 supervised study hall.

* Students must take 3 credits Foreign Language in the Upper School and earn 3 credits. Any variations from the above (such as summer school classes taken for credit), must be pre-approved by the Department and the Director of the Upper School.

HOMEWORK

In general, a student is expected to study thirty to sixty minutes per subject for each class meeting. In designing homework assignments or long-range projects, faculty members will try to provide options that recognize the diversity of aptitude, interests, and learning styles among the students. Consistent failure of a student to submit the homework will be reported to the parents and to the Director of the Upper School.

Faculty record dates of major tests and “due dates” for major projects on the calendar in the faculty room in an effort to avoid overload on any one day. Whenever possible, no more than two major projects/tests will be scheduled for a student on a given day. A major test is defined as one requiring more than half of the class period to complete.

HONORS

High Honors are attained at the end of each term by a student carrying the equivalent of a 3.7 grade point average in her courses. Honors are attained with a 3.4 grade point average. Commendations are given for students with a 3.0 grade point average. These honors are based on the current term grade point average only, not on the overall (cumulative) grade point average earned by the student. No student who has an incomplete or a grade of Pass in a course is eligible for honors. Any student with a modified curriculum, will receive modified honors.

INCOMPLETE COURSEWORK

An Incomplete is earned for work that is not complete because of extenuating circumstances as determined by the Upper School Director. Students must make up missing work according to a timeline established by the teacher and Upper School Director. If a student earns an Incomplete, she will be eligible for “Honors” designation upon completion of that work.

NATIONAL HONOR SOCIETY

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students at the Academy. The Academy of the Sacred Heart belongs to the national organization of the National Honor Society. Our local chapter is the Wansboro Chapter. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership and service.

Once selected, members have the responsibility to continue to demonstrate these qualities. Selection to NHS is a privilege, not a right. Membership is granted only to those students selected by the Faculty Council. This chapter has established the following criteria for membership:

- The candidate must be a Junior or Senior.
- The candidate must have at least a cumulative Grade Point Average of 3.600 at the Academy of the Sacred Heart as determined by averaging her GPA in all of her subjects. The GPA is not rounded. A transfer student's grades from her previous school or schools should be recommending, but will not be used in calculating her Sacred Heart GPA, which is the only GPA considered.
- The candidate must have been a student at the Academy of the Sacred Heart for at least two (2) terms so that she has adequately established her successful academic reputation and history of leadership and scholarship. This period is necessary for students to establish themselves and for the faculty to get to know them.
- A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the new school adviser shall be accepted automatically as a member of the Wansboro Chapter. Transfer members must meet the Academy's standards within one term in order to retain membership.
- The selection of each member to the chapter shall be by a majority vote of the Faculty Council, which shall consist of five voting faculty members appointed annually by the Director of the Upper School. The chapter moderator shall be an ex-officio, non-voting, sixth member of the Faculty Council. Neither the Director of the Upper School nor the Dean of Students may be included on the Faculty Council.

Discipline, Dismissal, and Resignation of Members

Members of the Wansboro Chapter of the National Honor Society may be disciplined for falling below the standards for selection (scholarship, leadership, service, and character). If a member falls below the standards for selection, the moderator will inform the member, in writing, of the nature of the violation and expected improvement(s) to be made within a specified period of time. The moderator will also meet with the member to clarify the violation and the expectations for improvement. Should the member not meet the expectations in the specified time, the member will be referred to the Faculty Council for hearing. The Faculty Council may grant additional time for the completion of improvements, require additional improvements or vote for dismissal of the member from the NHS.

Flagrant violations of school policies and rules, civil laws, or criminal laws will require a hearing by the Faculty Council, with a probable outcome of dismissal from the NHS. The NHS Constitution, Article X, guarantees the member “due process” as described in the 14th Amendment of the US Constitution. The moderator will notify the member, in writing, why the action is deemed necessary, and when and where the hearing will be held. The member has the right to respond either in writing or orally to the Faculty Council. If the member is dismissed, written notice will be sent to the member, her parents, and Director of the Upper School and the Head of School. The member will surrender her membership pin and identification card.

If a member chooses to resign, she must submit her resignation in writing. It must be dated and signed by the member and by her parent or guardian. Once a member has resigned or been dismissed from the NHS, she will never be eligible for membership again.

PREPARING FOR SUCCESS (SUMMER READING)

Reading and reviewing have a place of prime importance in a student’s overall achievement in school. For this reason, a required summer “success” booklet is given at the end of the school year in June. Students are expected to complete the reading and review packets and be ready to report on them when they return for classes in the fall, per the instructions given for the specific assignment, even for a Term 2 course.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The Valedictorian will be selected as the student with the highest cumulative GPA from her Sacred Heart grades, who meets the criteria below. The Salutatorian will be the student whose GPA is the second highest, who meets the same criteria.

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

STUDENT AWARDS & SCHOLARSHIPS

The following school-wide honors are bestowed upon members of the school community at Prize Day. Prizes may also be awarded by the faculty to students for academic achievement, and personal growth in all areas.

- **Alumnae Service Award:** In 1981, the Alumnae of the Sacred Heart instituted the Community Service Award. This was done because of the strong commitment to the service program in the Upper School and because of the concern and belief of the wider community. This award is given annually to a graduating senior who has been exemplary in her service to others. Because they know her best, it is the faculty and senior students who participate in this selection. The student is chosen on the basis of three criteria: Consistent responsibility and dedication to service; The development of a positive attitude and enthusiasm for service; And a valuable or significant contribution to the service program. The Alumnae Service award is presented at the Community Service Closing Prayer Service.

- Duchesne Award: Saint Rose Philippine Duchesne RSCJ was the first Religious of the Sacred Heart to come to America. She came from France to New Orleans and traveled up the Mississippi River and founded the first school in America in St. Charles, Missouri. Her pioneering spirit provides an apt model for all of our students.

Up to two \$2000.00 awards are given to two students entering the Upper School. Students are nominated based on their standardized test scores. Following an essay and an interview, final selections are made by the Upper School admissions committee and validated by the Head of School.

- Dorothy Day Peace and Social Justice Award: In 2008, the Dorothy Day Peace and Social Justice Award was instituted to recognize the commitment to peace and justice issues and the outstanding leadership taken by the students of the Upper School to educate the community to contemporary social justice issues and to take steps to help the community move from awareness to action. This award is given annually to a graduating senior who has been exemplary in effort and leadership in the areas of peace and justice. The student is selected on the basis of three criteria: Consistent responsibility and dedication to social justice issues; leadership in educating the community to contemporary peace and social justice issues; and a passion for helping the community move from awareness to action. The faculty, in consultation with the Director of the Upper School, participates in the selection of this student. The Dorothy Day Peace and Social Justice Award is presented at Prize Day.

The Award is named after Dorothy Day, an American journalist turned social activist and devout member of the Catholic Church. She became known for her social justice campaigns in defense of the poor, forsaken, hungry, and homeless. Day, with Peter Maurin, founded the Catholic Worker Movement in 1933, espousing nonviolence and hospitality for the impoverished and downtrodden.

- Living the Mission Technology Award: Through the generosity of a member of the community, an Annual Giving gift makes it possible for Sr. Bearss, with help from the Middle School for Girls administration and faculty, to annually present a "tablet" (or most currently used personal technology device) to an incoming ninth grade student from the Middle School for Girls who exemplifies in her life the ideals set forth by the *Goals and Criteria*. An anonymous donor wished to create an annual award honoring Ms. Judith Hehs, Associate Head of School, for her contributions to the Academy in living the mission of the school by example. This award is presented at the recipients' eighth grade Prize Day.
- Mildred Coyle Scholarship: Mildred Coyle was the mother of a student at Sacred Heart and a longtime friend to both the Academy of the Sacred Heart and Kensington Academy. She valued the type of education provided by these fine institutions and was always available to assist students and faculty. Her final years were devoted to service at Kensington Academy providing support to the faculty and staff. It is said that she loved her role at the school so much that she dreaded weekends. The scholarship, established by her family and named for Mrs. Coyle, recognizes eighth grade students who have distinguished themselves by their service to others.

This is a \$1000.00 scholarship available to one Middle School for Girls and one Kensington Hall graduate who demonstrates a commitment to *service* in action and attitude.

- Outstanding Athlete Award: The Outstanding Athlete Award is presented each year to the senior athlete who has accumulated the most points in her athletic career in the Upper School. The recipient is typically a three-sport athlete competing in most of those seasons at the varsity level.
- Outstanding Group Leader: The Outstanding Group Leader Award, voted on by only the students, is presented annually at Prize Day to the student best exemplifying outstanding leadership skills directly through the SCG Program.

- Ray Maloney Scholarship: Raymond Maloney was the founding headmaster of Kensington Academy. He was a distinguished teacher of English who had a vision to provide an educational atmosphere where students could receive the highest quality education while growing in their Christian beliefs and practices. His legacy lives on in the students of the two middle schools at the Academy of the Sacred Heart. The scholarship that remembers him honors the outstanding academic achievement of a student in the Middle School for Girls and Kensington Hall.

This is a \$1000.00 scholarship awarded to one Middle School for Girls and one Kensington Hall graduate who demonstrates *scholarship*, dedication to intellectual values, faith in action, and personal commitment to excellence.

- Sacred Heart Award: In 1975, the Society of the Sacred Heart, drawing upon a tradition begun in 1800, re-articulated its philosophy of education into the Goals and Criteria for each of the 21 Sacred Heart Schools in the United States. The Goals are what make a Sacred Heart education. Seniors, identified by the faculty, who best exemplify these Goals are recognized at Prize Day.

The expression of the philosophy of a Sacred Heart education so deeply touched the Bellaimey family, whose daughters were at the Academy in the 1970s, that they suggested this special award, to be decided on by a vote of the faculty, and to be given to the graduating senior who, in her life, most clearly reflected the integration and expression of the five Goals. This award is presented at Prize Day.

- Scholar-Athlete Award: Every year the Scholar-Athlete Award is given to the senior who has participated for at least two years in at least two sports, one of which was at the varsity level. The recipient must also have the highest grade point average up to, and including, the first semester of senior year.
- School Spirit Award: Since 1975, the School Spirit Award has been presented to the student best exemplifying outstanding loyalty and service to the school community. The School Spirit Award is voted on only by the students, and is awarded at Prize Day.
- Thomas Herbst Scholarship: Tom Herbst was the long-time head of Kensington Academy. Under his leadership the school grew and developed into a co-educational, pre-school through grade eight program dedicated to integrity, faith and knowledge. Upon his retirement a scholarship was created in his name. This annual award recognizes an eighth grader from each of the middle schools who is notable for his/her deep and abiding faith.

This is a \$1,000.00 scholarship awarded to one Middle School for Girls and one Kensington Hall graduate who by their actions demonstrates a deep and abiding *faith*.

- Wansboro Merit Scholarship: Mother Wansboro rscj was the Head of School when the decision was made to move to Bloomfield Hills from Detroit. She labeled this “house built on confidence.” This \$1,000.00 award is given to a student in the III Academic in recognition of her academic achievement and her fidelity to *The Goals and Criteria* of a Sacred Heart education.

STUDENT REVIEW

When a student is having academic or social difficulties or in general seems to be having trouble adjusting to her life at Sacred Heart, the Director of the Upper School, Dean of Students, or a faculty member may call for a Student Review.

A Student Review is called with the student's parents, her teachers and Mentor to exchange information, achieve clarity about the nature of the difficulties, and with the consensus of those present, outline a plan of

action to help the student toward positive progress. This plan of action is called a Diversion Contract. The Diversion Contract is a short term contract, monitored with regularity until the term of the contract has concluded. At that time, a new contract may be written, or the existing contract nullified.

A student's mentor is designated to monitor the student's performance. Normally a Student Review would not reconvene to consider the same student; further action is the responsibility of the Head of School, the Director of the Upper School and the Dean of Students.

TESTS AND QUIZZES

Tests and quizzes are scheduled by teachers according to the plan for each course. Whenever possible, no student will have more than two full-period tests per day. A quiz lasting less than half the period is not covered by this policy.

Attendance does affect grades. Each teacher will inform the students of the impact of absences on grades at the beginning of the course. A student who has had an absence from class may, at the discretion of the teacher, make up the work. It is the student's responsibility to arrange a make-up schedule with her teacher. The number of days a student has to make up missing work is the same number of days the student was absent (except in the case of a long illness). For example, if the student was absent for only one day, the day of test was administered, she would be required to take the test on her return to classes the following day. In the event of an extended absence, the student will make up the work in a timely fashion, in order to remain current in her classes.

USE OF THE MEDIA CENTER

Hours: The Media Center is open from 7:30 a.m. to 3:30 p.m. Monday - Friday when school is in session.

Student conduct: The Media Center is part of enrichment and study and therefore should be quiet at all times. No food, beverages, or gum will be permitted. Students will be expected to treat all materials and equipment with due care and respect. Students not using the Center in accordance with accepted modes of behavior would have Media Center privileges severely curtailed.

Copier service: A copy machine for student use is located in the Media Center.

Computers: In signing the Handbook Acceptance Policy, each student agrees to uphold the "Acceptable Use of Technology Policy".

Borrowing materials: Books, magazines, and other Media Center materials circulate for two weeks. They may be renewed one time only, except under special circumstances. Students having overdue materials or outstanding fines may not check out any more materials until the overdue material is returned and all fines are paid. At the end of the school year, failure to return all materials and pay all fines will result in a "hold" on the student's report card and transcript.

Overdue materials: A fine of 10 cents per day will be charged for each overdue item. The maximum fine will be \$5.00.

Lost and damaged materials: Books, magazines and CD-ROMS that have been lost or damaged will be paid for at current market prices.

WITHHOLDING OF THE DIPLOMA

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

WITHHOLDING OF TRANSCRIPT

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

NON-ACADEMIC INFORMATION

Key elements of community building in all Sacred Heart schools are mutual respect for others and demonstrated responsibility of self. Students are expected to be polite and courteous, to respect themselves, their peers, adults and their surroundings. As a result, adults in the community take on the responsibility to assist with the instruction of and maintenance of personal responsibility, respect, and conduct.

ATTENDANCE

Students are required each day to sign-in with their mentor at the start of the school day before 7:45 a.m. Students will be marked late at 7:45 a.m. It is the student's responsibility to be on time and ready to begin the day, in proper uniform, at the time she has signed-in. Prompt and consistent attendance in class, required activities and service is essential for a student's academic and personal success. School absences should be kept to an absolute minimum, while also recognizing that students who are too ill to attend class should not be in school. All absences from school, including sickness and appointments become part of a student's official record.

A student who anticipates a prolonged absence, due to illness, (over 2 days) is to notify **her teachers by email** for work she can do at home. This action will prevent the student from becoming too far behind in her academic work while she is out of school.

In the event of absence from school, parents should call and notify the school office before 8:00 a.m. (248-646-8900 ext. 220) indicating the reason for the student's absence. In the event an absence is not reported, the Upper School Assistant will call the student's parents. If the parent has not made contact with the school by the end of the school day, the student will be deemed "unexcused" and will be issued an In-School Suspension.

In order for a student to participate in an athletic, social, dramatic or other events sponsored by the school, she must be in attendance for the second half of the day, arriving no later than lunch on a "Regular Schedule" day. Any deviation from this policy must go through the Upper School Office.

Attendance does affect grades. Each teacher will inform the students, at the beginning of the course, of the effect of absences **and tardies** on grades. A student who has had an absence from class may, at the discretion of the teacher, make up the work. It is the student's responsibility to arrange a make-up schedule with her teacher. The number of days a student has to make up missing work is the same number of days the student was absent (except in the case of a long illness).

Tardiness

The school day begins at 7:45 a.m. It is the shared responsibility of the student and parent to ensure punctuality. Punctuality is expected at all times. Attendance is taken at the beginning of every day and at the start of each class period. Any student coming late to Mentor Period must still sign in with her Mentor. Any other time of the day, she must sign in at the attendance table located **inside** the Upper School **Office** as soon as she arrives in the building, and must go directly to class.

The Registrar will track the daily tardies. Detentions will be distributed daily by the Dean of Students. Students will be reminded by the Dean of Students when they are in danger of receiving detentions for tardiness. The Dean of Students will track the recorded tardies, **issuing** a detention on the **fifth** and every subsequent tardy to school **and/or class**. **Four** tardies per quarter **are allowed for unforeseen circumstances**. **Parents are always welcome to monitor their daughter's attendance record on the Parent Portal.**

Each quarter, students will receive the following consequences for Tardies:

- **4 = Email to parents warning of an impending detention**
- **5 = Student issued a detention**
- **6 = Student issued a detention**
- **7 = Student issued a detention and email sent to parents warning of impending suspension**
- **8 = One day in-school suspension**
- **9 = One day in-school suspension**
- **10 = Student and parents appear before a Disciplinary Review Board**

THERE ARE NO EXCUSED TARDIES. The Director of the Upper School may make an exception for inclement weather or highway closures/slowdowns. Tardies for medical appointments as verified by **ONLY** a physician's note (*parental notes will not be accepted*) on the student's return to school will be recorded in the student's attendance record, but not counted in the allowed tardies prior to a detention.

Missing school time

Class time is important. A student who misses class is expected to find out what work she may have missed. Students **are allowed** six (6) **absences** in any class per quarter. After three (3) absences, parents will be notified by email by **the classroom teacher**. After five (5) absences, the parents will receive a second alert. Upon reaching seven (7) absences, the student will **require a meeting with an Appeals Board**.

An Appeals Board consisting of the Director of the Upper School the Dean of Students, two faculty members (drawn by lot from a list of volunteers), and the student's mentor, in consultation with the classroom teacher, will hear the appeal and will expect documentation (doctor's note, etc.) for considering the absences. The board will make **an appropriate** recommendation. A Diversion Contract, listing the actions taken and behaviors expected, will be provided for the student, **the parents**, the student's mentor, and the board members present.

A student who skips class, service or a required activity shows a lack of responsibility **and respect**. Skipping is a serious matter, which will result in an In-School Suspension. In the case of repeat offenses, a student's parent/guardian must have a conference with the Director of the Upper School and the Dean of Students before the student may return to class.

Appointments

All efforts should be made to schedule doctor and other out of school appointments outside of school times. If this is not possible, the student should bring a note from the parent or guardian (or an e-mail from the parent) on the day of the appointment indicating the time that the student will leave school and the time she will return.

The student should then complete a Class Release Form (located on the wall outside of the Upper School Office) to which the note should be stapled. The Class Release Form is to be signed by each teacher whose class will be missed. The signed form should be returned to the School Office by the end of **Mentor** Period. If a student is leaving during a Free Period the note is to be signed by her Mentor. Should the student be leaving for a doctor's (dentist, orthodontist, medical, etc.) appointment, a note from the doctor's office **MUST** accompany that student upon her return to school. If the Class Release Form is not turned in to the School Office by the end of Mentor Period, a Pink Slip will be issued.

During the school day, students may not take incoming phone calls. Parents are asked to refrain from calling the school to leave messages for you. *All arrangements for transportation, appointments, etc. should be taken care of prior to arrival to school. As always, emergencies will be handled promptly.* (Students **SHOULD NOT** expect to receive calls or text messages from parents during the school day). In the event a parent calls, the call will be taken by the school assistant or Dean of Students, and the phone message will be either posted on your locker or emailed to you. Students are reminded to check their locker and email for messages.

Absence for field trips and school-related activities

At various times during the year, a faculty member may request that students leave the Academy to attend educational programs or activities. In this case, students must complete a field trip form (pink) which must be signed by her parent/guardian and each faculty member whose class she will be missing. After reviewing a student's progress, a faculty member may or may not excuse her from class. If any faculty member does not excuse a student from class, she will need to remain at school, not attending the recommended field trip. This includes athletic events, class trips and other educational opportunities. Parent/guardian signature is required for a student to participate in the field trip. Completed field trip forms should be given to the **Field Trip** Moderator. Students must sign out before they leave campus prior to and upon returning from a field trip. These absences, for curricular or co-curricular activities, will be included in the absence count.

Absences that affect the entire class (such as Senior Class Day, Senior PAASH Luncheon and AP Examinations) will NOT be included in the absence count per quarter.

Pre-arranged absences

There are times when a student knows ahead of time that she will be absent from school. In such cases, the student must fill out a Pre-Arranged Absence Form (goldenrod) which she will obtain from the Upper School Assistant. The parent/guardian of the student must also send a written note explaining the absence. Each teacher whose class the student will miss must sign this form. In the event of an absence for a college visit, the College Counselor must also sign the Pre-Arranged Absence form. The form and note from the parent/guardian are to be turned in to the Upper School Office. A teacher's signature does not mean that the absence is approved, but simply verifies that the student has given the teacher notice. Further arrangements for making up class work must be arranged with and at the discretion of individual teachers. If possible, these arrangements should be made at least a week ahead of the planned absence. These absences may have a detrimental effect on the progress of the student and should be kept to an absolute minimum.

Absence prior/following a school-scheduled holiday (Unexcused Absences)

It is expected that all students be in class the days prior to and the days following a scheduled school holiday. *If absent, the student will receive a failing mark (50% of the grade earned on the missed work). Students will not be permitted to take an exam prior to the scheduled absence for "on time" credit.* If a student is ill, she must present a doctor's note to the Upper School Assistant in order to be allowed to make up work. Calendars for the school year are sent home each year so those parents can plan accordingly.

Visits to the Nurse

If a student does not feel well, she should ask to be excused from the teacher whose class she will miss, and go to **the Upper School Office**. She will then sign out using the established procedures, and will be sent to the Nurse's office. A student may remain in the Nurse's office no longer than one half (40 minutes) of a class period. At the end of that time, the school nurse or Dean of Students will decide whether the student

should be sent home or return to class. If a student returns to class, she must sign back in. If a student is sent home, the school nurse will call the student's parents to come and pick her up at school, or notify them that she is returning home. Students may not leave campus before contact is made with the student's parent/guardian.

Process of sign in/out

The Academy is responsible to know where each student is at all times during the day. Whenever a student leaves campus during the school day (appointments, illness, games, service, etc.), she must sign out and when she returns she must sign in. Leaving campus without permission and failing to sign out or sign in properly are serious matters. Students are expected to enter and leave the building from the **Field House**. Students must sign their name, destination, time out, time in, and classes missed immediately before they leave and to initial in immediately upon return to campus. Students may not sign in or out for anyone except themselves.

Penalties

- Forgetting or failing to sign in or out: one detention.
- Leaving campus without permission: in-school suspension.
- Signing in or out for another student will result in a detention.

BEHAVIOR RUBRIC

Behavior Verbal/Written/Physical	1st Offense	2nd Offense	3rd Offense	4th Offense
Inappropriate body and facial gestures, including (but not limited to): Eye rolling, sighing, insulting, intimidating stares, leering, mean or rude gestures, gossiping, rumors, name-calling, taunting, ridiculing, humiliating, exclusion. Pushing/shoving	Pink Slip	Detention Meeting with Dean Student calls parent	Detention Meeting with Dean Counseling established	Meeting with the School Administration Student calls parent ISS
Behavior disruptive to the learning of others	Student is removed from class and sent to the Dean	Student is removed from class and sent to the Dean Detention Counseling is established Student calls parent	Student is removed from class and sent to the Dean Student calls parents A parent meeting is established for the student to return to class. ISS	
Damaging property, writing graffiti, stealing, tampering with locks or locker	Detention Remove students and send to meet with Dean	Meeting with the Dean Student calls parents ISS	Meeting with the School Administration and parents Further consequences to be determined on a case-by-case situation	
Threatening behavior, racial harassment, stalking, intimidation, extortion, hitting, punching and kicking and cyber bullying.	Behavior Contract and/or Counseling established Student calls parent			

For our Learning Community to be successful at appreciating each other's differences and gifts, everyone needs to positively affect our environment. An active effort requires everyone to take ownership of their actions, as well as to report any breach of community they see to the Dean of Students.

The definition of aggression is the willful and conscious desire to invade an individual's space to hurt them physically, emotionally, socially or spiritually. In all cases of inappropriate student-to-student and student-to-teacher interactions, the following will apply: 1) a 15-second intervention, and 2) reflection sheet and apology.

CELL PHONES

PARENTS SHOULD NOT EXPECT STUDENTS TO RESPOND TO A SENT TEXT OR VOICEMAIL MESSAGE UNTIL AFTER 3:00 P.M.

A student may possess a cell phone on the school property and may use it in the student lounge or the Cyber Café before they sign in at mentor at 7:45 a.m. **and after school dismissal.** The use of cell phones should not be the cause of tardiness to their mentor period and the cell phones should be turned off and placed in their locker before the start of school. Cell phones may be used in the Lounge **ONLY** during lunch or between classes, **NOT** during academic or Activity time. Teachers may grant specific permission to use cell phones during class for purposes of classroom learning.

After school hours, cell phones may be used in the lounge or Cyber Café. Cell phones should not be used in public places (including the Portries, stairwells or hallways). Permission **MUST** be asked to use the phone in a public place. This is consistent with the school's policy to model appropriate use of electronic devices.

The following guidelines should also be respected and followed:

- During co-curricular activities, when directed by an administrator, faculty member, or coach, they must turn off the phones and store them out of sight.
- Use is prohibited in locker rooms and restrooms, even in another school. At **NO** time may a camera phone be used in a locker room, per Federal regulations.
- No cell phones, iPhones, or related may be used on the bus during school hours (field trips, service, etc). Students must leave their cell phones at school during these events.
- On buses for co-curricular or extra-curricular activities, cell phones may be used at the discretion of the adult supervisor (moderator, coach, etc.).
- **Students wishing to leave school for illness or other reasons should report to the school Nurse, the Dean of Students, or the Upper School Office, not text their parents.**

Should any of the above guidelines be violated, the following steps will be taken:

- 1st offense: The phone will be turned in to the Dean of Students and will be available to be returned at the end of the school day. The student will also receive a detention.
- 2nd offense: The phone will be turned in to the Dean of Students but will be only returned to the parent of the student. The student will again receive a detention.
- 3rd offense: The phone will be turned in to the Dean of Students and returned to the student at the end of the day. The student will receive an In-School Suspension, and her parents will be notified.

Additionally, this privilege may be revoked if students are not making wise choices about the way cell phones are used in the lounge.

COMMUNITY SERVICE

“Schools of the Sacred Heart commit themselves to educate to a social awareness that impels to action”. The Academy of the Sacred Heart in Bloomfield Hills has been committed to community service for over thirty years and the faculty and students take great pride in realizing an ideal of such value.

- Participation in the community service program is required of all students in the Upper School. Students in grade 9 participate in an orientation which provides periodic opportunities for service. Students in grades 10, 11, and 12 commit themselves to an agency for a one-year period. This amounts to approximately 50 hours of service during the school year.
- Each student submits a service learning contract early in the school year. The contract provides a focus for her service, as well as for reflection and evaluation by the student, faculty, and service agency.
- Changing service placements during the year is strongly discouraged. If a student has serious problems with her service placement, a change will be considered only after consultation with the Community Service Coordinator and the Dean of Students.
- Class time and service time are equally important. A student who misses service is required to make up her service time.
- Community service is an extension of the overall program at the Academy of the Sacred Heart. All school policies will apply while participating in community service.

Service Procedures

All students are required to participate in designated journaling activities and to participate in the scheduled reflections and end-of-year social analysis project. Each student will prepare for a social analysis project to be determined and announced by the Community Service Coordinator and the Director of the Upper School. Each student will participate in developing and possibly presenting a group output.

Transportation is a key component of service. All students shall be transported by bus to their service placements whenever possible. In some instances, a faculty member may volunteer to drive students to their service placement. All busses and volunteers will drive directly to and from the agency. There will be no stopping to run errands or to eat.

It is the student's responsibility to complete her service contract in order to receive credit for her year's Community Service.

Service absences

All efforts should be made to schedule doctor and other out of school appointments outside of school times. However, if a student happens to miss service more than one time the following procedure must be followed:

- The student arranges with the Service Coordinator to make up the missed service time by working at one of the following:
 1. Two (2) hours of additional volunteer work at her regular service agency.
 2. Two (2) hours of service work to be arranged with and approved by the Service Coordinator
 3. Participation in the next Saturday Focus:HOPE
 4. Volunteering at the After-School Learning Center
- The make-up service time must be arranged within **two** weeks of the missed service, and must be made up within four (4) weeks of the missed service. After the 4-week period, daily Pink Slips will be given

until the service hours are completed unless special arrangements have been made with the Service Coordinator.

- A student who skips class, service or a required activity shows a lack of responsibility. Students who skip community service will be subject to the policies outlined in the “*Missing school time*” section of the student handbook.

DETENTION

Detention is designed to help teach the student to be more responsible for herself and her actions. To be most effective, detention should closely follow the act that caused it.

The following are reasons for receiving a detention:

- The **fifth Tardy to school or class**, and **each Tardy** thereafter for that quarter
- Failure to sign in at Mentor Period or upon arrival to school
- Signing in or out for another student
- Four (4) pink slips

Once a detention is issued, a student will have one week to serve the detention. Detentions are offered twice a week, Tuesday morning (7:00 a.m. to 7:40 a.m.), and Thursday afternoons (3:05 p.m. to 4:05 p.m.).

Failure to serve each issued detention within the one week period will result in an immediate in-school suspension. Parents will be notified if an in-school suspension is required.

The following guidelines for detention have been established:

- Students must arrive for detention on time. No partial detentions will be permitted.
- During detention the student will be expected to sit silently or to complete tasks assigned by the Detention Facilitator. Each case will be judged individually.
- If a group leader or class officer receives four (4) detentions in the course of a term she will have her leadership position reviewed. This decision may be appealed to a review board in extenuating circumstances.
- Detentions may not be served during the school day.
- Failure to serve a detention will result in another detention.

Electronic “Pink Slip” Policy

The Electronic “Pink Slip” Policy provides students with a warning system that allows them to improve, correct, or change inappropriate behavior(s) before it leads to detentions, In-School Suspension, or other more serious ramifications. An Electronic “Pink Slip” may be issued for the following reasons, but not exclusively:

- Improperly wearing the uniform
- Classroom and community disruption
- Failure to sign in or sign out properly
- Disrespectful behavior (to self or others)
- Failure to lock locker
- Having snacks or drinks in assemblies, Moderator Together, in class, in the Chapel, in the Media Center, in the Field House, or other spaces designated by the faculty or administration

- The chewing of gum in assemblies, Moderator Together, in class, in the Chapel, in the Media Center, in the Field House, or other spaces (i.e. Labs) designated by the faculty or administration
- Failure to turn in forms by the designated due date (this offense is also an automatic Mentor Lock-In until the form has been turned in)
- Carrying backpacks, bookbags, large purses (as deemed by the faculty and Dean) into the classroom
- Leaving bags and/or personal belongings in the hallway unattended
- Failure to make-up Community Service within the allotted time
- Breaching community by carrying an electronic device (i.e. iPod, cell phone, etc.) on school transportation

The Dean of Students' Office is responsible for the tracking of these electronic communications. Upon receiving the fourth (4th) Electronic "Pink Slip", student will be issued a detention per the detention policy. As with the Detention Policy, accrued pink slips are voided quarterly. A Student may appeal an Electronic "Pink Slip" through the appeals process (see Review Board).

DRINKING AND DRUGS

The use, possession, or distribution of alcoholic beverages by students of the Academy of the Sacred Heart is prohibited. The use, possession, or distribution of illegal drugs of any kind, non-prescription or prescription drugs without official notification to school personnel, are not allowed on the grounds of the Academy at any time. Consistent with the *Goals and Criteria*, the Academy of the Sacred Heart will take appropriate action when notified of student attendance, participation or planning for events during non-school hours where drug or alcohol use is indicated. The Academy of the Sacred Heart will inform parents of all information received related to suspected or proven use of drugs or alcohol by students, and rely on parents to do the same. For the benefit of each of our children, support of school policy by all constituents is expected. Close communication and supervision of students during both school and non-school hours will keep our children safe and healthy. We will deal with all information we receive, taking action after reasonable and responsible investigation. In the event of alcohol/drug possession, consumption, or distribution, cases will be handled on an individual basis by the Head of School, in consultation with the Learning Community Leader, the Dean of Students, and other members of the school community as appropriate. If a student is known to be in possession of, using, under the influence of, selling, or giving drugs to others at the Academy, suspension or expulsion will follow. The laws of the State of Michigan and the standards of the *Goals and Criteria* will be followed in all cases.

DRIVING AND PARKING

Any student who drives to school must register her car annually for \$20.00 with the Dean of Students. The parking tag must be displayed in the car at all times. Students are to drive no faster than 10 mph and are expected to park only in the Field House parking lot. Students parking in other areas will lose the privilege of driving to school. Students continuing to violate this policy will have their cars towed. Parking in fire lanes is prohibited. The Bloomfield Township Police will issue a \$125.00 ticket for any fire lane violations. During school hours, the parking lots are considered off limits (except for coming and going). Students may not sit in cars in the parking lot or use the car radios as they sit on the grounds. Students needing to retrieve items from their vehicles during school hours must obtain a pass from the Dean of Students or Upper School Office.

Students must be aware that safety is of ultimate importance. Small children are on the grounds at all times during the day. Any student who is observed (by any faculty member, staff member or parent) driving recklessly or speeding on the school grounds will lose the privilege of driving to school, and may be

suspended for her actions. Between 7:30 a.m. and 3:45 p.m., all drivers should enter and exit at the Squirrel Road entrance. Students moving or removing barricades from their designated locations will also have their driving privileges revoked.

ELEVATOR

The use of the elevator is important for those who need it. Students may not use the elevator unless they are injured or are carrying something unusually heavy.

END OF DAY

At the end of the school day, Upper School students are welcome to remain on campus. It is, however, their responsibility to maintain appropriate behavior and order. Students may choose to study in the Media Center (mindful of Media Center policies). Students may opt to wait in the Cyber Café where a Sign-In/Sign-Out Sheet will be provided. Students should notify their parents of their intended whereabouts after school in case of emergency. Before athletic events or play practice, students are encouraged to use their time appropriately (i.e. studying or arranging for extra help from a faculty member/tutor).

EXPULSION

A student may be expelled for:

- Continual non-cooperation in academic areas or in activities.
- Repetition of an offense for which suspension has occurred.
- Deliberate destruction or theft of school property or property belonging to another member of the school community
- Possession of, using, selling, buying or giving drugs or alcohol to another
- Behavior detrimental to the well being of the school community

GAZELLE CARDS

Electronic Gazelle Cards are awarded to students for exemplary behavior. Gazelle Cards are **awarded** to students for outstanding behaviors which model the five Goals. Gazelle Cards are issued at the discretion of the adult community. Students may nominate their peers to a faculty or staff member, who will then issue the student a Gazelle Card.

A Gazelle Card may be used to void an Electronic “Pink Slip”. Each **remaining** Gazelle Card may be entered into a random drawing, provided quarterly. Prizes will be announced quarterly. A student may not ask to be recognized with a Gazelle Card.

GUM

Gum chewing is not allowed at school gatherings, in the Chapel, in the Media Center, at assemblies, in foreign language classrooms, in the Drama room (on stage or back stage), in science labs, or at liturgy. Students are expected to throw gum away by wrapping it in paper and putting it in a wastebasket. Chewing gum is permitted if done in an appropriate manner, in the appropriate place, at the appropriate time.

IN-SCHOOL SUSPENSION

Suspension and expulsion are out-of-the-ordinary events. Therefore, the procedures need to be very clear. For serious offenses, a student may incur an out-of-school suspension or expulsion. The offense would be made known to the Dean of Students. She would investigate the facts, notify the parents of the offense, listen

to the student and organize a hearing for the student if deemed necessary by the student and herself. The hearing would occur on the same day, or on the next available school day. The hearing members would be: the Director of the Upper School, Dean of Students, Faculty member (drawn by lot), and the SCG All-School Representative. The purpose of the hearing would be to give those involved an opportunity to explain the case and work out the consequences of misconduct. The panel is consultative. The final decision about the student's placement remains with the Director of the Upper School and the Dean of Students. Before the student returns to class, the parent must meet with the Director of the Upper School and the Dean of Students. In the case of expulsion, the final decision rests with the Head of School.

The in-school suspension will be served immediately. An in-school suspension means that the student comes to school. She does not attend classes or any activities for the whole day. A student issued an in-school suspension will lose one percentage point per course off the final grade for the course. A second in-school suspension will result in an additional two percentage points deducted from the final grade, while third in-school suspension would result in an additional three percentage points deducted from the final grade. She is, however, permitted to make up the academic work missed that day. In the case of a student who has received two, three, or more in-school suspensions, her participation in co-curricular activities, including the opportunity to participate in an away Project Term experience, will be reviewed.

A student may be suspended for:

- Insubordination (an attitude of unwillingness to cooperate)
- Possession of alcoholic beverages or drugs on campus
- Leaving school without permission or skipping classes or service and required school activities
- Improper behavior, as defined by the Director of the Upper School and the Dean of Students
- Smoking on campus or at school related functions
- **Eighth (8th) and every subsequent tardy in a quarter**
- Reckless driving on school property
- Failure to serve a detention
- Unexcused absence

A suspension includes remaining out of classes or activities for the whole day, including athletic practices and games, or drama practices or performances.

MENTOR PROGRAM

The Mentor Period is provided to allow students and faculty time in the morning to prepare for the day. This time may be used to fulfill basic needs, such as eating breakfast, or specific needs, such as receiving academic mentoring. Students are expected to sign in by 7:45 a.m. and remain in their mentor room until 7:50 a.m., at which time students may sign out to other mentor rooms for extra help.

Student/Mentor Responsibilities

Sacred Heart Education is fundamentally built on the relationship between student and faculty, and the *Goals and Criteria* of the Network of the Sacred Heart Schools provide the base and the philosophy behind these relationships. The Mentor is key to the development of a relationship with each student that will foster academic, emotional and spiritual growth. The Mentor should come to know each student in the Mentor group personally, track the progress or areas of concern in a student's life, **including any academic accommodations**, and contact the Dean of Students or the Director of the Upper School regarding any areas of concern or commendation.

Mentor Period

During the Mentor Period (AM Period on the daily schedule), serious attention is given by each faculty member to create an environment that promotes attention to needed business, pro-active direction and affirmation for students. This is not a time that that can be guaranteed for homework, but can provide for additional attention to students from other faculty members. Mentors who have students who are leaving the classroom for appointments or alternate locations **sign out in the Mentor sign-out book** . Students may, on occasion, be asked to remain in her mentor room for a special meeting or discussion. This will be identified on the weekly schedule as a Mentor Lock-In.

Academic Scheduling

In accordance with the Mentor's responsibilities, the student's academic work and curriculum will be monitored. During the course of the year, the Mentor will **read the student** evaluation and review the students progress with them. Based on these regular conversations and in conjunction with input from the classroom teachers, the Mentor will assist the student in their academic (4-Year) planning.

Portfolios

The Mentor relationship is the ideal setting/situation for the students to build a portfolio of their accomplishments over their Upper School career and to assist in nurturing the implementation of Goal 5— Personal Growth in an atmosphere of wise freedom. With the mentor as the contact/support person and through the presence of the actual portfolio files in the Mentor room, each student will have her own folder in which to develop a record of her academic plans, extracurricular activities (SCG, drama, athletics, committees), Project Term output, awards, graded papers or projects (or their rubrics), remarks from coaches, teachers peers, or administration, and career aspirations.

By graduation (and certainly for the college application process), the student will have accumulated four-years of documents, providing her with memories to last a lifetime.

Mentor Lock-In

Mentor Lock-In is **noted** on the weekly schedule as needed. There may be specific days in which a Mentor will ask students to remain in the room during this time.

The Mentor Lock-In may also be individually designated. Should a student fail to return forms, permissions slips, etc. on time, she will have a mentor lock-in.

ORDER

Our environment is everyone's responsibility.

Students are responsible for keeping their spaces neat and orderly. Chairs should be pushed in, desks should be left as found, boards should be erased and waste should be picked up off the floor.

Students are asked to leave the Student Lounge clean and in order. Classes unable to maintain order in their section of the Lounge will be locked out for a specified amount of time as determined by the Dean of Students.

No backpacks, bookbags or purses are permitted in classrooms. Large items can be accommodated, as needed, on the shelves in the Student Lounge . In the case of athletic equipment, arrangements can be made with the Athletic Director to use the Field House Locker Room or Equipment Room. A Pink Slip will be issued if a student takes prohibited items into the classroom.

It is imperative for safety reasons that the hallways, stairwells and stairs are absolutely clear at all times. Leave nothing on the stairs or in the hallways. Backpacks should not be left unattended outside of the Student Lounge or the lockers. Students carrying any such items to class will be asked to return the bag to their locker, and will be marked tardy for class. Students leaving bags outside their lockers or in the hall will have the bag removed until the end of the day.

Students should keep all books and papers needed for their work, and any personal articles, in their lockers. Communications to be posted on the outside of the lockers should be placed under the magnet and removed in a timely fashion. Lockers must be locked at all times for the protection of property. The school cannot assume responsibility for things left unattended.

All beverages and containers (with the exception of water, when allowed by the classroom teacher) must remain in the Student Lounge. The only exception is a lunch meeting. The group meeting in a classroom is responsible for clean up. At no time should food or drink be taken to an assembly, classrooms, Chapel, Media Center, or the Field House. A Pink Slip will be issued for failure to adhere to this policy.

As an educational institution, the school must maintain an atmosphere for learning and for building community. Music may be played at an acceptable level in the Student Lounge. Headphones are not to be used during school hours without permission. These items will be confiscated and turned over to the Dean of Students.

REVIEW BOARD

A student may appeal the consequence of detention (i.e. loss of leadership position), or an In-School Suspension. This is accomplished through a Review Board. The Review Board will be made up of the Dean of Students, her mentor, a faculty member chosen by lottery, and a member of the Nucleus. In extenuating circumstances, a student may invite her parent(s) to hear the appeal. In serious cases or if academics are involved, either or both the Director of the Upper School or the Head of School may be included in the process.

SCHEDULE

The schedule for the week is emailed the week before to every student and faculty member in the Upper School. The schedule for the day is written on the blackboard as a responsibility of the sophomore class. A schedule for the week is posted in several places in the Upper School hall, in each Mentor Room and on the school web site. Every student is responsible to read the schedule and be aware of any changes.

SCHOOL COMMUNITY GOVERNANCE (S.C.G.)

School Community Governance (S.C.G.) is the form of government, which we believe best represents the essence of the goals of Sacred Heart education. All members of the Upper School Community (faculty and students) are involved in group membership, planning of events/activities, and decision making. It is imperative that each member understands her commitment to the particular group to which she belongs and participates fully. When signing up for an S.C.G. group, students must be aware of after-school, evening, and/or weekend commitments related to the group. During activity periods, all students are expected to be with their group or fulfilling other necessary group activities. Any student not fully participating in her S.C.G. group or related activities will be directed to the Dean of Students. Although this situation will be dealt with on an individual basis, such conduct is not acceptable, and will result in immediate action. The quality of student programming depends on the best effort of each individual. Students will be encouraged to share their talents for the good of the school community.

The S.C.G. and class leadership process is ongoing. By participating in class and S.C.G. activities, students are preparing themselves to apply and run for leadership positions. For students entering grades 10, 11 and 12, the application process begins in early May. All students are expected to complete an application, acquire two letters of recommendation (one from a peer leader and one from a faculty member), campaign for the desired position(s), and prepare and deliver a speech. Failure to complete any or all of these steps immediately disqualifies a candidate. Complete instructions are available at the onset of the process.

Once a student is elected or selected to a leadership position, she is responsible to visibly uphold the *Goals and Criteria* and to participate in regular and ongoing leadership training, including scheduled Thursday lunch meetings with the Dean of Students, Nucleus, and S.C.G. and/or Class Moderators. Leaders who fail to uphold these standards will have her leadership position reviewed by the Dean of Students and Nucleus, and if necessary, the Upper School Director. Additionally, per the Detention Policy, any group leader or class officer receiving four (4) detentions in the course of a term will have her leadership position **reviewed**.

SMOKING

The Academy of the Sacred Heart is a smoke free community. There is no smoking by anyone at any time in the school building or on the school grounds (this includes cars in the parking lot). Violation of this rule results in an In-School Suspension.

STUDY

Students are urged to use their free time in a wise manner. For academic reasons, a supervised study may be required for any student not maintaining a 2.0 or "C" average or experiencing academic difficulties.

SUBSTITUTE TEACHERS

Students are expected to maintain proper classroom decorum and respect in the event that the regular classroom teacher is not available.

UNIFORM POLICY

The wearing of the school uniform reflects a sense of pride and identification with the Academy. The uniform allows all students to focus attention on academics and the life of the school community, and represents a belief that all students share standards of personal appearance.

All Upper School students are expected to follow this uniform policy when in the school building, at Service, or on school-related business (except when in the Student Lounge).

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

Formal uniform includes: Worn on the first day of the school week, Fridays, Liturgy Days and other special events and feast days.

- The green plaid skirt, (skirt must have a sewn hem and be no shorter than a maximum of 5" from the ground when kneeling), in the front and back
- A white oxford-style blouse (may be banded)
- Navy blue blazer with the school crest (crest may be purchased from the Dean of Students) free of tears or other physical deformities

- Solid navy blue knee socks or tights, with or without the same color socks
- Navy blue, black, dark brown or light tan solid colored, closed-toe shoes
- No scarves, bandanas, sunglasses, visors, sweatbands, hoods, or hats may be worn with the formal uniform

Regular uniform: The following variations to the FORMAL UNIFORM may be worn on Tuesday, Wednesday and Thursday:

- The blue or green plaid skirt (skirt must have a sewn hem and be no shorter than a maximum of 5" from the ground when kneeling), in the front and back
- A white, pink, yellow or light blue oxford-style blouse (may be banded)
- A white, navy blue or red polo-style shirt, long or short sleeved (may be banded)
- The crew neck (navy), award style sweater (navy), vest (navy), or athletic letter sweater over a collared shirt
- Any Academy of the Sacred Heart sweatshirt (Bloomfield Hills or Network) or warm-up jacket over a collared shirt
- A white turtleneck may be worn under the blouse or sweater (not alone)
- Solid color navy or white socks that are above the ankle
- Navy blue or black solid-colored tights (with or without the same color socks), or leggings with the same color socks (no skin showing)
- Closed toe shoes, not above the ankle (i.e. high tops or boots). Slippers, house shoes, or "fur-lined" shoes may NOT be worn as part of the uniform.
- Navy blue classic fit, chino-type pants, purchased from Land's End, or indistinguishable from this style.
- No scarves, bandanas, sunglasses, visors, sweatbands, hoods, or hats may be worn with the regular uniform

Wearing the Uniform: There is a standard of neatness required in the wearing of the uniform. Therefore, the following guidelines should be followed at all times:

- Personal appearance should be of utmost importance and not offensive. Temporary body adornment and unnatural hair coloring are limited to pre determined spirit events per MHSAA athletic rules
- No logo, emblem or symbol of brand on any part of the uniform (including socks, blouses, sweaters, turtlenecks)
- Blouses must be buttoned and tucked into the skirt, unless it is designed to be worn untucked
- Polo shirts with squared bottoms may be worn untucked
- Skirts must be zipped and buttoned
- Skirts must have a sewn hem and be no shorter than a maximum of 5" from the ground when kneeling
- Oversized blouses, skirts, and blazers are not appropriate attire for the school uniform, and will not be accepted
- ONLY plain white t-shirts may be worn under the blouse, and may not extend below a short-sleeved polo shirt. Colored undergarments must not be visible under the blouse
- On non-uniform days, students wearing inappropriate clothing, as judged by the faculty and administration, will be required to put her uniform on
- No scarves, bandanas, sunglasses, visors, sweatbands, hoods, hats or leggings showing skin may be worn with the uniform
- No visible cleavage
- No form-fitting clothing

Non-Uniform Opportunities

- Field Trip Uniform: Formal Uniform
- Drama and Choir Uniform: Khaki pants worn with school shoes and the organization specific t-shirt
- Athletic Uniform: The school skirt or navy pants worn with the team shirt or jersey (with same-color shirt below, with no writing on the sleeves) or a Sacred Heart sweatshirt. This does not include any team “spirit wear” or t-shirts. No sweatpants, tear-off pants or leggings showing skin may be worn. Game day socks may also be worn with closed toe shoes. No flip-flops or shower-type shoes may be worn.
- Non-Uniform Days: Students are expected to dress in a neat and appropriate (as deemed by the faculty) manner for school. Sleeveless shirts are appropriate if the sleeve-width is greater than two (2) inches. Tube tops, halter tops, bare midriffs, short-shorts and boxer shorts, Hard Tails, leggings, and/or yoga pants are deemed to be inappropriate by the faculty. On non-uniform days, students wearing inappropriate clothing, as judged by the faculty and administration, will be sent home to change and will not be allowed to make up work missed in class. No hats, visors, or sunglasses may be worn. Additionally, flip flops, slippers, and shower-type shoes may only be worn if designated for the non-uniform day.
- Nice, No Jeans: This designation is used for nice events that require a student to dress up but not be formal. The following are not allowed on Nice, No Jeans days: Skirts shorter than 5” from the ground when kneeling, and jeans or denim of any color.

Penalty for violations: The Dean of Students is responsible for monitoring uniform infractions. If a student is unable to dress properly, she may not be permitted to enter her classroom, and will be sent to the Dean of Students. The Dean of Students may be able to provide the student with proper clothing. Any clothing borrowed should be returned clean the following day.

If a student is not in formal uniform on the first day of the school week, on Friday, Liturgy Days or special occasions, or if a student is not in the proper team uniform, she is considered out of uniform.

Questions about the proper uniform should be directed to the Dean of Students.

Prize Day Assembly: At the closing assembly, graduates are asked to wear a white dress (of appropriate length) and all other students are asked to wear a summer dress. As this is a formal occasion, students are asked to dress appropriately. All dresses should have sleeves (no spaghetti straps, off-the-shoulder or backless dresses). Underclass students are asked not to wear a white dress. No pants or shorts will be permitted. No shorter than 5” above the knee. Seniors must be approved by the Dean of Students.

Graduation: The graduates wear a white dress, of their choosing, to graduation. As this is a formal occasion in the chapel, graduates are asked to dress appropriately. All dresses should have sleeves (no spaghetti straps, off-the-shoulder or backless dresses). Slacks are permitted. Should the style of the dress not be consistent with this policy, a shawl or sweater will be worn in the Chapel. Dresses must be approved by the Dean of Students and may be no shorter than 5” above the knee.

VISITORS

Students are expected to greet and be courteous and helpful to any guest they meet in the school. Applicants to our school are asked to visit for a day. Arrangements are made through the Admissions Office. Other visitors during the school day are strongly discouraged. Students must ask permission for visitors from the Director of the Upper School or the Dean of Students. When visitors arrive, the guests are to be introduced to the Director of the Upper School and the Dean of Students. Permission of the teacher must be requested the day before a friend may visit class. Days of tests, quizzes and such are not appropriate times for a visitor to class. All visitors are expected to enter **and sign in at the Field House Portry**. Young men may not be in the lounge or in the Upper School Corridor at any time. Lunch visitors may join students in the **Cyber Café, Gallery or Parlor**.

