



ACADEMY OF THE  
**SACRED HEART**

**Middle School for Girls Handbook**

**2017-2018**

# TABLE OF CONTENTS

	<u>Page</u>
<b>INTRODUCTION</b> .....	3
 <b>ACADEMIC INFORMATION</b>	
Academic Grades.....	4
Academic Integrity .....	4-5
Academic Probation .....	5-6
Academic Progress .....	6
Appropriate Use of Technology Policy .....	6
Final Exams .....	6
Homework .....	6-7
Structure of the Day.....	7
Summer Work .....	7
Tests and Quizzes and Other Assessments.....	7-8
 <b>NON-ACADEMIC INFORMATION</b>	
After School Study .....	8
Attendance .....	8
Arrival/Dismissal/Early and Late .....	8-9
Birthdays.....	9
Committees.....	9
Contacting Parents .....	9
Drop Off of Items .....	10
Electronic Devices.....	10
Elevator.....	10
Goûter (Daily Snack).....	10-11
Gum, Candy, Soda, Coffee Policy.....	11
Lunches.....	11
Media Center Procedures.....	11
Parties .....	11
Sports .....	11-12
Telephone Use .....	13
Weekend Events .....	13
Uniform Policy .....	13-15

## 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. The school hopes 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 Middle School for Girls educates girls 10-14 years of age in Grade 5-8. The curriculum is focused on finding ways to develop intelligent, moral, independent young women who act upon their shared values as practiced through the Sacred Heart *Goals and Criteria*. The program nurtures female adolescents during this distinctive developmental stage, and ensures students are challenged by ideas and experiences designed to develop self-confidence, intellectual curiosity, perseverance, responsibility, concern for others and a sense of community and passion.

### **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 Academy of the Sacred Heart community and personal integrity extends to every aspect of a student's life at the school – the classroom, the playing field, extra 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 and numbering grade system is listed below:

A	=	93-100	D+	=	67-69
A-	=	90-92	D	=	63-66
B+	=	87-89	D-	=	60-62
B	=	83-86	F	=	0-59
B-	=	80-82	I	=	Incomplete
C+	=	77-79	P	=	Pass
C	=	73-76	m	=	modified
C-	=	70-72			

Conduct – Conduct is a reflection of a student’s commitment to positive behavior in the classroom.

- Respect: Students respect themselves, their classmates, and their teachers. Positive attitude and behavior is required; a student is expected to be open to learning, not to disrupt learning for herself or others. Respectful behavior also includes listening attentively and respectfully to classmates and teachers.

Effort – Effort includes preparedness, participation, and responsibility.

- Preparedness: Students arrive on time to class with necessary materials, including all work that is due.
- Participation: Students will actively participate in class activities, discussions, and projects. The comments or questions will be valuable and positive. Following directions is also part of being an active learner.
- Responsibility: Students assume responsibility in the classroom by communicating with teachers and classmates if they are absent. Seeking help and advocating for one’s self is also part of a student’s responsibility.

Effort and conduct are rated using the following system:

- 1=Tries all of the time
- 2=Tries most of the time
- 3=Tries some of the time
- 4=Seldom tries

A student may audit an academic class for a Pass/Fail grade at the discretion of the teacher and the Middle School for Girls Director. A grade of “Incomplete” may be used in the case of illness or other such extenuating circumstances, and by prior arrangement with the Middle School for Girls Director. A timeline for completion of the course work must be submitted by the faculty member to the Middle School for Girls Director.

### ACADEMIC INTEGRITY

Sacred Heart envisions challenge and struggle as integral parts of education and learning, both intellectually and personally. The school expects students to embrace rigor and challenge as essential to their education. Students must also respect ownership of their own work and the work of others at all times. The school

insists students 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 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. 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 citation.
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 Middle School for Girls Director.
3. A record of the consequence will be placed in the student's file.

### **ACADEMIC PROBATION**

Any student not progressing forward in the curriculum will be placed on academic probation. Any student on academic probation will be ineligible to participate in extra-curricular activities such as (but not limited to) athletics or school plays. It is the responsibility of the student to work to her potential and assist herself in being the best student she can be. Academic probation will be reviewed every two weeks. During that time, the student needs to show commitment to (but not limited to) completing and turning in quality work on time, actively participating in class, seeking help from teachers in a face-to-face meeting in a timely fashion when help is needed, completing her planner daily and attaining appropriate teacher initials, and participating in group work by being an engaged participant and contributor.

The student and parents will sign an Academic Responsibility Contract. The timeline of academic probation are is follows:

- 1) The student and parent will be informed by the Middle School for Girls Director immediately.
- 2) The student and her parents will meet with the Middle School for Girls Director and her advisor to establish a strategy for success for the student.
- 3) The specific conditions of the student's probation regarding strategies to improve the student's academic standing will be discussed during the meeting and finalized by the Middle School for Girls Director.
- 4) If the student continues to not show progress in her academics, it may be decided by the Middle School for Girls Director that an enrollment contract will not be issued for the following school year.
- 5) A student placed on academic probation will be monitored carefully by the Middle School for Girls Director and her advisor. Sincere attempts will be made to help the student become academically successful.

### **ACADEMIC PROGRESS**

The Academy of the Sacred Heart believes in the partnering of the students, parents and faculty, in a child's educational journey. Therefore, communication between the members of the team is important. Teachers and parents can communicate via phone, email or by appointment.

Grades are presented to the student and parents four times a year; at the midway point of Semester 1 and 2, which includes comments, and again at the end of each semester. In the fall and the spring, student-led conferences are held encouraging the student to be an active member of her learning, thus allowing the student to be increasingly more responsible for her education. In January a "drop in" conference is held for the parents to have a one-on-one conversation with the teachers.

### **APPROPRIATE USE OF TECHNOLOGY POLICY (AUP)**

The Academy of the Sacred Heart is committed to the effective use of technology to enhance the quality of student learning. 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 remind students about 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 assignments, she must have permission from the course instructor. Violation of this policy will be dealt with through consequences outlined in the AUP.

### **FINAL EXAMS**

At the end of each semester, students in Grades 7 and 8 have a final math exam and students in Grade 8 have a world language exam in May.

### **HOMEWORK**

Homework is the opportunity to reinforce what is taught during the school day. Each student is expected to maintain a personal planner to help her with the management of her homework. A student should expect to spend about 2 hours preparing for the next academic day. If more than 2 hours is spent completing homework on a regular basis, the student needs to talk with her teacher(s).

### ***Homework when absent***

Homework for absent students is available via the class planner page. Each student has access to this Google Doc at any time. Handouts may be placed in the Middle School for Girls office at 3:15. The placement of school vacation days is carefully pre-planned. Vacations taken at other times are strongly discouraged because of interference with learning. If time-off must be taken on days other than calendar-scheduled times, to help your daughter keep up with her work, the school asks that:

- A planned absence sheet is collected from the office with a note from the parent at least one week prior to either a vacation or planned absence. The student is responsible to take the pre-planned absence sheet and note to each of her teachers.
- Students be responsible for working independently on material missed. Individual teachers will determine with the student the due date for make-up work.
- Teachers are not responsible or required to provide homework for a student leaving on vacation.

### **STRUCTURE OF THE DAY**

Teachers diligently work to create a classroom environment that integrates technology and the needs of the 21st century learner. The curriculum is delivered in a 7-period, 6-day cycle. The schedule is a blend of 45-50 minute periods of instruction.

There is a 35-minute activity period scheduled between periods 2 and 3. This is a time for students to have a snack, enjoy recess or “take care of business.” Activity period allows flexibility when creating special schedules, such as those created by liturgies or family color group activities. The special event becomes a part of the activity for the day. Classes are minimally shortened, but generally no class is dropped.

The class day ends with a period devoted to individual growth. Students have a performing arts class three of the six days in the cycle. In the remaining three days, students have physical education classes and 21 Things. 21 Things 4 Students (<http://www.21things4students.net/>) is an educational and online resource to help students improve their technology proficiency as they prepare for success in the 21st century. During one quarter students will take Performance Plus, a creative movement inspired experience; allowing the exploration of movement through music while developing physical skills, channeling energy, stimulating imagination and promoting creativity.

Students are clustered into Grades 5/6 and Grades 7/8 “houses” as well as grade-level teams and content specific groupings. In Grades 5/6 there are two houses and in Grades 7/8 there are three houses. The houses are named after three founding mothers of Sacred Heart education: Madeleine Sophie Barat, Rose Philippine Duchesne and Janet Erskine Stuart. Teachers are aligned with either Grades 5/6 or Grades 7/8 houses and meet regularly to integrate the curriculum in language arts, science and social studies. Math, religion and art are grade-level specific groupings based on math placement. Physical education is whole grade-level grouping for Grades 6-8 as well as cross-grade groupings at all levels. World language and music create content-specific groups.

### **SUMMER WORK**

Summer reading is available on the ASH website under “Parents→School Forms→Middle School for Girls Forms”. Summer reading is an opportunity for students to read and relax. Reading helps students continue practicing the skills they have learned, while giving them the chance to read different genres.

### **TESTS, QUIZZES AND OTHER ASSESSMENTS**

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 the 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.

## **NON-ACADEMIC INFORMATION**

In concurrence to Goal IV, Sacred Heart education focuses on the development of the whole person in order to build community. It is important that all members of the community show mutual respect for one another and responsibility for one's self. All members of the community are to be polite and courteous to each other, their peers, adults and their surroundings.

### **AFTER SCHOOL STUDY**

All students are welcomed to stay on the Middle School for Girls floor until 3:45 for study. All students on a sports team are required to stay for study except: on days in which there are away games, games that begin at 4:00 p.m. Students are to fill water bottles, gather all belongings and report to the designated study room by 3:10 p.m. Students may eat a snack in the study room. Study is a quiet time, with minimal conversation. Students may use the computers to complete assignments, not to listen to music. Students should stay in the study room; if a student needs to leave she must wear shoes in the hallway. Students are dismissed to change clothes for sports practice at 3:38 p.m. and expected to be ready to leave the middle school floor by 3:43 p.m. in order to arrive at practice by 3:45 p.m. Students should put the chairs up before leaving the study room.

### **ATTENDANCE**

Regular attendance is important. Tardiness and absence affect a student's academic life. Each day begins with either morning assembly, advisory or prayer service. The community prays together and shares information to help begin the day. This is a very important part of the school day. It is strongly encouraged that all unnecessary absences be avoided. All efforts should be made to schedule doctor or other appointments after school hours.

Punctuality is important at all times. Students are required each day to be in their advisory classroom by 7:45 a.m. If students are not in their advisories at this time, they will be marked late. It is the student's responsibility to be on time and ready to begin the day. When a student accumulates her fourth late in the quarter, the Middle School for Girls Administrative Assistant will inform the student and her parents and a date for an after-school consequence will be set.

### **ARRIVAL/DISMISSAL, EARLY AND LATE**

In order to start the day in a calm manner, it is recommended that students arrive at 7:30 a.m. This allows students time to prepare for the morning classes and socialize with friends. Students who arrive earlier must go to the Early Risers program available for parents' convenience from 7:00 to 7:30 a.m. at a nominal charge. The door to be used for arrival before 7:30 a.m. is the Field House entrance off Squirrel Road.

If a student arrives after 7:45 a.m., she must come to the MSG office to sign in. If a student leaves school before 3:05 p.m., she must come to the MSG office to sign out. Students arriving before 9:30 a.m. will be marked tardy. Students arriving after 9:30 a.m. will be marked .25 absent.



It is expected that all students be picked up no later than 3:30 p.m. unless they have permission to be a part of an after-school supervised activity. An Enrichment program is available for parents' convenience from 3:30 to 6 p.m. at a nominal charge. Parents in the building are responsible for their children before and after the school day. A written note, email or phone call to the Middle School for Girls office is required to authorize a student to go home in other than the customary way.

Parents or those authorized to pick up a student are asked to pick up students from the Lower School circle, or the Field House entrance (Squirrel Road).

If a student is to be released early, please send a note, call or email Mrs. Tomé in the Middle School for Girls office. Designate the time the student is to be released to the Field House entrance (Squirrel Road). It is not necessary for the parent to come to the Middle School for Girls floor to have their child dismissed early.

### ***Early Risers/Enrichment***

Any student who is dropped off before 7:30 a.m. or not picked up after 3:30 p.m. must be in school-sponsored supervision. To ensure the safety of our community, these children will be sent to the Extended Day (Early Risers or Enrichment) Program, and billed. In the Extended Day Program, a qualified supervisor will care for the children starting at 7 a.m. and ending at 6 p.m. each day. All middle school students may report to the middle school floor at 7:30 a.m. No student may be on the MSG floor prior to 7:30 a.m. Extended Day charges are excluded for younger siblings of students in the middle and upper schools who arrive to school early. The program is licensed by the Department of Human Services.

All students who need to stay after 3:30 p.m., is to report to the Enrichment classroom and sign in for Extended Day.

### **BIRTHDAYS**

One day each month will be set aside to celebrate the birthdays for that month. Each month the date for the celebration will be posted on the web calendar. The school will also email those involved how many birthday treats (determined by a majority vote among students) and napkins will need to be sent in. Summer birthdays will be celebrated in either September or May/June.

For parties after school hours the school requests that an entire advisory or class be invited. If that is not possible, please invite less than half the class. To prevent hurt feelings and confusion, birthday party invitations may not be given out at school unless the whole class is invited. Sensitivity to this is an opportunity to model inclusion is a strong message under Goal IV.

### **COMMITTEES**

Committees were formed in 2011 in order to empower students to take action and responsibility for building a stronger Middle School for Girls community. As part of the learning process for building leadership skills, students are asked to look at the Middle School for Girls community, determine a need or desire and create a committee to address the matter. Once those needs are named, students learn to take their ideas from brainstorming, through planning to execution. Students organize, set up a plan, and implement that plan under the guidance of the adult facilitator. The goal is to learn some of the skills of leadership as well as how to examine failures and successes. (Goals III and V)

### **CONTACTING PARENTS**

With the One-to-One Mobile Technology program it is easy for students to simply email parents throughout the day. It is imperative that students not email parents asking to go home once they arrive at school. If a student feels ill she should to the Middle School for Girls office. Mrs. Tome will triage the situation and contact the school nurse if necessary.

## **DROP OFF ITEMS**

During the middle school years, students are working to become independent problem solvers. It is important for students to be responsible for bringing their items to school. In the unusual event that something must be dropped off for a student once the day has begun (athletic equipment, missing homework, etc.), please leave the item at the Field House Portry desk, well marked with the child's name. The Portress will call the Middle School for Girls office and arrangements will be made to have the student pick the item up.

## **ELECTRONIC DEVICES**

In light of recent events and our concern for students' safety, the Academy of the Sacred Heart shall allow students to possess electronic devices in school, subject to the following rules and regulations:

### ***Cell phones***

#### **Use of cell phones on school grounds**

The student's cell phone must be turned off on school grounds unless she receives permission from a supervising adult (or there is an emergency situation).

#### **Use of cell phones on buses**

A student may not use her cell phone on the bus during a school-sponsored activity, unless directed to do so by school personnel.

#### **Disciplinary action**

It is the student's responsibility to ensure that her cell phone is turned off and put away during unauthorized times. Any student who violates the above rules is subject to disciplinary action consistent with the behavior rubric and at the discretion of the Middle School for Girls Director.

### ***Mobile Electronic Devices (iPods/MP3's, eReaders, etc.)***

Faculty and staff recognize the varied availability of different types of electronic devices and are open to the opportunity to examine how these devices can be used in the classroom. Students must actively practice Goal V, making wise choices in an atmosphere of freedom, when utilizing any mobile electronic device at school. The responsible use of any mobile electronic device is expected whether a student is using it for independent reading or when directed to do so by a teacher.

Consequences will be given for not using the device in a way fitting with the *Goals and Criteria*. The use of digital cameras or a cell phone as a camera, during the school day is prohibited unless authorized by a teacher for academic purposes. Pursuant to federal law, cameras and phones with cameras may not be used in locker rooms or restrooms.

## **ELEVATOR**

The use of the elevator is important for those who are unable to use the stairs. With adult authorization, students may use the elevator if they are injured or are carrying something unusually heavy.

## **GOÛTER (DAILY SNACK)**

During morning break each day, students have an opportunity to eat a snack. Students are encouraged to bring healthy snacks for the mid-morning break. Students may bring labeled water to classrooms in an unbreakable bottle. Below is a list of approved snacks:

- Cheese stick
- Crackers

- Dry cereal
- Fruit (fresh or dried)
- Nut-free snack bars or trail mix
- Popcorn
- Pretzels
- Vegetables
- Yogurt (drinkable or single serve)

Students are also encouraged to bring a snack for their sports time after school.

### **GUM, CANDY, SODA, COFFEE POLICY**

The school has a responsibility to instill nutritional concepts in middle school children. Food intake during adolescence is indicative of the way students will eat as adults (for statistics go to: <http://www.cdc.gov/healthyouth/npao/index.htm>). To promote healthy choices among students, the Middle School for Girls has a no gum, no candy, no soda and no coffee policy. This includes before, during and after school. This policy also extends to cover all sporting events and field trips. Special permission may be given during special holiday celebrations or as an Grade 8 privilege.

### **LUNCHES**

The Academy of the Sacred Heart's lunch service (ECI) provides a monthly menu calendar online. The calendar may be accessed on the school website by clicking on "calendar→lunch calendar". Those bringing a lunch may purchase a beverage. A child not participating in the Academy of the Sacred Heart's lunch program must bring a lunch. Bags or lunch boxes must be clearly labeled with the student's name.

During the middle school years, the students are working to become independent. Part of that independence is learning to take care of oneself by packing one's snacks and lunches or purchasing lunch from ECI. Dropping off lunch in the morning may happen occasionally but it is encouraged that parents not do this often. In the case of the occasional lunch drop-off, the lunch needs to be left at the Field House Portry, well -marked as to whom it goes and the student will collect it.

### **MEDIA CENTER PROCEDURES**

Students may check out materials for two (2) weeks; they may be renewed one time only. They may keep material for a major report until the report is due. Students are charged 10 cents/per day for overdue materials. Parents are billed the current market value for lost or damaged materials. Any student with outstanding fines or overdue materials is not allowed to check out new materials from the Media Center.

### **PARTIES**

Students may not organize class parties without the approval of the Middle School for Girls Director.

### **SPORTS**

#### ***General Information***

1. The athletic policy of the Academy of the Sacred Heart is: (a) to enjoy a positive athletic experience, (b) to develop a love of athletics, (c) to appreciate team participation, and (d) to grow in sportsmanship.
2. All announcements relative to athletics will be posted on the white board in the Middle School for Girls hall or announced at Morning Assembly. It is the athlete's responsibility to be aware of this information.

***Interscholastic Sports:*** cross country, field hockey, volleyball, basketball, golf, lacrosse, tennis

### ***Games and Practices***

1. Athletes are to report directly to the gym space to field designated for practice or game for that day.
2. Students participating in interscholastic sports should report to their coaches no later than 3:45 p.m. for games and practices.
3. Computers may not be left in the Field House hallway, Cyber Café, on the sidelines of the gym or field. Computers must be either locked in the cage in the Field House equipment room or in the student's locker in the MSG hallway.
4. Students are to stay with her team and coach during practice and games. Athletes not currently playing may not sit in the Cyber Café or wander the school property. When not playing during a game, students are expected to be on the sidelines cheering on their team. If there are two teams for a particular sport (A Team and B Team), the team not playing must be supervised by the coach or dismissed to the care of their parent. Student athletes may not leave to go home (unless with prior written permission).
5. As an athlete, students represent the Academy of the Sacred Heart and are expected to conduct themselves in an appropriate manner.
6. Students are responsible for helping with equipment setup for all practices and games.
7. All practices will end at 5:00 p.m. and it is expected that parents or guardians will pick the student up at 5:00 p.m. at the Field House entrance. The coach will stay with students until all students are picked up or the coach must escort students to afterschool care (there is a fee for this supervision). No middle school student may be left unsupervised.

### ***Sports Health***

The Middle School for Girls follows the ruling of the Michigan High School Athletic Association: "No student shall be eligible to represent a school for whom there is not on file in the offices of the superintendent or principal of that school, a physician's statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests." (regulation I, section 3). This health form requires a yearly physical after April 15, preceding the school year in which she intends to participate in sports.

Dieting is never encouraged without a doctor's approval. A healthy, well-balanced and substantial breakfast, lunch and dinner are highly encouraged. Extra calories and proper diet are essential to the athlete's health and performance. A proper diet and sufficient amount of sleep, and wearing correct clothing for the weather conditions are essential to remaining healthy. An athlete is on her honor to uphold this responsibility.

### ***Absences***

1. An athlete who is absent for one-half day or more (four classes), may not practice or participate in an athletic contest that same day. There are exceptions: a school field trip or attendance at a funeral. A student who leaves school for the afternoon because of illness may not return to participate in practice or a game/match.
2. Student athlete unable to attend school on a Friday prior to a weekend event due to illness or planned absence may not participate in a weekend game/match.
3. If an athlete is unable to participate in physical education class the day of practice or a game/match (because of illness or injury), she will not be allowed to participate that day.
4. A parent must send a written note explaining the athlete's absence from practice/competition. The student must personally give that note to her coach (or the Athletic Director) prior to the absence, or immediately following her return to school.
5. If an athlete is unable to attend practice the day before a game/match, she may not participate in that competition. She is required to dress in uniform and sit with the team. If it is an excused absence, the athlete may, at the discretion of the coach, participate in the competition, but she will not be allowed to start the game.

On game days students are expected to wear their sports shirt with the uniform skirt. Students may elect to wear a white long or short sleeved T-shirt under the uniform shirt. Wearing the sports uniform shirt is one way to show team spirit and allow the middle school community to support the sports teams.

### **TELEPHONE USE**

Students are discouraged from using the office telephone. Students need to remember lunch, books, homework assignments, tennis rackets, field hockey sticks, lacrosse sticks, team shirts and instruments, etc. The school encourages a student to take responsibility for her actions in order to learn from her experiences. Emergency phone calls will be made with office supervision.

### **WEEKEND EVENTS**

Students unable to attend school on a Friday prior to a weekend event due to illness or planned absence may not participate in a school-related competition (for example: Destination Imagination, Science Olympiad, etc).

### **UNIFORM POLICY**

The wearing of the school uniform reflects a sense of pride and identification with the Academy, and must display a standard of appropriateness and neatness. All students are expected to follow this uniform policy each school day except for non-uniform days. The Middle School for Girls Director will make final decisions on any questions which may arise.

Uniform items may be purchased at any time directly from Dennis Uniform Manufacturing Company located at 1532 North Opdyke Rd., Suite #450, Auburn Hills, MI 48326, (248-340-8890) or toll free (1-800-854-6951). The website to order is [www.dennisuniform.com](http://www.dennisuniform.com), enter our school code which is (HAS) to make your selections and process your order.

The Spirit Store is located in the Lower School hall near the Dritsas gymnasium and is open from 7:30-9:30 a.m. Monday, Tuesday, Thursday and Friday.

**Formal Uniform:** Worn every Friday, Feast Days, Liturgies or other special occasions

- official plaid skirt with knife-pleats
- white **oxford cloth button-down** uniform blouse with button-down collar: short sleeves or long sleeves
- navy blue crew-neck sweater or v-neck sweater vest with logo
- navy blue knee-length socks or navy blue tights

**Daily Uniform:**

- official plaid skirt
- shirt options (please **wear plain white undergarments**):
  1. white oxford cloth, button-down uniform blouse, short or long sleeves (banded bottom optional)
  2. white or navy blue cotton knit polo shirt, short or long sleeves, with or without Sacred Heart logo and with or without a banded bottom (white shirts with logo available at the Spirit Store)
  3. white cotton knit full or mock turtleneck, long sleeves

**Sock Options:**

- knee socks in solid colors of navy or white
- opaque tights with feet in navy, black or white
- above the ankle crew socks in navy blue, black or white

**Sweaters/Sweatshirts:**

- navy uniform sweater or sweater vest with logo
- all Sacred Heart or sports uniform sweatshirts over a uniform collared shirt

**Footwear:**

- sturdy, sensible shoes with a low, flat heel, full toe and back; predominately solid color black, dark blue, brown or tan, no boot-like footwear as well as no Vans or Toms (canvas-based shoes)

**Wearing of the Uniform:**

- skirts must have a sewn hem and be no shorter than a maximum of 4” from the ground when kneeling
- shirts/blouses – must be worn tucked into the skirt (unless banded at the waist)
- sweaters/sweatshirts – left cuff may be monogrammed with ¼” to ½” initials or last name, in gold or blue thread
- no logo, emblem or symbol of a brand on any part of the uniform (including socks, blouses, sweaters, turtlenecks)

**Accessorizing:**

- anything which could be a distraction to others is not permitted (e.g. large or dangling earrings, large or multiple necklaces and/or bracelets, drastic changes to natural hair color)

**P.E. Uniform:**

- navy blue P.E. shorts and gray t-shirt (both must be purchased from the Spirit Store)
- winter option: navy blue sweatpants in place of the navy blue P.E. shorts

**Non-uniform “Casual Dress” Days:**

- Students are expected to look neat, modest, and dress safely (e.g. **no** mini-skirts, hard-tails, bare midriffs, tank tops, torn or frayed jeans, pajama bottoms, leggings, sweatpants, flip-flops or high heels). Shorts may not be tight fitting and no shorter than a maximum of 5” from the ground

when kneeling. In addition, students may not wear eye shadow, eyeliner, or lipstick. Students risk losing this privilege if they are dressed inappropriately in any way.

***Labeling:***

- It is imperative that all school clothing, shoes, P.E. clothing and shoes be clearly and permanently labeled. Students should also label all personal possessions, including book bags, calculators, lunch containers and water bottles.

***Summer Uniform:***

- may be worn in September, May and June
- students may choose to wear the navy blue walking shorts, no shorter than a maximum of 4” from the ground when kneeling (may be ordered through Dennis Uniform Manufacturing Co.) in place of uniform skirt

***Winter Uniform:***

- may be worn from October through April
- navy blue, classic fit Chino-style pants pleated or plain front (may be ordered through Dennis Uniform Manufacturing Company) in place of uniform skirt
- students may wear black or navy blue leggings with the same color socks (no skin showing) under the uniform skirt

***Prize Day Attire:***

- Students may wear a simple, modest spring dress or skirt and blouse, which is suitable to wear to a place of worship and is knee or tea length.
  - ◆ Styles and fabrics are to reflect simple, modest, daytime dresses, not evening or bridal wear
  - ◆ Outfits may not be all white or all black
  - ◆ Longer dress length to the top of the anklebone or tea length; shorter length dresses to have a fuller skirt or A-line design
  - ◆ No tight-fitting dresses (avoid the Lycra-look); girls grow quickly, so buying dresses which have a little extra space for growing may be wise
  - ◆ No low-back or low-neck dresses; no spaghetti straps without an accompanying jacket
  - ◆ Appropriate undergarments should be worn under dresses
  - ◆ Students may not wear: hats, denim, shorts, skorts or pants
  - ◆ Shoes should be comfortable and must have a back
  - ◆ Students in Grades 5, 6 and 7 may wear low-heels, no more than 2” from floor to foot
  - ◆ Students in Grade 8 may wear a higher heeled shoes, no more than 3” high from floor to foot
  - ◆ Prize Day shoes must be worn at all practices
- All Grade 8 girls are required to have their Prize Day dress approved. There are two options for this process. The first option is to bring the dress to school and try it on for approval. The second option is to take a picture of the student wearing the dress from the front, back and sitting down and email to Mrs. Saylor.
- Due dates for Prize Day shoes (all grades) and dresses will be set in the spring.