



# SACRED HEART SCHOOL

EAST GRAND FORKS, MINNESOTA

2021-2022  
PARENT – STUDENT  
HANDBOOK

# LIVING THE EAGLE WAY

## GUIDED BY BENEDICTINE VALUES

### **Hospitality**

- † Receiving others as Christ with warmth, acceptance, attention, concern, and sensitivity to any need that they may have.
- † No one is to pursue what is judged best for oneself, but instead, what is better for someone else. (RB 72)  
Let all...be received as Christ. (RB 53)

### **Love of God and Neighbor**

- † Every aspect of life in the school should stem from and aim towards the love of God and neighbor.
- † Love tops St. Benedict's list of tools for good works. (RB 5, 7, 4)

### **Community**

- † Selfless participation in the well-being of all through the fostering of Common Good, rooted in mutual service, especially in everyday life, is demanded of all with no expectation of individual reward.
- † Build relationships that create a sense of community while valuing the uniqueness of the individual.
- † ...and may he bring us all together to everlasting life. (RB 72)
- † The members should serve one another. (RB 33)

### **Justice and Peace (Integrity)**

- † To find peace, pursue it, work for it, and set out to achieve it. Peace cannot happen without justice.
- † To bring about justice in our environment and in the larger society.
- † To be honest, just, and consistent in word and deed.
- † Your way of acting should be different from the world's way; the love of Christ must come before all else. (RB 4)

### **Excellence through Virtue (including 5 practices)**

- † To strive for excellence in all things through daily discipline and practice of virtue (cardinal and theological)
- † Development of character, skills, and knowledge essential to becoming morally responsible leaders
- † That in all things God may be glorified. (RB 57)

### **Excellence through Obedience**

- † To put into practice what is learned by listening to others in order to acquire virtue and attain wisdom
- † To hear keenly and sensitively the voice of God in our own hearts and in our encounters with others
- † Listen, carefully, my son, to the master's instruction and attend to them with the ear of your heart. (RB Prologue)

### **Excellence through Discipline**

- † Focusing energy and attention to what matters most
- † Adhering to the discipline of prayer, work, and relationships and seeking to free people to delight in God's presence within the self, the community, and the world.

### **Excellence through Dignity of Work**

- † Work is central to the mission of our school, our purpose it devoted to the "work" of education, the formation of young people in the faith
- † ...they live by the labor of their hands. (RB 48)

### **Excellence through Love of Learning**

- † Preserving the intellectual and material heritage entrusted to us from generations past and transmitting this to new generations. Creating scholarly, artistic and scientific works which enrich and enlarge human life through thought and action.

### **Excellence through Humility**

- † Recognizing a dependence on others and creation itself, recognizing our limitations without losing hope
- † Develop a habit of self-reflection: owning up to mistakes and honest in facing shortcomings and failure
- † Humility is the accurate knowledge of self, a pervasive awareness of God's presence in our lives, and the overwhelming sense of God's love which drives out fear. (RB 7)

Founded upon our Benedictine heritage of prayer and work, Sacred Heart Catholic School promotes faith in Jesus Christ, educates youth and ministers to all.

**Sacred Heart School  
Parent/Student Handbook**

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# SACRED HEART SCHOOL

## **Mission Statement**

Founded upon our Benedictine heritage of prayer and work, Sacred Heart Catholic School promotes faith in Jesus Christ, educates youth and ministers to all.

## **Philosophy/Belief Statement**

We, a Christian family founded upon the Gospel of Jesus Christ, believe that each child is a unique creation, entrusted to us by their family, the primary educator. This child has great potential to grow for the glory of God and His church on earth.

We surround each student with the strength of the Catholic Church's Faith and Tradition, and the transforming power of prayer. Our task is to nurture and challenge all learners to achieve, in body, heart, mind and soul, a firm, loving faith in Jesus Christ and His Church. As a community, our culture is one of trust and respect, enlivened by the Gospel virtues of faith, hope and charity.

Sacred Heart fulfills the comprehensive goals of education by fostering wonder in students to be critical thinkers, effective communicators, self-directed learners, and citizens who are responsive to the needs of society.

**THE EAGLE WAY**  
**ARTICLES OF THE CODE OF CONDUCT**

**I. Respectful Treatment of Others**

Each student is a person who deserves to be treated with respect and dignity. Students who partake in, or encourage others, to treat another individual in a way that is dehumanizing or degrading will be disciplined. Unacceptable behavior includes anything that ridicules, disgraces, humiliates another person on any account including, but not exclusive of ethnicity, sex, religion, physical appearance, physical disability. Chewing gum is not allowed on school property or events as a symbol of respect and courtesy.

*You must love your neighbor as yourself. (Mark 12:31)*

**II. Disruptive Behavior**

Disruptive behavior, or "acting-out", particularly in the classroom, is unacceptable and will be dealt with quickly and decisively.

*Pay attention to your teacher and learn all you can. (Proverbs 23:11)*

**III. School Dress Code**

Each student has a responsibility to behave and present him or herself in an acceptable manner. By doing so, the student is introduced to the realities of life (i.e. cooperation, respect for authority, social constraints) and is more adequately prepared to accept the demands that life will require from them.

Students are expected to follow the School Dress Code. Please refer to the Dress Code.

*When the king came in, he noticed one man who was not wearing a wedding garment, and said to him, "How did you get in here, my friend, without a wedding garment?" (Matthew 22:12)*

**IV. Vulgar and Abusive Language**

Profanity, abusive, threatening, intimidating and obscene language whether spoken, written, or gestured is forbidden.

*It is what comes out of the mouth that makes a man unclean. (Matthew 15:11)*

**V. Cheating/Plagiarism**

Every person has the right of privacy for his/her own creative schoolwork. Copying homework, class assignments or test questions/answers, or willfully supplying the answers will be considered cheating. Taking credit for someone else's work or acting to deceive the instructor that the assignment is original to the student, is considered plagiarism.

**VI. Theft and Vandalism**

Any student who willfully destroys another student's property or school property has committed a major violation of the "Code of Conduct"

**VII. Weapons**

Students will not have possession on their person, in their locker, in their vehicle, on school grounds, at school functions, or in the immediate proximity a gun, knife, "look-alike" weapon, fireworks or other dangerous instruments that could cause physical harm (rock, stick, etc.).

**VIII. Fighting or Threatening Behavior**

Sacred Heart School will not condone violence or the threat of violence among the student body. If a student threatens another person with violence, the teacher or principal will determine whether the act is in violation of the "Code of Conduct".

Students engaging in violent acts (fighting, pushing, kicking, biting, pinching, wrestling etc.), on/off school grounds, during/after school hours are in violation of the "Code of Conduct".

If it is discovered that other classmates encourage the threats or fights, they will be considered to have acted with complicity.

**IX. Student/ Spectator Conduct at School Events and Assemblies**

At all times, students and spectators are expected to be respectful, courteous and display the highest level of sportsmanship during school events and assemblies. Unacceptable conduct includes, but is not limited to: whistling, disrespectful cheers, booing, throwing any items, uncalled-for clapping, boisterousness, "put-downs", and talking during the program.

**X. Student Use of Mood Altering Chemicals**

Students of Sacred Heart School shall not use, buy, sell, give away or have in their possession: a beverage containing alcohol; any tobacco product; any controlled substances. This rule applies to all 12 months of the calendar year and to all students of Sacred Heart School. Sacred Heart High School has a specific mood altering chemical policy that list all details on consequences for those students who have/are involved with any of these substances. Please refer to specific policy details.

**XI. Sexual Harassment**

Sacred Heart School and students will maintain a healthy learning and working environment that is free of sexual harassment. Sexual harassment may include unwelcome sexual advances, favors, sharing or distribution of photos or media containing sexual nudity or suggestions of sexual behaviors, and other verbal or physical conduct of a sexual nature. No employee or student of the school shall be subjected to sexual harassment. Violations of this policy will be cause for disciplinary action.

## VIOLATIONS & CONSEQUENCES:

Violations will be leveled according to the seriousness of the violation, age of student, repetition of the violation and attitude of the student. Leveled violations will align with tiered consequences. The goal of consequences is always a positive change in behavior to uphold the Benedictine Values (Living the Eagle Way). The following are examples of consequences that may fit the behavior and may be assigned for failure to follow the code of conduct, rules, and directions of supervisors. Consequences will be delivered in addition to the specific policy details listed throughout this handbook.

Level	VIOLATIONS	CONSEQUENCES
<b>1</b>	<ul style="list-style-type: none"> <li>• Cell Phone Violation</li> <li>• Parking Violation</li> <li>• 3 Tardies</li> <li>• Dress Code Violation</li> <li>• Insubordination</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Parent Notification</li> <li>• Lunch Detention</li> <li>• Loss of Honor Pass for 1 Week</li> <li>• Loss of Open Lunch for 1 Week</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Vulgar and Abusive Language</li> <li>• Bullying</li> <li>• Academic Integrity Violation</li> <li>• Disrespectful and Disruptive Behavior toward the Teacher</li> <li>• Mean Behavior</li> <li>• Two Repeated Level 1 Offenses in same year</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification</li> <li>• After-School Detention 1 Hour</li> <li>• Loss of Privileges</li> <li>• Loss of Honor Pass for Quarter</li> <li>• Loss of Open Lunch for Quarter</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Theft or Vandalism</li> <li>• Weapons</li> <li>• Fighting or Threatening</li> <li>• Mood Altering Chemicals</li> <li>• Two Repeated Level 2 Offenses in same year</li> <li>• Three Repeated Level 1 Offenses in same year</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• School Community Service – 10 Hours</li> <li>• Student Probation</li> <li>• Inside or Outside Suspension</li> <li>• MSHSL Violation</li> <li>• Loss of Privileges</li> <li>• Loss of Honor Pass Indefinitely</li> <li>• Loss of Open Lunch Indefinitely</li> </ul>
<b>Danger Zone</b>	<ul style="list-style-type: none"> <li>• Multiple Level 3 Offenses</li> <li>• Three Level 2 Offenses</li> <li>• Four Level 1 Offenses</li> </ul>	<ul style="list-style-type: none"> <li>• Indefinite Suspension</li> <li>• Referral to Outside Agency</li> <li>• Expulsion</li> </ul>

Teachers and/or school administration may assign level 1 and 2 consequences. The school administration has the authority to assign serious consequences indicated past level 2. The teacher/administration will keep records of actions taken in each individual case that arise. The final determinant for expulsion will be the superintendent of Sacred Heart School.





## **ACADEMIC INFORMATION:**

### **Academic Eligibility for Extra-Curricular Activity Participation: (Grades 7-12)**

Students must maintain grades that include NO F'S or INCOMPLETES in order to remain eligible to participate in extra-curricular activities.

#### **Part I: End of Grading Period**

1. A student with a final quarter grade of failing (F) will be ineligible for 3 (three) weeks beginning the Monday following the last day of the quarter.
2. A student with a final quarter grade of incomplete (I) must complete all course work during the one-week period after the quarter. Following this one-week period, the student will become ineligible until all work is completed to the satisfaction of the teacher and/or notification given by the administration of eligibility reinstatement.

#### **Part II: Eligibility Reports in the Current Grading Period**

Eligibility Reports will be run at 8:20am the Monday following the third (3<sup>rd</sup>) week of each quarter and every two (2) weeks thereafter. Eligibility dates will be published on the school calendar. Any student with a failing grade (F) will be notified by administration of immediate ineligibility for all extracurricular activities. Students will remain ineligible until they have a passing grade and/or have been notified by the administration of eligibility reinstatement. Teachers shall have up to two (2) days to correct and enter work completed by an ineligible student. The Eligibility Report process will be in effect whether or not school is in session.

### **Academic Integrity**

Academic integrity is expected from all students at Sacred Heart School and means creating original work on homework, papers, tests, quizzes, projects, and presentations. Academic integrity requires the support of students, teachers, parents, and administration and all share in the responsibility of fostering a climate of honesty, fairness, and trust. Any violations of academic integrity are unethical and unacceptable and will be treated seriously. Academic dishonesty includes cheating, plagiarism, copying homework, or other similar incidents. Therefore, it is expected that an honest effort is put forth by every Sacred Heart student in the completion of academic materials as they strive for academic excellence.

*He who walks honestly walks securely, but he whose ways are crooked will fare badly. (Proverbs 10:9)*

Consequences for violation of academic integrity may include:

#### **First time violation:**

- Lose credit for work: Point deduction on a test, paper, project, quiz, or assignment, a zero or negative points assigned as the grade (formative = loss of credit, summative = redo for partial credit not to exceed 50%)
- Notify administration: report the incident to principal, Dean of Academics, and counselor
- Contact parents
- Documentation of violation made
- Exclusion from qualifying for Student of the Month in the month the violation takes place

#### **Repeated violation:**

Application of consequences for first violation along with:

- Conference with administration (superintendent, president, principal), student, teacher, parent, parish pastor, and counselor
- Exclusion from extracurricular activities (up to three weeks)
- Removal from student council, NHS, sports, or clubs
- Exclusion from qualifying for Student of the Month and Student of Year
- Restriction placed on elective course selection and/or exclusion from dual credit courses

Other violation consequences may be, but are not limited to:

- Lowering of quarter/semester grade by one or several letter grade(s)
- In or out of school suspension
- Failure of a course for the semester
- Expulsion from school

### **Class Changes/Course Withdrawal and Add Deadlines**

Drop-Add procedures will only be allowed when administration has determined the circumstance to be extraordinary and absolutely necessary.

Students are allowed to make course selection changes, based on space available, within the one-week timeline and limitations listed below. Proper procedures and paperwork must be followed before a change is made.

Prior to the first day of school: Students may change class selections based on space available.

First academic week of school: Students will have the opportunity to add or drop a year-long course within the first week of the school year if the schedule and course space allows for it.

Semester courses: It is not recommended to drop a course and take another once the semester has begun. When absolutely necessary, a change may be made within the first three days of the semester, if the schedule and course space allow for it. To drop a course, students must complete the following steps within the first three days of the semester.

Students must discuss the course change with the Dean of Academics and/or High School Principal to receive a withdrawal form. The change must be discussed with parent(s) or guardian(s) and a signature must be obtained on the form. Permission to withdraw from a course is granted based on information obtained from the teacher and Dean of Academics and/or High School Principal. If permission is granted, students must present the completed withdrawal drop form to the appropriate teacher and return textbook(s) and/or class materials.

### **Credit Recovery**

Credit Recovery for courses essential to meet graduation requirements will be discussed and arranged with the assistance of the Counselor.

### **Dual Credit Option**

In cooperation with the University of Mary, Sacred Heart School offers Dual Credit coursework. Our Dual Credit (DC) Option allows eligible juniors and seniors to enroll in post-secondary dual credit courses taught at Sacred Heart School. Students who enroll in approved dual credit courses earn college credit from the University of Mary and high school credit at the same time. All dual credit courses may require additional fees such as course fees, textbooks, materials, and other necessary charges related to receiving post-secondary credit.

**Who is Eligible:** Any Sacred Heart student enrolled as a junior or senior with a minimum of a 3.00 GPA, granted permission from administration at Sacred Heart School, and meeting the criteria for acceptance set by the institutions may enroll in a dual credit course. Juniors may enroll in no more than two dual credit courses a semester. Seniors enrolled in more than two dual credit courses will be allowed one extra study hall period if desired.

**Course Requirements:** Enrolling in a dual credit is based on the following criteria: The student's academic performance (3.0 cumulative GPA or higher), standardized test scores (ACT scores at or above 21 in reading, 18 in English, 22 in Math) or appropriate Accuplacer Placement scores in reading and/or math, NWEA performance (continued growth and current fall/spring RIT scores meets or exceeds 75%), and teacher recommendation.

**Credits:** Sacred Heart Administration will determine the number of credits for which a student is eligible. Note: a three-semester hour course offered by a post-secondary institution is equivalent to a ½ high school credit. **College credit awarded for summer courses will count toward earned credits but will not be calculated into a student's GPA.**

**GPA:** All dual enrollment, Post-Secondary Enrollment Option (PSEO), and other college courses taken from other post-secondary institutions will be included in the GPA. Only dual enrollment courses offered on the Sacred Heart campus, will be weighted. Summer courses will not be included in the GPA unless taken for credit recovery.

**Cost:** The student and the student's parent(s) or legal guardian(s) are responsible for all costs related to receiving post-secondary credit. Costs include fees, textbooks, materials, equipment, and other related charges such as transportation. **Students and their parents/guardians will be responsible for reimbursing the Sacred Heart School for tuition costs if a course is failed or if withdrawal from the course is not done within the appropriated allotted time of five days from the start of the course.**

**Maintaining Eligibility:** Students must earn a final grade of a C or higher to continue further enrollment in Dual Credit offerings.

**Withdrawal or Failure:** A student who withdraws from a course must inform Sacred Heart School and the post-secondary institution immediately. Students must follow the established post-secondary college procedures when withdrawing from or failing a course. A student who withdraws from a dual enrollment course after the Sacred Heart School drop date will receive a W, WF, or WVP on their high school transcript. Course recovery will be required for failure of any

course that is needed to meet Sacred Heart graduation requirements. **Students and their parents/guardians will be responsible for reimbursing Sacred Heart School for tuition costs if a course is failed or if withdrawal from the course does not occur within the appropriated allotted time of five days from the start of the course.**

**NOTE:** Credits earned at an accredited institution will generally transfer to other institutes. **It is the student's, parent(s), and or guardian's responsibility to check that the institution they plan to attend will apply those credits towards their degree.**

**Course Load Selection:** Students are required to take eight classes a day affording one study hall period. Students must enroll in required courses for graduation before electives may be taken.

**PSEO (Post-Secondary Enrollment Options):** Students will not be allowed to take PSEO classes at other institutions when that class is offered as an option at Sacred Heart School.

**Grades of Incomplete**

The grade of incomplete (I) is recorded when not all assignments have been completed and turned in to the teacher. Students will have two (2) weeks from the end for quarter to complete their work. The grade of incomplete is removed when all assignments have been completed and graded.

**Grade Scales**

**Grade Scale Grade K-3**

S/U	Satisfactory/Unsatisfactory
4	Goes beyond expectations
3	Meets expectations
2	Beginning to meet expectations
I	Not meeting expectations
NA	Not Applicable

**Grade Scale Grade 4-12 & GPA Pts 7-12**

Letter Grade	Percentage Range	GPA Points
A+	100%	4.00
A	94-99%	4.00
A-	90-93%	3.67
B+	87-92%	3.33
B	84-86%	3.00
B-	80-85%	2.67
C+	77-79%	2.33
C	74-76%	2.00
C-	70-73%	1.67
D+	67-69%	1.33
D	64-66%	1.00
D-	60-63%	0.67
F	0-59%	0.00

**Sacred Heart On-Campus Dual Credit Weighted Grade Scale**

Letter Grade	Percentage Range	GPA Points
A	90-100	5.0
B	80-89	4.0
C	70-79	3.0
D	60-69	2.0
F	0-59	0.0

## **Graduation Requirements**

Religion	4 credits + 4 retreats*
English	4 credits
Math	4 credits
Science	3 credits
Social Sciences	4 credits
Phy Ed & Health	1.5 credits
Second Language	2 credits
Electives	8 credits
<u>Beyond the Classroom</u>	1.5 credits
Total Required	32 credits + 4 retreats*

### **Course Enrollment Guidelines:**

#### **Physical Education & Health 9-12**

Sacred Heart graduation requirements include the completion of 1.5 credits in Physical Education and Health. Freshman Physical Education and Health fulfills one credit, and an additional half credit must be earned during grades 10-12.

#### **Algebra II or Algebra I.5**

**Algebra II** enrollment requires completion of Algebra I and Geometry with a B average or higher, NWEA Math RIT of 234 or higher, and/or teacher and administration recommendation. Enrollment in Algebra I.5 will occur if these requirements are not met.

#### **Chemistry or Chemistry Essentials**

**Chemistry** enrollment requires completion of Algebra II and Biology with a B average or higher, and/or teacher and administration recommendation. Enrollment in Chemistry Essential will occur if these requirements are not met.

#### **\*Retreat Requirement and Attendance**

Implemented in the Fall of 2019, to be eligible for graduation, Sacred Heart students must attend four (4) retreats that are required as part of the school curriculum and faith formation experience. Students not in attendance on a retreat day will work with the Campus Minister, High School Principal, and School Chaplain to make up the retreat requirement. Retreats typically occur each year of high school for grades 9-12, are organized by the Campus Minister, and are listed on the school calendar.

## **Honor Roll Requirements**

Straight A Honor Roll:	No grade less than Minimum GPA	A- 3.67
A Honor Roll:	No grade less than Minimum GPA	B- 3.50
B Honor Roll:	No grade less than Minimum GPA	C- 3.00

## **Parent-Teacher Conferences**

Scheduled parent-teacher conferences will take place during specified hours in the fall and in the spring. Parents will be informed of these conference times by note/email. Because we consider this kind of communication to be the very best kind of reporting, we consider these conferences to be vital. Parents are welcome to schedule additional conferences at any time during the year. We also encourage parents to feel free to telephone or email individual teachers during the school day and regular work hours.

## **Report Cards & Academic Progress**

Individual progress reports are issued four times a year at the end of each quarter to enable parents to see what progress their children are making in school. It is important to study these reports carefully and to discuss them with the children. Parents and students will be assigned a login and password to PowerSchool, which enables the parents and students to access and check the academic progress throughout the grading period.

Grades K – 6: At the end of the academic year the cumulative grades for subjects taught during the year will be used to determine if the student has attained satisfactory learning to progress to the next grade level. If a student has not attained satisfactory learning it may be recommended that the student be retained in their current grade for another year.

Grades 7 – 12: At the end of the academic year (or semester for semester courses) the cumulative grade for each subject will be used to determine if the student has attained satisfactory learning (D- or higher) to earn the credit(s) toward graduation. If the student has not attained satisfactory learning, credit will not be awarded toward graduation in that subject(s).

### **Valedictorian and Salutatorian Guidelines**

Sacred Heart Administration will adhere to the following guidelines in designating the valedictorian and salutatorian, representing academic excellence at Sacred Heart School.

To be designated as valedictorian and salutatorian qualifying students must have completed seven semesters (14 quarters) of high school courses, with the final four semesters (8 quarters) completed as a full-time student at Sacred Heart School. Therefore, graduating juniors are not eligible for valedictorian or salutatorian recognition. The student designated as valedictorian will be a senior who has the highest cumulative grade point average for grades 9-12. This student should not have recorded any quarter or semester grade lower than a B in any course that counts for high school credit.

The student designated as salutatorian will be the next highest cumulative grade point average. In the instance of a tie, students will be designated as co-valedictorian or co-salutatorian. As a junior or senior, a student will be disqualified from consideration if there are any disciplinary issues dealing with academic integrity including but not limited to cheating and or plagiarism. A student cannot have any major disciplinary actions resulting in a suspension, in school or out of school, or a violation of the MSHSL Student Eligibility Bylaws.

Valedictorian and salutatorian candidates will be evaluated after the third quarter report card is issued in the spring of the senior year. The valedictorian and salutatorian will be designated based on their freshman year through the third quarter of their senior year. Dual enrollment courses for the spring semester will not be factored into the third quarter grade point average. All high school courses, including dual enrollment courses offered on the Sacred Heart campus, will be included in the GPA. Post-Secondary Enrollment Option (PSEO) Courses and college courses taken from other post-secondary institutions or during the summer will not be included in the GPA.

The valedictorian designee(s) will speak at the commencement ceremony. The salutatorian designee(s) will speak at the senior breakfast the morning of commencement. A meeting will be held with administration to review and approve the speech to be delivered.

## **ATTENDANCE INFORMATION:**

### **Student Safety and Attendance:**

We want to be sure that all students are accounted for at all times. Education is a very important part of our students lives and being punctual is essential.

**Preschool-6:** Please have your child at school by 8:05 so they have time to settle in and get to their classroom by the 8:15 bell. The main school doors will be locked at that time and parents will need to utilize door #4 to escort their child to the office if they arrive after the 8:15 bell.

In the case of an elementary student absence, late arrival or early dismissal please contact the student's teacher by email using their @sacredheartegf.net account and our elementary secretary, Mrs. Carrie Shea [cshea@sacredheartegf.net](mailto:cshea@sacredheartegf.net). You may also call the elementary office at 218-773-1579.

If a student has a fever of 100 degrees or higher or a stomach virus; they will need to be symptom free for 24 hours before they may return to school. In the case of a fever, their temperature would need to be below 100 degrees with no fever-reducing medication.

**7-12:** Late arrival or early dismissal, please contact Mrs. Dana Yanish at [dyanish@sacredheartegf.net](mailto:dyanish@sacredheartegf.net) or call the high school office at 218-773-0230. Students should immediately report to the high school office to sign in upon arrival. Students leaving school early must obtain an Early Dismissal Pass from the office prior to being dismissed from class/school.

**Elementary (Preschool – 6<sup>th</sup> grade) pick up or drop off during the school day will be at door #4. Elementary parents/guardians will need to park, ring in at door #4 and come into the office to sign their child in/out.**

**High School (7-12) pickup or drop off during the school day will be at door #2.**

### **Absence and Tardiness: (Grades 7-12)**

Students are to be in attendance and on time for all classes. All students are expected to be in their seats for class at the start of each period. Any student who is late without valid rationale, will be subject to consequences. It is mandatory for a student arriving tardy to school at the beginning of the day and/or after lunch to check into the High School Office. All tardiness to school without an appointment card, note or parental contact will be assumed to be unexcused. A written excuse or verbal communication from a parent or severe weather may excuse tardiness; however, chronic tardiness, even if a parent excuses it, can be deemed a violation of the tardiness policy. Three (3) tardies will result in a level violation.

If a student is ill and cannot attend school, the parent/guardian must call or email the school office to notify the office of the student's absence.

Each student is required to contact his/her teacher/s on the day he/she returns to school to secure the assignments missed and establish timelines for completion of those assignments (usually before the next class meeting). Make-up is to be arranged at the convenience of the teacher or administration.

Grades for any quarter will not be issued until time and assignments have been completed and deemed satisfactory by the teacher. Unless specific arrangements are made with the instructor concerning missed assignments, students will be given two (2) days for every day of recorded absence.

### **Procedures to be followed in accordance with the following absences: (Grades 7-12)**

#### **Advanced Notice of Absences**

If it is known in advance that a student will be absent from school, the parent/guardian must inform the office in advance by phone, note or email and the student is required to obtain a Long Term Absence Form from the office. The student is to complete the form by contacting each teacher for all assignments to be completed and obtain the signature of each teacher respective to the assignment/class.

#### **Eligibility for Extra-Curricular Activities**

In order for a student to be eligible to participate in extra-curricular activities (practice, performances or contests) students must be in attendance for a minimum of one half of the school day. Typically, this would be the second half of the day beginning the first period following lunch. The morning absence must be an excused absence. As a student participating in extracurricular activities, it is the expectation that the student is on time for all classes the next day following an activity (Example- arriving back late from an out of town activity).

**Permission to Leave Campus**

With the exception of the 9<sup>th</sup>-12<sup>th</sup> graders leaving for lunch and Senior Honor Pass privilege, permission for a student to be excused from or leave the campus is to be granted by the high school office.

## **Dress Code (School Advisory Council Policy 5515)**

*Original approval: 05/16/2007 Revised 5/2020*

### **Sacred Heart School Dress Code/Standard of Dress (K-12)**

Values are reflected by our words as well as by our external behavior, including grooming and the clothes we wear. It is expected that students will represent themselves through appropriate attire (clean, modest, respectable clothing) and proper hygiene. Non-compliance with dress code policy will result in disciplinary action as specified in the enforcement section. In keeping with appropriate behavior, it is expected that students/parents will adhere to the following dress code guidelines.

#### **DRESS CODE GUIDELINES**

- Each student is expected to make clothing choices that are in good taste. Students should approach each day as an opportunity to wear clothing they enjoy; not as an opportunity to show off, to test the limits of acceptability, or to make a statement that may be offensive to others.
- The administration will be the judge of the acceptability of clothing even when a garment is not specifically prohibited or mentioned.
- All clothing must be of the appropriate size for the student and must be worn appropriately. "Skin-tight" or baggy, oversized clothing is not allowed. Any clothing deemed immodest is not appropriate.

The following specific standards apply to student dress for daily classroom attendance:

#### **Shirts**

- Knit shirts (T-shirts, sweaters, sweatshirts, or turtlenecks); Logos, messages, or pictures must reflect positive Christian modesty and taste. (Examples of typically acceptable logos include: College logos, sports teams).
- Button-front, knit or woven shirts with collars.
- All shirts must have sleeves.

#### **Pants/ Shorts**

- Denim or non-denim woven pants or shorts.
- Shorts must be no shorter than 5" above the knee cap.
- Shorts may be worn in the fall until October 31, and in the spring after March 31.
- Shorts and pants must be worn so that underwear and skin are not showing when standing or sitting.
- No form fitting pants (pants so tight that the muscles in your calf, thighs, and/or hips are visible)

#### **Skirts/ Dresses**

- Skirts or dresses must be modest in style. Form fitting skirts or dresses are not allowed.
- Dresses must have sleeves.
- Skirts and dresses may be no shorter than 5" above the knee cap.
- Tights or leggings may only be worn under skirts, or dresses that fall within the dress code guidelines. This includes any tight-fitting pants that look like tights or leggings. Leggings may not be worn as pants.

#### **Shoes/ Hats/ Other**

- Flip flops may be worn in the fall until October 31 and in the spring after March 31.
- Outerwear, coats and jackets are not worn in the classroom.
- Hair should be neatly groomed and clean; Hair coloring may not include colors that are not natural human hair colors.
- Male students must be clean-shaven. Sideburns may be no longer than the bottom of the ear.
- Nothing may be worn in pierced body parts other than in the ears.
- Tattoos may not be exposed.
- Hats, caps, or hoods are not to be worn in the building, including the gym and the commons during school hours.
- Other "headgear" such as sunglasses or bandannas are not allowed.
- Colored hair extensions and feathers are not permitted, and barrettes and headbands should be modest and appropriate in nature.

#### **Special Dress Days**

All students will be expected to "dress-up" for Mass and other special occasions as determined by the school administration and Student Council.

- Mass Day Dress- Designated Mass Day attire is required by all students.
- Other Special Occasions
  - Denim (pants or shorts), hooded sweatshirts and T-shirts are not allowed on special dress days.
  - Boys, a collared shirt, button shirt or sweater and dress pants or khakis/Dockers.
  - Girls, denim jackets and skirts with appropriate Mass attire are acceptable.



Guidelines for team dress or for team attendance at extracurricular activities will be established by the Activities Director/Principal.

**Not Permitted**

- Torn, ripped, ragged, fringed, cut-off, excessively worn or mutilated clothing is not acceptable.
- Clothing must not promote or advertise the use of tobacco, alcohol, or controlled substances, or contain graphics or slogans, which are in conflict with the values taught at Sacred Heart School.
- Shirts, tops, or blouses may not be thermal style, tight, or low-cut.
- Sleeves with slits are not permitted.
- Sweatshirts, sweaters and sweater vests may not be tight or oversized. Sweaters and sweatshirts may not be sleeveless or cap sleeves.
- Sweatpants, athletic wear, or nylon warm-up style pants are not allowed except for physical education classes or athletic events.
- Yoga pants, joggers (except khaki) and jeggings.
- Shorts may not be athletic wear or like gym shorts.
- Shoes with wheels, roller blades, and roller skates are not permitted.

**High School Formal Dance Attire Criteria**

See Dance Regulations Addendum I

**Enforcement:**

The school administration reserves the prerogative to decide the suitability of any and all garments and may approve dress code variations related to changes in current fashion. The school administration will make the final determination on dress code interpretation and enforcement even when a garment is not specifically prohibited or mentioned.

Any student wearing an inappropriate garment that does not fit the description above **MUST** change into appropriate clothing upon entering the school building. When a student fails to comply with the school attire policy, discipline is appropriate. The following discipline procedures shall apply:

**Elementary School:**

First Offense: verbal warning and written report sent to parent/guardian.

Second Offense: verbal warning and written report sent to parent/guardian.

Subsequent Offenses: Parent will be called by the school principal depending upon intention of the action and circumstance. Student may stay in the office until appropriate attire is brought to school by parent/guardian.

Written report will be sent to parents. Additional discipline (detention, recess/free time, etc.) may be warranted should the student's intent be determined by the principal to be a willful violation.

**High School:**

First Offense: Removal from class with a chance to correct and return to class. If not corrected, parent or guardian will be notified. Depending on the severity of the violation the administration will determine if the student will be allowed back to class or if a parent must provide a change of clothing. The offense will be recorded in the student file.

Subsequent Offenses: Consequences to the first offense will be followed, and in addition to the first offense, students will have lunch or afterschool detention.

**Dress Code Contracts:**

The Dress Code will be in the parent/student handbook. The handbook will be given to each family attending the Back to School event or on the first day of school. Copies of the handbook can be requested at the office. Each family will be asked to sign a form in which they promise to read and follow the policies of the handbook. The signed form is to be returned to the school office by the end of the first week of school. Students in grades K-12 will sign a form in which they state they will follow all school rules including the dress code.

**Enforcement:**

All teachers and staff need to be part of the dress code enforcement. If a student is found in violation of the dress code, they will be sent to the office. Administration will follow the policy 5515 set forth by the School Advisory Council.

**Dress Code Education:**

All teachers and staff will have yearly training on what is acceptable and unacceptable and how the dress code should be enforced to assure uniform and better management of the dress code.

**Dress Code Review:**

The dress code should have a yearly review by the school board at the January meeting.

## **GENERAL INFORMATION:**

### **After-School Program (Eagles' Nest)**

Sacred Heart School offers after-school care for our families. This program will provide K-6 children a safe and inviting place to spend time in the company of other children and create and play in a Catholic atmosphere. Afternoons will include time for supervised outdoor play, quiet study, reading, snacks, and indoor activities from 3:20-5:30PM. A monthly payment will be required of families who register for this program. Information regarding the Eagles' Nest After-School Program is available in the program handbook located in the elementary office.

### **After School Supervision**

Only students riding a bus or attending the Eagles' Nest After-School Program will be supervised by school staff after school. All other students must be picked up at 3:20pm and/or supervised by a parent after school. No student may wait for practice or games unless supervised. The Eagles' Nest After-School Program is available for a fee for students in grades K-6.

### **Lunch Procedures**

Students may bring their lunches from home or buy hot lunches. In either case, milk may be purchased separately by the student. Only 9<sup>th</sup> through 12<sup>th</sup> grade students may leave the school grounds for lunch during the designated times and will be expected to return to school on time. Students who eat in the cafeteria are expected to behave appropriately and in a decent manner. Any student who is acting inappropriately will be removed from the social hall and/or given a consequence by the principal or staff member. Lunches brought from home should be ready to eat and should not require the use of a microwave.

Families will have an account on the hot lunch computer and payments made to the office will be credited to their account accordingly. Notices with lunch balances will be sent by automated email.

All meals meet state requirements. Sacred Heart takes part in the Federal hot lunch program that may enable families to receive reduced meal costs. Parents may apply for this program by contacting the office at any time.

Students are welcome to purchase and to eat breakfast. It is served from 7:45 to 8:10 a.m. in the social hall.

### **Classroom Rules & Items Prohibited:**

Each teacher will make classroom rules known to the students at the beginning of the school term. Students will be reminded of those rules frequently throughout the year. Teachers will have their own classroom rules and are responsible for enforcing them in order to maintain classroom control. The classroom rules are posted in every classroom.

***Backpacks, Purses, any other Bags, Jackets and Coats are not to be brought or worn in the classroom or study hall.***

### **Dental and Medical Appointments**

Students and parents are urged to make their dental and medical appointments to avoid conflicts with school. If the appointments cannot be arranged after school hours, parents/guardians must notify the office of the time of appointment, when the student will be leaving the school premises, and if he/she will be returning.

### **End of School Day Dismissal**

1. No student is to leave the classroom/school premises before the regular dismissal time unless excused by the principal or following parent/guardian contact with the office.
2. Students must follow directions of teachers and leaders at dismissal time.
3. Students are expected to wait for transportation in a SAFE and orderly manner.

### **Field Trips**

Field Trips are taken by classes for varying reasons. A fee per student and trip is assessed to help pay for such costs. A permission form must be signed and returned prior to each field trip. If the form is not signed prior to the trip, the student will not be allowed to go. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students whose classroom work is incomplete or whose behavior is disruptive may be excluded from some field trips at the discretion of the teacher and program principal. At the same time, parents have the right to exclude a student from a field trip, but will be responsible for care and supervision during that time. The students are expected - at all times - to be respectful and courteous during an outing.

### **Food Brought to School: (Snacks, Treats or Birthday Treats)**

A regulation issued by our State Health Department stipulates that food prepared in the homes cannot be served in the school to other children. Food must be prepackaged or come from a bakery or grocery. To comply with the needs of those who have food allergies, specific direction for the bringing of edible items for classroom sharing will be available from the classroom teacher(s) as appropriate.

### **Halloween Parties: (K-6)**

It has been the practice of Sacred Heart School to have Halloween celebrations in individual classrooms. These celebrations include costumes, treats, stories, games, and parades. While it is recognized that Halloween is not a Christian holiday, it is very much a children's day in the United States. While we continue to celebrate the day at the discretion of the individual teachers, some limitations are to be observed. Costumes should be in good taste, modest, and worn with the knowledge that this is a Catholic school. Makeup must be minimal. The time consumed with the celebration must be reasonable.

### **Lockers:**

A student's locker is a place to store personal possessions, books, and school supplies. Hallway lockers will not be locked at any time. Lockers in the student locker room must be secured with a school issued lock. If a lock is lost or misplaced a new lock may be obtained from the office when the student has paid a \$5 replacement fee for the missing lock.

Sacred Heart is not responsible for lost and stolen articles. Student desks and lockers are the property of Sacred Heart School and are therefore subject to inspection and/or search at any time with or without cause. Writing on or in lockers is prohibited. Adhesive stickers of any type are not permitted.

### **Medicine**

Neither school office personnel, teachers, nor school administrators may administer or dispense medications of any kind to any student except by written instruction from a parent or guardian which address when and amount of medication to be given. Medications are defined as prescription drugs, over-the-counter drugs, vitamins, herbal preparations, and throat lozenges. Medications that are to be administered or dispensed to a student by office personnel, teachers, or school administration will be kept in an appropriate secure location.

### **Money Sent to School**

Under no circumstances are students to leave money in classrooms or lockers overnight. Sacred Heart School is not responsible for any loss. Make all checks payable to the appropriate person or institution.

### **Parties, Invitations and Transportation**

Passing out party invitations in school is not permitted. Please mail invitations to invite students. This is enforced due to the uncomfortable situations that arise when some students do not receive an invitation. Since this is not a school function, it should not take up classroom time. The school is not allowed to give out student addresses, emails or phone numbers.

If students are having birthday parties at their home, transportation is the responsibility of the parent and not the public school district.

### **Pets:**

Pets used in the classrooms to enhance the learning atmosphere are allowed at the discretion of the program principal and the teacher(s). Pets from home are not allowed except with the permission of the classroom teacher. This must have prior approval and a specific educational purpose. Any pet approved to be brought from home to the school must be free of disease, current on all required vaccinations, and leashed or able to be carried. The parent(s)/guardian(s) of the student bringing a pet from home are responsible for the actions and behaviors of the animal, including any damages or injury caused by the pet while on school property.

### **Photography**

Sacred Heart School will never identify a child by name in any publication unless it is deemed "newsworthy." (awards, sports, or other items may merit student identification, depending on the situation). Please be advised that images and videos taken in school spaces and/or at school related events do not require authorization for publication. Parents/students do have the option to opt-out. Opting out is 100% for all photographic publications

and would include opting out of photos in the yearbook, newspaper, class group photos, etc. To request the opt-out option for your child of all photos at school please contact the school office.

### **Process for Addressing Parent/Guardian Concerns**

It is imperative that the students' parents help enforce the "Code of Conduct". The parent/guardian cooperation is essential to Sacred Heart's efforts to maintain a learning environment that successfully teaches subject matter, self-mastery, and respect for others. The parent, by enrolling their child at Sacred Heart, has agreed to the vicarious authority of the administrator/teachers over their child. When addressing concerns, the process is as follows:

1. Parents/Guardians are encouraged to address any concerns by first contacting the teacher. All contact with the teacher must be made appropriately. Teachers and parents/guardians are expected to keep any private conversations confidential. Any decision by the parent to **confront** a teacher, in or out of school, is unacceptable!
2. After the contact with the teacher, and the concern has not been satisfactorily addressed parents are encouraged to contact the program principal. The program principal and parents/guardians are expected to keep all private conversations confidential.
3. If the concern has not been addressed satisfactorily in the first two steps the parents are encouraged to contact the president. Appeal to the president is the final recourse for the parents.

### **School Records**

The school has on file the student's grades, attendance, standardized test scores, and discipline records that have resulted from their work since starting school. The records will also include an IEP, 504 or SAM the student may have had previously or currently needs. Behavior as well as learning disabilities will be recorded also. If a student has attended other schools, those records should have followed him/her to Sacred Heart and should be on file in the school office.

All student records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota,

Information concerning mailing and phone lists will not be given to organizations or other parents/guardians.

### **School Telephone:**

The school office is open from 7:30 a.m. to 4:00 p.m. (high school), 7:45 a.m. to 4:00 p.m. (elementary) each day to receive calls. Phone numbers for the Sacred Heart School offices are:

Elementary Office: 218-773-1579

High School Office: 218-773-0230

Students are to use the phone only with their teacher's permission. Students will be called to the phone only in case of an emergency. The administrative assistant and program principal will deliver any important message the parent/guardian wants a student to have.

### **Senior Honor Pass**

Sacred Heart School will provide a Senior Honor Pass for 12<sup>th</sup> grade students who have earned the privilege. The Senior Honor Pass will allow these students the ability to leave campus during their designated study hall, not including study periods that are assigned for an online class or the extra study hall allotted seniors enrolled in three or more dual credit courses. To obtain this pass, students must have their parent/guardian complete a permission form. As with all privileges, this honor pass may be taken away or suspended at any time. Students must report to and sign-out of their study hall and then sign out at the high school office before departing the school and sign back in upon returning to the school. Tardies, poor grades, discipline issues, etc. may result in the temporary or permanent loss of the Senior Honor Pass.

### **Service Hours (9-12)**

In conjunction with the school's philosophy to foster students to become "citizens who are responsive to the needs of society," Sacred Heart School is setting the expectation that each student in grade nine through twelve, will accumulate 100 hours of Christian Service prior to graduation.

The expectation is that each student, starting in grade nine, will accumulate their service hours with a goal to perform 25 hours of service at school or in the community each year. Each student will set as his/her goal a total of 100 hours prior to graduation. Students will not be required to achieve the hours to graduate. Each student

who accomplishes the 100 hours will receive recognition in the graduation program and the honor to wear a white honor cord with their graduation apparel.

Service hours performed in conjunction with National Honor Society and Student Council can apply to the 100 hour total. Service hours are one of the many criteria that colleges look favorably upon when completing applications.

Students must complete a service hour form describing the experience. The form requires the signature of an adult (parent, teacher, supervisor, etc.). Once completed, approval must be sought from the school principal. Hours completed must be turned in for approval by the last school day of the quarter. Hours completed during the summer will be due by October 1<sup>st</sup>. If service activities are handed in from a previous quarter, they will not count for the 100 hour qualification. The principal will give the approved form to the school counselor and the hours will be tracked by the counselor. All service hours must be approved within one calendar year of completion to receive credit.

The general guidelines for service hours to be approved will be that the student cannot be paid for the service and that the service cannot be done for an immediate family member. In addition, the service cannot be for a required service of the school, such as Rake-a-thon and fish fries. Students can earn 1 hour per obligatory Mass for lecturing, serving, cantering, or playing an instrument or up to 15 minutes for other Mass ministries. All Mass ministries will count for 1 hour on non-obligatory Masses.

Possible service hours/projects will be posted on the service bulletin board in the high school commons as we receive them. These postings could come from a variety of sources. Sacred Heart is the agent for the service program therefore, no student may do an outside of school service project unless a safe environment approved chaperone (parent, teacher, etc.) accompanies the student for the entire activity. This is only for posted service opportunities on the school bulletin board. If a student performs a service project upon their own initiative a safe environment approved chaperone is not necessary.

Questions about the program should be directed to the school principal or counselor.

### **Student Drivers:**

Students of Sacred Heart School who have a valid Driver's License and with parental or guardian permission may provide their own transportation for themselves and other family members to and from the school premises. Student transportation of other non-family students requires written permission from the parent/guardian and/or school administration for in school related activities and is high discouraged. Any student driver and his/her parent(s) or guardian(s) are responsible for the behavior of the student driver concerning obedient to all rules of safe vehicular operation as well as following all established traffic laws. Parents/guardians and drivers are reminded to particularly review teen driving laws applicable to their state. In the event a student driver causes damage of Sacred Heart property due to operation of a vehicle, the student and their parent(s) are responsible for any damages or injuries caused by the student. A student driver with inappropriate driving behaviors while on Sacred Heart property is subject to the Code of Conduct. Student drivers are responsible for timely arrival to all classes.

### **Student of the Month Program:**

Each month Teachers are given the opportunity to nominate students for this award based on a high degree of excellence both in the academic and moral department, being a follower of Christ while being educated to be a purposeful thinker, effective communicator, self-directed learner, productive group participant and a citizen who is responsible and responsive to the needs of society.

At the end of each Month at a Student Assembly all students nominated will be recognized, the Award will be presented to one student in each grade group of 7-8, 9-10 and 11-12. At the end of the school year all students who have received this award are also recognized at the Academic Awards Program and one student from each grade group will be awarded Student of the Year. A student may be recognized as Student of the Month once per school year and awarded Student of the Year one time during their academic career.

### **Teacher Request/Student Placement Request**

Families wishing to request a specific grade level teacher should submit a written request to the program principal by July 15 of the summer prior to the year the request would go into effect. Requests are neither encouraged nor discouraged but provide parents/guardians a means to express any special circumstances that might need to be considered with class placement. When determining the class list or course section placement, teachers and

program principals consider the best interest of every child in the classroom including many factors and for this reason there is not a guarantee of honoring all requests. The final decision on all student placements rests with the program principal.

**Textbooks, School Equipment, and Library Books:**

Textbooks and other school resources are supplied to students at no rental charge or fee. This material is to be maintained by the individual student. We believe Sacred Heart students must be responsible, careful and respect the rights of all students to be able to use all materials. Lost, neglected, or abused textbooks, electronics, school materials, library books, or other school property will be paid for by the responsible student.

Materials from the school library may be checked out for 2 weeks. Books placed on reserve by a teacher are available for "in library" use only. Some references MAY be checked out overnight with permission.

Charges: Late, lost, and damaged materials will have charges assessed. Charges for lost or damaged items or materials will be the replacement cost plus \$10.00 for shipping and processing.

**Visitors During School Hours:**

During school hours, any visitors, including parents, must enter through Door #4 and register at the elementary office.

## **POLICIES**

### **Acceptable Use Policy & Internet Use Guidelines**

It is the mission of Sacred Heart School to promote the development of life skills for our students and to prepare them to live and work successfully. By providing them with electronic access to information, and the ability to communicate with people throughout the world, students will be better able to compete in today's workforce. Electronic research skills are crucial to preparation of citizens and future employees.

Students will be provided with guidelines and lists of resources particularly suited to learning objectives of their present environment. In keeping with our responsibility to our families within Sacred Heart School, parents and guardians will be notified through the Acceptable Use Policy about student access to electronic information, services, and networks and the policies that govern the use of such access to electronic information, services, and students' access will be structured and monitored so that education resources will be beneficial for them. Students also bear responsibility to self-govern and to protect their privileges.

### **Services Provided Through Electronic Access**

World Wide Web: research tool used to access information from throughout the world.

Network File Storage: students are allowed a login and space on the school network to save documents and projects.

Students are instructed in appropriate research and citation practices and are expected to follow all copyright laws. Any questions concerning copyright laws can be directed to the media specialist.

Google Apps for Education: Students in grades 6-12 will be provided by Sacred Heart a school monitored email and drive storage. Teachers will use this form of Educational Technology to share documents, calendars and other important information with their students. Students will be responsible for the care of their GAFE access account information and passwords.

### **Unacceptable Uses**

1. Personal contact information about others. This includes address, telephone numbers, school address, work address, or any identifying information.
2. Logging into other accounts or accessing others' files.
3. Disrupting the computer system performance or destroying or altering data.
4. Inappropriate language, obscenities, profanity.
5. Messages that are offensive or insulting in regards to ethnicity, religion or gender.
6. Violation of copyright law.
7. Use of the network for illegal activities.
8. Impersonation is not allowed.
9. Accessing inappropriate locations (Facebook, video games)
10. Blogging and other anonymous posting of information to the web.

The use of the Internet is a privilege and inappropriate use will result in cancellation of those privileges; no matter what device is being used for access. Appropriate computer usage is expected. Serious offenses will result in loss of privileges. Student files are not considered in the strictest sense private property, but can be accessed for search or for monitoring. This makes any student accessing the Internet responsible for online activities.

Teachers, students and staff must have on file a signed agreement stating they have read the Sacred Heart School Acceptable Use Policy and that they will adhere to its regulations. Students must have the agreement signed not only by himself or herself, but also by a parent or guardian. All such agreements will be kept on file in the office. There will be no penalty in grades if parents or guardians decide not to have their child access information electronically.

## **Admissions (School Advisory Council Policy 5110)**

**Original approval: 10/20/1999 updated June 2019**

Sacred Heart School admits students of any race, religion, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Children of all faiths are welcome. Because of limits to classroom space and financial viability of second classrooms, classroom size is restricted. Exceptions to the restricted classroom size will be at the discretion of the pastor and program principal.

**Admission Criteria:** When classroom space becomes limited new students are admitted in the following order:

- a) Children of Sacred Heart school/parish staff
- b) Siblings of a Sacred Heart parish family already enrolled in our school (K-12);
- c) Siblings of non-Sacred Heart parishioners already enrolled (K-12);
- d) Sacred Heart parishioners not already enrolled;
- e) Sacred Heart High School graduates
- f) Grand Cities Catholic School alumni (6-12)
- g) Non-Sacred Heart parishioners not already enrolled (K-12).

Students who have been expelled, suspended, or are on probation from another school may be admitted upon careful review of the individual case. Children with special needs may be admitted on consideration that they may benefit from a Catholic school environment and that they will be no detriment to the other students' progress. If there are questions or concerns about the ability of Sacred Heart School to meet the needs of any student, additional information and/or a trial period may be established. Sacred Heart School administration reserves the right to suggest alternate placement, to deny admittance, or expel a student admitted for a trial period.

### **Admission Procedures:**

#### **CURRENTLY ENROLLED RETURNING FAMILY seeking enrollment in PRESCHOOL-12th Grade**

1. A family with students already enrolled at SHS and enrolling younger students can simply add this youngest/newest member of their family to their Registration Form submitted for the upcoming year. Families will need to disclose if there is an academic concern or an established 504 or IEP plan in place at the previous school, or a physical or mental diagnosed impairment from an outside agency. Admission for Preschool or Kindergarten for the youngest/newest will be determined based on the admission policy.
2. Determinations for Preschool and Kindergarten enrollment and preferred sections will be determined by the Child Care Director and the Admission Office based on the admission criteria. Families must submit a complete registration form by the registration deadline and will be notified in late March regarding Kindergarten or Preschool acceptance and section assignment.
3. Reenrolling families with students entering 1<sup>st</sup>-12<sup>th</sup> grade are guaranteed enrollment in 1<sup>st</sup>-12<sup>th</sup> if they submit a completed registration form by the registration deadline and have followed the tuition and payment policy found in the parent handbook. After the deadline has passed, their class position may be awarded to another new applying family.

#### **NEW FAMILY seeking enrollment in PRESCHOOL (Little Angels/Little Saints), KINDERGARTEN or CHILD CARE**

1. For inquiries on openings, curriculum, and requirements, contact:
2. Preschool or child care programs contact the Child Care Director at 218-793-0021.
3. Kindergarten through grade 12 contact the Admission Office at 218-773-0877.
4. A Preschool or Kindergarten family, new to SHS, can register their children using the Registration Form.
5. Determinations for Preschool and Kindergarten enrollment and preferred sections will be determined by the Child Care Director and the Admission Office based on the admission criteria. Families must submit a complete registration form by the registration deadline and will be notified in late March regarding Kindergarten or Preschool acceptance and section assignment.

#### **NEW FAMILY seeking enrollment for 1<sup>ST</sup>-12<sup>TH</sup> GRADE**

1. Schedule your initial tour/visit of Sacred Heart School by contacting the Admissions Office at 218-773-0877 or by filling out an online interest at [www.yourchildmatters.org](http://www.yourchildmatters.org)
2. Meet with the Dean of Academics (As required or requested. May be completed during your initial school tour/visit).
3. Read and understand the School's Mission & Philosophy Statement (found online at [www.sacredheartgf.net/handbook](http://www.sacredheartgf.net/handbook))



4. Read and understand the School's Code of Conduct Policy (found in the Handbook online at [www.sacredheartegf.net/handbook](http://www.sacredheartegf.net/handbook))
5. Read and understand the School's Dress Code Policy (found online at [www.sacredheartegf.net/handbook](http://www.sacredheartegf.net/handbook))
6. Read and understand the School's Tuition Costs & Family Fundraising Commitment Documentation (found in packet)
7. Read and understand the School's Tuition and Payment Policy (found online at [www.sacredheartegf.net/handbook](http://www.sacredheartegf.net/handbook))
8. Fill out and return School Admissions Application. Application can be returned to Sacred Heart School either in person at the Parish Office, by mail at 200 Third Street NW, East Grand Forks, MN 56721, by fax at 218-773-8312, or by email at [school@sacredheartegf.net](mailto:school@sacredheartegf.net).
9. A personal meeting with the admissions representative, committee, or others may be scheduled as needed. Sacred Heart's Admissions committee may request additional information such as a class schedule or school records if required.
10. After application has been reviewed, the applicant family will be notified by letter or telephone as to the status of admission to Sacred Heart School, and if the needs of the student can be adequately met by the school. If accepted, the packet will include a School Registration Form.
11. Conditions for enrollment may be added by school administration if necessary.
12. Upon acceptance, complete the School Registration Form, and return it to the school.
13. Complete the Permission to Release Official School Records. Sacred Heart School will send all signed Release of Records forms directly to your child(ren)'s current school to gather all academic and behavioral transcripts and documents.
14. If needed, please make sure to apply for FACTS Grant & Aid for tuition assistance or scholarships at [www.sacredheartegf.net/FACTS](http://www.sacredheartegf.net/FACTS). Following the application, a letter will be sent home in June with the award amount.
15. All newly accepted students are subject to a 30-day probationary period starting on the first day of class. *Application will be approved/not approved based on review by Admissions. Application is not a guarantee of acceptance.*

**Federal and State Anti-Discrimination Policy (Diocesan School Board Policy 2910)**  
**Reviewed 10/25/2007**

In fulfilling the obligation imposed by federal and state anti-discrimination laws and regulations, the following resolution was adopted by the Crookston Diocesan School Board on May 4, 1976:

It is the policy of the Catholic Schools of the Diocese of Crookston to comply with federal and state laws prohibiting discrimination and all requirements imposed by our pursuant to regulations issued thereto, to the end that no persons in any school listed below, and further listed in "The Official Catholic Directory" (published annually by P. J. Kennedy and Sons) shall, on the grounds of race, color, national and ethnic origin, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment or recruitment, consideration or selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school.

Cathedral Elementary, Crookston  
 Holy Rosary School, Detroit Lakes  
 Sacred Heart Elementary School, EGF  
 Sacred Heart High School, East Grand Forks  
 St. Bernard's School, Thief River Falls  
 St. Joseph's School, Moorhead  
 St. Mary's Mission School, Red Lake  
 St. Michael's School, Mahanomen  
 St. Philip's School, Bemidji  
 Sunrise Center for Children & Families, Crookston

## **Anti-Harassment (School Advisory Council Policy 5611)**

**Original approval: 05/18/2005 Amendment date: 02/20/2008 Reviewed: 06/2019**

### **I. INTRODUCTION:**

This policy provides disciplinary expectations for all students of Sacred Heart School, coaches, volunteers, officials, employees of Sacred Heart School and parents/guardians of students; here in after known as students/staff. However, it does not attempt to cover all possible circumstances or solutions regarding harassment. Therefore, the Sacred Heart School administration, at all times, reserves the right to apply professional discretion in dealing with students and/or families concerning individual disciplinary situations. When a reported verified incident involves an athletic team as a whole or individual members of an athletic or extracurricular group choosing negative ongoing actions against an individual or group of individuals the resultant discipline will include consequences as determined by the Minnesota State High School League.

### **II. ACTIVITIES CODE:**

- It is the duty of each and every student/staff to conduct him or herself in a way that reflects Christian respect and responsibility for others. Behaviors which tend to injure, degrade, disgrace, or threaten the safety, privacy, and/or respect of other students, teachers, or staff members are prohibited and if present, will be subject to disciplinary actions.
- This policy applies to behavior that occurs on or off school property, or during and after school hours for all 12 months of the calendar year.
- This policy may not be individually modified by school officials.
- This policy applies to all students/staff of Sacred Heart School, regardless of age.
- The school does not serve as a law enforcement agency, although it works cooperatively with law enforcement officials and community officials in handling students/staff who violate this policy.
- Law enforcement will be notified by the school principal or designee when deemed appropriate in regards to violations of this policy.
- At the beginning of each season the Principal/Activities Director shall ensure that students, parents and staff are knowledgeable, via signed consent, of the current Minnesota State High School League Hazing (MSHL) policy; along with this policy.

### **III. DEFINITIONS:**

Harassment/Bullying means committing an act against a student/staff, or coercing a student/staff into committing an act, that creates an atmosphere that may degrade the mental health and/or dignity of the student. This definition applies to all students in all settings and, therefore, is not limited to those participating in extracurricular activities.

#### **A) Physical Harassment:**

Includes any form of physical intimidation or assault. Examples include, but are not limited to: sleep deprivation, exposure to weather, calisthenics, nudity, whipping, beating, striking, branding, electronic shocking, placing a harmful substance on or in the body, changing of physical appearance or other activity that subjects the student to a risk of harm and/or may affect the mental or physical health or safety of the student.

#### **B) Emotional Harassment:**

Includes, but is not limited to, extortion, oral or written threats (whether handwritten or through electronic means), taunting, put-downs, name-calling, threatening gestures or actions (including oral or written communications to this effect), bullying, cruel or baseless rumors, false accusations, and/or social isolation.

#### **C) Sexual Harassment:**

Includes, but is not limited to, unwelcome sexual advances or humor, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

#### **D) Cyber bullying:**

Intentional use of technology (including but not limited to cellular telephones, websites, or e-mails) to create a hostile, threatening, or intimidating environment for one or more students.

### **IV. REPORTING HARASSMENT:**

- A) Sacred Heart School expects students and/or parents/guardians who become aware of and/or suspect harassment to report it to the appropriate school principal for prompt investigation. Bad faith allegations of harassment policy violations will subject the accuser to appropriate disciplinary action.

- B) No student/staff member shall plan, direct, permit, condone, tolerate, encourage, aid, engage in or overlook harassment or suspected harassment.
- C) Students who feel aggrieved because of conduct that may constitute harassment should directly and immediately inform the person engaging in such behavior. If the student does not feel comfortable addressing the conduct or are unable to do so, they shall direct their verbal complaint to a teacher, staff, or administrator.
- D) It is expected that teacher and/or staff (holding the inherent Christian duties of justice and charity) who observe--or become aware of--harassment in any form will take immediate and appropriate steps to remedy the situation according to school policy. This includes informing the person engaging in such conduct that such behavior is offensive and must stop and reporting alleged occurrences to the appropriate principal, who will begin prompt investigation and further corrective action.
- E) Apparent permission or consent by a person being harassed does not lessen the prohibitions contained in this policy.
- F) A person who engages in an act that violates Minnesota State High School League policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act according to the policies of the Minnesota State High School League.

#### **V. INVESTIGATIVE PROCEDURES:**

- A) An allegation of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action.
- B) The appropriate principal of the student(s) involved, in consultation with the Superintendent, will affirmatively ensure that all students involved in an alleged incident, and parent/guardian, are made fully aware of their rights and responsibilities under school policy. This includes the right of each student to seek redress in the event of harassment of any kind. For students involved in extracurricular activities governed by the Minnesota State High School League, the policies of the Minnesota State High School League will also apply in addition to (not in place of) those of Sacred Heart School. In these cases, the Activities Director or Advisor will also be informed of the situation to ensure that the policies of the MINNESOTA STATE HIGH SCHOOL LEAGUE are followed.
- C) A meeting with the principal, parents of the student, student and those parties as the principal may deem necessary shall be held within three school days of the notification of the alleged incident.
- D) The investigation of the alleged incident shall be completed within ten school days of notification of the incident. The Activities Director, Coach or Activity Advisor of students covered by Minnesota State High School League rules involved in the alleged incident shall be included in all aspects of the investigation and disciplinary action taken.
- E) Concern for confidentiality will be adhered to throughout the investigative process. This process may include: interviews with students, parents/guardians, and/or school teacher or staff; review of school records; identification of related parent/guardian or family issues. A written account of the investigation, conclusions and actions taken (if any) shall be completed and maintained on file as long as the student remains at Sacred Heart School. Records of transferring students will be transferred as required for eligibility.
- F) Depending upon the severity of the incident, the principal may also take appropriate steps to ensure the continued safety of all Sacred Heart students. This may include: implementation of a safety plan, removal of student(s) involved, provision of additional staff support for students as needed, reporting of criminal incident(s) to appropriate law enforcement agency, developing a supervision plan with the parent(s) or guardian(s).
- G) Incidents involving adults (staff members, volunteers, or parents) shall be handled by the Superintendent or his designee. The investigation into such incidents shall be handled as outlined above and or Diocesan policies.
- H) Students found to have filed false or frivolous allegations of harassment will also be subject to disciplinary action as deemed appropriate by school administration personnel.

#### **VI. CONSEQUENCES:**

Automatic notification will be made to parent(s) or guardian(s) of the student(s) involved in any violation of policy. Depending upon the severity of the infraction, one or more of the following consequences may be imposed as part of an action plan developed by the principal, parent(s) or guardian(s), the violating student and appropriate staff (teacher, advisor(s), coach(es), counselor).

- I. Conference with parent(s) or guardian(s).

2. Appropriate legal action to be taken.
3. Individual access privileges to be revoked but not limited to:
  - a. open campus privileges,
  - b. participation in an educational activity related to the violation,
  - c. students holding elected student body positions (student council, class officers) will be suspended from participation,
  - d. for participating members of the student body, suspension from school sponsored extracurricular events to include dances, music performances, drama performances, art exhibits, ambassador program, dance royalty, National Honor Society membership or officer or sporting events.
4. School disciplinary action per the Student-Parent Handbook and stated rules to be taken:
  - a. in-school suspension for a period to be determined by the action plan (in-school suspension means obtaining classroom education, completing assignments, eating meals and generally being in school, but separated from the rest of the student body including lunch period - students are not allowed to leave campus during the school day).
  - b. lunch and study hall detention (detention means being separated from the rest of the student body during these time periods and being unable to leave campus during the school day)
  - c. suspension,
  - d. expulsion,
5. Counseling to be initiated as warranted.
6. Community service (with parental/guardian involvement).
7. In addition to the disciplinary action taken against a student due to violation of other school policies, those students involved in activities governed by Minnesota State High School League rules shall also be subject to the following:
  - A) Students who commit **Harassment** of a Sexual, Racial, Religious nature and/or hazing violation are subject to a one season suspension. If a season or a portion thereof has been completed, then the student shall also be ineligible for the same percentage of time left for the next activity governed by the Minnesota State High School League. (i.e. a student is ineligible half of football season they shall then shall be ineligible for half of the next sport/activity they participate in.) Category II Activities (those music and speech competitions which have no regular season of interscholastic contests prior to the League-sponsored tournaments) shall be treated the same as Category I Activities. This requirement shall carry over to the next school year of activity or sport participation. For a student who quits the team, does not fully participate in team activities, or is cut from the team the consequences will remain until the next season of participation.
  - B) Students who commit **Violent** acts of a Sexual, Racial, Religious nature and/or hazing violation according to the Minnesota State High School League are subject to a one calendar year suspension from all activities. This requirement shall carry over to the next school year of activity or sport participation. (For example – a student who became ineligible for one year in the middle of football season would remain ineligible until the middle of next year’s football season.)
  - C) If there is more than one violation or the student is already ineligible for participation in Minnesota State High School League activities the disciplinary action shall be administered consecutively for each violation.
  - D) If unable to participate in league activities, for any reason, the penalty shall remain until eligible.
  - E) Any staff member who plans, directs, encourages, aides, engages in, permits, condones or tolerates harassment shall be disciplined or have action taken against him or her in accordance with Diocesan Safe Environment and Sacred Heart policies.

## VII. RETALIATION:

1. Any retaliation against a student by another student/staff or parent/guardians, is strictly forbidden.
2. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or social isolation.
3. Anyone who retaliates against another for reporting harassment may be subject to the consequences listed above in paragraph VI CONSEQUENCES.
4. Students who believe they have been retaliated against should report the occurrence/s to a staff person, who shall report it to the principal.
5. The principal will investigate the report as outlined above then take the disciplinary action warranted against those student(s) involved.
6. Incidents involving adults, they shall be disciplined or have action taken against them in accordance with Diocesan and Sacred Heart policies. These incidents shall be handled by the Superintendent or his designee. The investigation into such incidents shall be handled as outlined above.

## VIII. APPEAL PROCESS

1. Any student/staff and/or parent/guardian may appeal the actions taken under this policy.
2. All appeals must be in writing and submitted to the superintendent of Sacred Heart School within seven (7) calendar) days of the notification of the decision
3. The appeal will be acted upon by the Superintendent as quickly as possible and the student/staff and parent/guardian will be informed of the resulting decision of the appeal
4. The decision of the superintendent in the appeal process is final.

## Cell Phone and Personal Device Policy updated June 2019

### I. PURPOSE

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images within the high school setting. Students of the elementary school are not allowed to use such personally owned devices at any time during the instructional day.

### II. GENERAL STATEMENT OF POLICY

Sacred Heart School holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

### III. STANDARDS FOR RESPONSIBLE USE AT SCHOOL, ON BUSES OR AT SCHOOL ACTIVITIES

#### A. Respect for the educational environment

- i. Cellular phones and other personal electronic devices shall be turned off and kept in lockers during the school day 8:15 a.m. – 3:20 p.m.
- ii. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
- iii. Use of cellular phones or other personal electronic devices is prohibited in classrooms, restrooms and hallways during the instructional time of the school day. They are also prohibited in media centers, testing centers, and during fine arts performances.
- iv. Students will not be allowed to leave class in response to any electronic devices.
- v. Cellular phones and other devices may be used appropriately and respectfully in common areas—such as near lockers or the cafeteria—or outside on school grounds before and after school only.
- vi. With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.
- vii. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

#### B. Respect for privacy rights:

- i. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
- ii. Students shall not e-mail, post to the Internet, or other electronically transmit images of other individuals taken at school without their expressed consent.
- iii. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

#### C. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

- D. **Commitment to Anti-Harassment and Anti-Bullying Measures:** Students shall not use cellular phones or other electronic devices in a manner that would be classified as harassment or bullying. If a violation as such is to be found School Board Policy 561 I: Harassment will be referred to.
- E. **Personal Use of Data and Internet Plans:** Sacred Heart School will not be held liable for the use of a personal data plan in any manner. Students will be held responsible for all charges and/or violations while using their personal data plan or internet.
- F. **Use of Data and Internet Plans on Personal Cell Phones:** Sacred Heart School will not be held liable for the use of a personal data plan in any manner. Students will be held responsible for all charges and/or violations (of student conduct) while using their personal data plan or internet. If parents grant cell phone data plans to their children, the parental filter must be on at all times. Parents are to be aware that the school wifi filters social media sites (such as Facebook and pornography). Personal data plans do not. Being in the school does not prevent or block the use of your personal data plan.

#### IV. VIOLATIONS OF THIS POLICY

- A. **First Infraction:** An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day.
- B. **Second Infraction:** The second infraction shall result in confiscation of the device, which is to be turned in to the school office, notification, and device to be picked up by a parent or guardian. The student will be warned that the next infraction will result in the termination of the right to possess a cellular phone or any electronic device at school for a period of 45 school days.
- C. **Third Infraction:** The third infraction shall result in confiscation of the device, which is to be turned in to the school office, notification, and device to be picked up by a parent or guardian, and termination of the right to possess a cellular phone or any electronic device at school a period of 45 school days. The student shall turn in the device to the administration in the office when they arrive at school. The device will remain in the office until the end of the school day.
- D. **Repeated or Severe Infraction:** Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

#### **Dance Regulations – 7-12 Grade (School Advisory Council Policy 5930)**

*Original approval: 03/17/2004 Updated May 2018*

- I. **Dance Sponsorship:**  
Classes and organizations may sponsor dances with the permission of the class advisor or organization advisor. This permission must be sought at least two (2) weeks in advance of the date of the dance. Dances may also be held off campus with the approval of the Principal. Additional rules may be identified for such events as deemed necessary. All school policies are enforceable at a school sponsored dance either on or off campus. The sponsoring class or organization is responsible for organizing the dance, music, decorations, refreshments (if any) and for cleaning up after the dance. Outside food or beverages will be prohibited. This clean-up must include the dance area, school grounds and parking lot of any litter, cans, etc. that may have been left during the dance.
- II. **Dance Policy Awareness:**  
The High School administration will have a procedure in place that requires annual signed parental acknowledgement of awareness of the dance policy. A procedure will also be in place for both students and guests that requires signed acknowledgement of awareness of the dance policy prior to each dance.
- III. **Dance Hours**  
Normal hours for dances are 8:30 to 11:30 p.m. Changes in these times are subject to the approval of the principal and the advisors. Doors will open ½ hour before the dance, no admittance after the first 15 minutes of the dance unless prior arrangements are made with the principal.
- IV. **Chaperones:**
  - I. Chaperones will consist of the class advisor, two (2) staff members and parents. A ratio of 15:1 student: chaperone is preferred, if the desired ratio cannot be met the principal may devise a desired number. The chaperone list must be finalized at least one week in advance of the dance. This list must be submitted to the principal. In case of a last-minute emergency and chaperones need to be replaced, this must be done with the permission of the principal or advisor. Any dance lacking the correct number of chaperones will be canceled by the principal or the group's advisor. Staff persons are responsible for ensuring compliance with school policies. They have the authority to take the corrective action necessary (i.e. increase

lighting, stop the playing of songs, deny entrance to the dance, restrict participation in the dance, require corrective measures for inappropriate dress, etc.) when policies are violated. Chaperones will report violations of policy to a staff person. Chaperones are allowed to request the student/guest to accompany them to the staff person but are to refrain from physical contact with the student/guest. The only exception to this is when the safety of students, guests or adults are in immediate danger of physical harm. In which case, a chaperone may stop the incident as safely as possible.

## 2. Staff Responsibilities:

- a. Assist students in complying with Paragraph III above.
- b. Ensure compliance with school policies.
- c. Brief chaperones on appropriate policies and procedures concerning student/guest conduct (code of conduct, substance abuse policy, etc.), dance style, safety, chaperone duties, etc.
- d. Identify areas/locations for staff members and chaperones to be at to facilitate the monitoring of students/guests at the dance.
- e. Ensure that all entrances to the building are checked prior to the dance, during the dance and just after the dance to ensure they are secure. Periodic checks of the building will also be conducted to ensure students are not in unauthorized areas. This may be accomplished by chaperones.
- f. A staff person shall contact a parent/guardian in the event a student wishes to leave the dance early or if the student has been denied further participation in the dance due to policy violation(s). It is at the discretion of the staff member as to whether or not the parent/guardian will be required to pick the student/guest up. In the event contact can not be made with a parent/guardian of a student being denied further participation in the dance the student will be placed in an area where the student can be monitored until the parent/guardian is contacted or the dance is over. When a parent/guardian is not contacted during the dance a meeting shall be established with the parent/guardian, student and appropriate staff members to discuss the incident.
- g. In the event of an emergency (i.e. fire, medical) it is appropriate for anyone in the area to contact the needed agencies (i.e. dial 911, pull the fire alarm, etc.) School policies shall be followed as the emergency dictates. An assembly area shall be identified near the school and identified at the beginning of the dance to all participants in case there is a need for evacuation. If evacuation of the building is needed a check will be conducted by a staff person to ensure all participants are accounted for.
- h. The class advisor shall notify the principal of any policy violations that occurred at the dance as soon as possible.

## 3. Chaperone Responsibilities:

- a. Chaperones are to be at the dance at least ½ hour prior to the beginning of the dance.
- b. Chaperones are to be aware of appropriate school policies (i.e. student code of conduct, dance policy, controlled substance policy, etc.), duties as identified by the staff member(s) and emergency procedures.
- c. Chaperones are to report policy violations to a staff member. They are authorized to request a student/guest to accompany them to the staff person. They are to refrain from physical contact with the student/guest, with the exception of when the safety of the students, guests or adults are in danger. In which case, the parent chaperone may stop the incident as safely as possible.

## 4. Student/Guest Responsibilities:

- a. All school policies shall be complied with at school sponsored dances. Paragraph 4h, below, shall apply for appropriate dance attire instead of the school Dress Code Policy #5515.
- b. Students are to remain in the designated dance area during the dance. Students who leave the building during the dance will not be readmitted to the dance and the parents/guardians notified. Students may leave the dance no earlier than ½ hour prior to the scheduled end time of the dance without the direct communication from the student's parent to a staff person.
- c. Students/guests shall comply with the requests of staff persons and chaperones.
- d. Students/guest may not go into other areas of the school during the dance.
- e. Guests must be under the age of 21 and be registered on the sign-up list in the school office at least 5 working days prior to the dance. Students may only bring one guest each. Each student is completely responsible for his or her guest's behavior during the dance. Any guest who violates the Sacred Heart regulations for school dances shall be denied the privilege of attending future dances.

- f. Students/guests shall provide a contact number of a parent/guardian when signing up for the dance.
- g. The principal reserves the right to deny permission to bring any guest they feel may present a potential problem.
- h. Students may wear casual clothing to school dances. Clothing must be neat, clean, not contain abusive, suggestive and/or offensive comments or pictures and appropriate for the occasion. Staff persons are allowed to take corrective action for attire that is not appropriate for the occasion. See Addendum I for Formal Dance attire criteria.
- i. Any student/guest found in violation of a school policy which results in the removal the student/guest shall forfeit the admissions price to the dance. In the event that a student's parent/guardian was not contacted during, the dance the advisor shall contact the parent/guardian on the next business day to inform them of the incident.

V. Style of Dance:

- 1. High School dances are important social events for students and provide a structured forum for rhythmic expression and creativity. However, Sacred Heart Catholic School exists to promote faith in Jesus Christ, to educate youth and to minister to all, and therefore must maintain a reasonable standard of appropriate behavior and dance movements. Students must recognize that movements and dance styles present in non-school settings or as portrayed in the entertainment industry are not always in line with Catholic moral behavior. For that reason, the following dance movements or styles are inappropriate for the Christian high school setting and are therefore not permitted:
  - a. Lewd or sexually suggestive dancing (freaking, dirty dancing, bumping, grinding and twerking, etc.).
  - b. Dancing or actions that mimic sexual activity.
  - c. Movements that advocate violence (mashing, slamming, etc).
- 2. Movements that threaten student safety.
- 3. A student found in violation of the above policy shall receive one warning and, after a subsequent infraction, shall be removed from the dance floor. The parent(s)/guardian of the student shall be notified as soon as possible of the violation and shall be requested to pickup the student. If notification of the parent(s)/guardian is not possible, the student shall be allowed to remain at the dance in an area designated by school staff for the remaining of the dance or until proper notification can be made. The student shall not be allowed to participate in the rest of the dance.

VI. Music/Disc Jockey selection:

- 1. When students provide their own music a list of songs shall be provided at least two (2) weeks prior to the dance to the advisor.
- 2. When a Disc Jockey is used a list of appropriate music shall be provided to the Disc Jockey at the time when they are being considered for contract. The Disc Jockey shall be required to provide a list of songs that are not on the aforementioned list, so they can be reviewed prior to the agreement of the usage of their services. The Disc Jockey shall also be informed that music with a "Parental Advisory Label" shall not be played at a school sponsored dance.
- 3. Music for a dance shall be reviewed by personnel identified by the principal. The review shall be for inappropriate lyrics that are sexual in nature, use offensive language, are overtly violent, etc. In no case, shall any music with a "Parental Advisory label" be allowed to be played at a school sponsored dance. When in doubt the music should not be allowed. A data base shall be maintained that identifies inappropriate music for future dances.
- 4. A staff member has the authority to stop the play of inappropriate music.

Addendum I: Formal Dance Attire Criteria

**Male:**

- Coats may be removed but shirts must remain on and buttoned.

**Female:**

- Backs may not be open below the waist.
- Slits or hemlines may be no higher than 5" above the crease at the back of the knee.
- No cutouts or exposed skin in the front or sides. If there is sheer fabric in the front or sides, it must be fully lined. This includes any sheer fabric that is above the permissible slit line on the skirt.
- No low necklines that would reveal cleavage and dresses must fit properly.
- If the gown is strapless or has spaghetti straps, an opaque shawl or covering needs to be used while in church.



**Discipline (School Advisory Council Policy 5610)** Original approval: 12/19/2007 Reviewed 01/20/2010

**Discipline Philosophy:**

Sacred Heart School Community believes that discipline, a Christian Virtue, encompasses shared values, expectations, beliefs, attitudes, behaviors, and the command of Jesus to love one another. This Christian virtue will help strengthen the Christian community and promote an atmosphere that is conducive for learning.

Sacred Heart believes that discipline is learned and that it is self-imposed. However, when students fail to exercise personal discipline they are held accountable and external control is imposed. Nevertheless, our intent is to help students who are each unique, good, and a special creation of God to appropriately maintain control of their lives.

**School Expectations of Students' Behavior:**

School-wide student behavior expectations at Sacred Heart are to provide a safe, positive, and orderly environment conducive to academic, social, and character development for our students. To accomplish this goal student are expected to:

1. Respect the rights and beliefs of others.
2. Treat others with courtesy and consideration through words and actions.
3. Be fully responsible for own actions and the consequences of their actions.
4. Respect the property of others.
5. Respect and obey the rules of Sacred Heart School and the laws of the community, state and country.
6. Show respect to those who are responsible for enforcing the rules of the school and the laws of the community, state and country.
7. Be a positive role model for others by putting forth their best efforts, engage in positive cooperation and solve conflicts and problems in a constructive manner.

*So always treat others as you would like them to treat you; that is the meaning of the law and the prophets. (Matthew 7:12)*

**Early Entrance and Grade Acceleration (School Advisory Council Policy 5112)**

Original approval: 06/18/2008 Updated May 31, 2018

The purpose of this policy is to allow consideration of students with special talents and abilities for early entrance into kindergarten, first grade, and grade acceleration for students in grades 2-6.

The principal will consider requests for early school entrance and grade acceleration. Administrative procedures will be followed prior to the school's decision regarding each individual student case.

- A Early Entrance (Kindergarten and First Grade)  
Students, younger than the required September 1 birth date (five years old for kindergarten and six years old for first grade), who have met the criteria set by Sacred Heart School, may be allowed to enter kindergarten or first grade early. The decision made by the administration will be final.
- B Grade Acceleration  
Students who have met the criteria set by Sacred Heart School may be allowed to accelerate one grade level during their K – 6 experience. The decision made by the administration shall be final.

**Family Commitment Collection Policy** Adopted: 3/28/19

All families and high school students (gr. 7-12) will be expected to meet their yearly family commitment amount (or pay out of pocket). There are many options to fulfill this obligation. Those options include, but aren't limited to, volunteering at Sacred Heart fundraisers or approved volunteer opportunities, selling calendars and raffle tickets, or using Scrip gift cards. If needed, please communicate with Sacred Heart's Fundraising Coordinator to develop a workable plan to meet the commitment requirements. If extenuating circumstances exist, it may be necessary to visit with the Parish Administrator and/or School President to develop an individualized plan.

The family and high school student commitment amounts must be met by the last day of school for the preceding school year. If these commitments aren't met by this date, the remaining amount will be required to be paid or a payment plan must be established.

Commitment past due:

March: 1<sup>st</sup> notice is sent to parent(s) stating the remaining commitment balance for the present school year.

April: 2<sup>nd</sup> notice is sent stating amount due by the end of the school year. By the end of the school year, the amount must be paid or an arrangement made.

May: If the amount hasn't been paid by the last day of school, parents/guardians will need to either pay the remaining balance or make an arrangement before their child(ren) will be allowed to start the next school year or receive their diploma.

\* If a student withdraws from Sacred Heart School the tuition and commitment amounts will be pro-rated.

\*\*Report cards and/or a graduation diploma will not be released until all outstanding tuition, family/student commitment, fees and hot lunch balances are paid in full or an agreed upon payment arrangement has been made.

### **Food Service Meal Charging Policy**      *Adopted 11/2016*      *Updated 10/2019*

All school families are encouraged to maintain a positive balance in their food service accounts at all times. Sacred Heart recognizes some families have difficulty with this due to size of family, notification, etc.

Notification of meal balances is usually through a family's email on a weekly basis. A family may also check their own balance on-line using the school's foodservice software program at any time. If a payment does not have an email on record, the food service program will print a bill occasionally and mail it home. Balances can be requested in person at any time from the foodservice director.

Sacred Heart Food Service Program will allow students to charge their meals.

Generally, if a school family's balance reaches \$0, the school will alert the parent/guardian via text message. If a family balance reaches \$-50, the student's family will receive a phone call and if not taken care of, the student will be asked to bring their own lunch until the account is balanced or a payment plan has been discussed. Applying for free/reduced meals is usually discussed at that time.

Lunch accounts that remain \$-50.00 or less will be contacted daily unless a plan has been put in place to resolve. If there remains to be insufficient funds for a month or longer, and an arrangement has not been made, the family will jeopardize their ability to remain at Sacred Heart School. If a family leaves Sacred Heart with a balance in their lunch account, they have until July 1<sup>st</sup> of that year to request the remaining funds to be sent.

All graduating high school seniors must have their school food service balance paid by graduation. No diploma will be issued unless payment has been received.

### **Food Service Reasonable Accommodation Policy**      *Adopted 11/2016*

Sacred Heart Schools Food Service Program (School Food Authority) will make reasonable accommodations for persons with disabilities.

The School Food Authority is required to provide FOOD SUBSTITUTIONS or MODIFICATIONS if:

- A. A physician's statement is on file in the school food authority that describes the participant's disability (a disability as defined in federal regulations) that prevents the participant from eating the regularly offered foods, and ...
- B. The physician has indicated the substitutions or modifications that the participant needs.

The "Special Diet Statement" from the physician must be kept on file at the school. It is the responsibility of the parent to provide the school with a copy of this physician statement.

Special dietary requests such as vegetarian diet are not mandatory of the School Food Authority to provide. The School Food Authority will consider all requests but may not comply with the request. All special requests must be in writing from the parent prior to the students first day of school.

ETHNIC MINORITIES with limited English proficiency may request a foreign language translation of Child Nutrition Program forms. The *Application for Educational Benefits* and the *Household letter* forms are available in nine different languages including English, Hmong, Khumer-Cambodian, Laotian, Russian, Somali, Spanish, Vietnamese and Arabic. The *Notification of Approval/Denial Letter* translations include Hmong, Khumer-Cambodian, Laotian, Russian, Somali, Spanish, and Vietnamese. All of these forms are on the Food and Nutrition website at <http://education.state.mn.us/mde>.

## **Mood Altering Chemicals, Rules and Consequences Concerning Student Use**

**(School Advisory Council Policy #5612)**

*Original approval: 04/13/1999 Revised 6/2019*

### **THE RULE**

Students of Sacred Heart School shall not use, buy, sell, give away or have in their possession: a beverage containing alcohol; any tobacco product; any controlled substance.

### **FOUNDATIONS**

- This rule applies and is enforced all 12 months of the calendar year.
- This policy may not be individually modified by school officials.
- This rule applies to all students of Sacred Heart School.
- The consequences for rule violations become cumulative beginning with the student's enrollment in grade 7 at Sacred Heart School.
- A student who has reached the age of eighteen is required to comply with the rule and procedures as outlined in this policy.
- The school does not serve in a law enforcement function, although it works cooperatively with law enforcement officials and community agencies in handling students who violate the rule regarding student use of mood altering chemicals.
- Law enforcement will be notified by the school principal or designee when deemed appropriate in regards to student use or possession of mood altering chemicals.
- It is NOT a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

### **PROBABLE CAUSE**

- In the event a student is suspected of having used or being in possession of mood altering chemicals, the parent(s) or guardian(s) will be notified
- In the event a student is suspected of being "under the influence" of, having used or in possession of mood altering chemicals while on school grounds or while attending a school event, the school will make a reasonable effort to notify the parent(s) or guardian(s) and they will be expected to come to the school or to the school event to ensure their child's safe return home.

### **THE CONSEQUENCES**

- A. The school will make a reasonable effort to notify parent(s)/guardian(s).
- B. A meeting with the school principal or designee, parent(s)/ guardian(s), the violating student, and the appropriate school staff (teacher, advisor, coach, counselor) for the purpose of jointly developing an action plan will be set.
- C. Arrangements for the meeting as described above will be completed within three (3) school days of confirmation of the violation.
- D. Students participating in MSHSL sponsored activities will incur penalties as mandated by the MSHSL
- E. The violating student who has completed and/or demonstrated compliance with the action plan as developed will retain their eligibility for all academic, achievement, and/or athletic awards.
- F. The violating student who has not completed or demonstrated compliance with the action plan as developed will retain their eligibility for all academic, achievement, and/or athletic awards however; these will be given privately to the student instead of at the Sacred Heart School public recognition ceremony.

### **Consequences/Action Plan:**

1. The action plan is designed to be rehabilitative and educational in nature for the purpose of changing the negative behavior that has occurred.
2. The action plan, dependent upon the nature of the violation may be developed with the school counselor.
3. In-school suspension.
  - a. 1<sup>st</sup> Violation: 1 day of in-school suspension.
  - b. 2<sup>nd</sup> Violation: 2 days of in-school suspension.
  - c. 3<sup>rd</sup> Violation: 3 days of in-school suspension and possible expulsion.
  - d. Subsequent violations will be referred to the school administration for consideration of possible expulsion from Sacred Heart School and recommendation for immediate therapeutic intervention.
4. Students holding elected student body positions (student council, class officers) will be suspended from participation.
  - a. 1<sup>st</sup> Violation: Suspended for 14 calendar days.
  - b. 2<sup>nd</sup> Violation: Dismissal from position.

5. Additional consequences may be added at the discretion of administration and parents/guardians. If mutual development and agreement of a plan cannot be achieved the school principal or designee will determine appropriate consequences.

### **APPEAL PROCESS**

- Any student or their parent(s) or guardian(s) may appeal the recommendations of the action plan.
- All appeals must be in writing and submitted to the Superintendent or designee of Sacred Heart School within three (3) school days of the formation of the action plan.
- The appeal will be acted on by the Superintendent or designee as quickly as possible and the student and their parent(s) or guardian(s) will be informed of the resulting decision of the appeal.
- The decision of the superintendent or designee in the appeal process is final.

### **RECORD KEEPING**

- Students in violation of the Student Use of Mood Altering Chemicals Policy will have a written record of the violation placed in their file. In addition, a copy of the action plan and any recommendations resulting from the follow-up process will be placed in their file.
- This information will be purged from the file when the student graduates from Sacred Heart School.
- If a student transfers from Sacred Heart to another school, a list of violations and the date of the infraction will accompany the transfer record, however the action plan or follow-up will not. This is to comply with any requirements of participation in school extra-curricular activities (sports, fine arts, etc.) for any school (Minnesota or other state).

### **GLOSSARY OF TERMS**

Confirmation - One or more of the following:

- A freely made statement of admittance of the event/act
- Verifiable information from law enforcement, medical records, etc.
- Verifiable statements of reliable witnesses

Controlled substance - Any substance or paraphernalia that is illegal to possess, use, or sell under any law or ordinance; any substance that is normally prescribed by a physician; an over-the-counter medication that is large enough in quantity that could be used for mood altering purposes, any "look-alike" substance as defined by Minnesota State Statutes; and/or any chemical(s) possessed specifically for the purpose of obtaining an alteration of an individual's mood by inhaling, "huffing", intentional concentration, injection, ingestion, and/or application of the chemical(s).

In-school suspension - Obtaining the classroom education, completing assignments, eating meals, and generally being in school, but separated from the rest of the student body including lunch period – (students will not be allowed to leave campus during the school day).

Possession - To have on one's person; in their belongings; any place normally used for storage of personal or school items (i.e. desk, locker, vehicle, etc.); within their system as detectable by blood, breath, urine, and/or other appropriate test.

Tobacco Products – any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.

Under the Influence - To have some detectable alteration of an individual's motor and/or sensory functions; or a sufficient level of the prohibited substance to be detectable by blood, breath, urine and/or other appropriate test.

### **Personal Device Policy:**

Students are allowed to bring their own technology device to school to use to educational purposes only. Please see the "Personal Learning Devices Parent-Student Contract" which is available in the school offices and handed out to all parents at the beginning of the school year in their back to school materials. This contract is also available to view on the school webpage.

### **Pregnant Students (Diocesan School Board Policy 5625)**

*Original approval: 09/28/1994 Reviewed: 04/20/2004*

Pregnancy is not considered a reason for suspension or expulsion. Christian concern for the well being of the individual student is Sacred Heart's prime consideration.

## **THE DIOCESE OF CROOKSTON'S POLICY on the PROHIBITION OF MEAN BEHAVIOR, BULLYING, AND RETALIATION**

### **I. PREAMBLE:**

Each child is created in the image and likeness of God and therefore shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedoms responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Mean behaviors, bullying, and retaliation are not to be tolerated.

### **II. PROHIBITION OF MEAN BEHAVIOR, BULLYING, AND RETALIATION: THE DIOCESE OF CROOKSTON AND ITS SCHOOLS EXPRESSLY PROHIBIT MEAN BEHAVIORS, BULLYING, AND RETALIATION IN ALL FORMS, EITHER BY AN INDIVIDUAL OR GROUP OF AGGRESSORS.**

Mean behavior, bullying, and retaliation are prohibited at these locations:

- On school grounds owned, leased, or used by a school
- At any school-sponsored or school-related activity, function, or program whether on or off school grounds
- At a school bus stop
- On a school bus or any other vehicle owned, leased, or used by the school
- Through the use of technology or an electronic device owned, leased, or used by a school
- At a location, activity, function, or program that is not school-related that materially and substantially disrupts the education process or the orderly operation of a school
- Through the use of technology or an electronic device that is not owned, leased, or used by a school to commit an act that materially and substantially disrupts the education process or the orderly operation of a school

### **III. DEFINITIONS:**

- A. **Mean Behaviors** are inappropriate, negative acts of behavior which include, but are not limited to:
- Comments: Saying mean and hurtful things, making fun of someone, calling mean and hurtful names, being disrespectful or inappropriate in language or intent
  - Purposeful Exclusion: Excluding or ignoring someone from their group of friends or leaving them out of things on purpose
  - Rumors / Lies: Telling lies, spreading false rumors, sending mean notes, or trying to make other students dislike someone
  - Teasing: Intentionally annoying or provoking someone in a mean and hurtful way.
  - Physical actions: Hitting, kicking, pushing, shoving, etc.
  - Intimidation for gain: Extortion
  - Discrimination: Making a distinction or treating people differently based on race, religion, national origin, gender, economic status, or disability (civil rights violations)
  - Harassment: to annoy persistently by communication, stalking, or sending inappropriate images or texts through social media, cell phones, or other devices
  - Retaliation: To get revenge for reporting mean behaviors or bullying

- B. **Bullying** is defined as: intentional, repeated, negative acts by one or more people toward another person or group that are reasonably perceived as being hostile, intimidating, humiliating, threatening, harmful, or otherwise likely to evoke fear of physical harm or emotional distress. Implied in this definition is an imbalance in real or perceived power between individuals.
- These negative acts may be physical, written, or verbal in nature, or involve exclusion/ostracism.
  - The negative acts may damage a student's property, create a hostile learning environment, or substantially interfere with a student's educational benefits, opportunities, or performance.
  - The negative acts may also be transmitted electronically through the use of social media, technology, cell phones, and other devices (cyber bullying).

(For the purpose of this Policy, whenever the term "bullying" is used, it is to denote either bullying or cyber-bullying.)

(It is not bullying when: teasing is done in a friendly and playful manner; when students of about equal strength or power argue or fight; when there is not a repeated pattern of bullying behaviors; when the mean behavior does not interfere with the student's quality of education. However, any significant single act of mean behavior will be dealt with on its own merit.)

- C. **Retaliation** means any form of intimidation, reprisal, or harassment directed against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
- D. **Aggressor** is defined as any student who engages in bullying or retaliation.
- E. **Target** is defined as a student against whom bullying or retaliation has been perpetrated.
- F. **Cyber Bullying** means bullying through the use of technology or any electronic communication which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.  
**Hostile Environment** means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.
- G. **School Grounds** means property on which a school building or facility is located or property that is owned, leased, or used by a school for a school-sponsored activity, function, program, instruction, or training.
- H. **Staff** includes, but is not limited to: educators, faculty, administrators, counselors, school nurses or health aides, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

#### **IV. Reporting Mean Behavior, Bullying, or Retaliation**

- A. Mean Behavior
  - Incidents involving mean behavior may be reported to a staff person as deemed necessary by a student or parent/ guardian
- B. Bullying or Retaliation
  - Students: Students are strongly encouraged to report all acts of bullying to a staff person at school.
  - Parents/Guardians: Any parent/guardian is strongly encouraged to report all acts of bullying to a staff person or the principal at school.
  - Staff: Any staff or volunteer who has witnessed, been told of, or has become aware of any instance of bullying or retaliation must report that act to the Principal or the Principal's designee. (In the selection of a designee, care should be taken that both a male and female school official are designated to receive reports of bullying, if at all possible.)

Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the principal.

Reports may be made confidentially when requested.

Reports may be made anonymously. (The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report. However, after investigation, disciplinary actions may result even if the report was made anonymously.)

False accusations of bullying or retaliation are absolutely prohibited and may result in disciplinary actions in accordance with the school's discipline policy.

#### **V. Response and Investigation**

- A. Mean Behavior
  - Incidents of mean behavior will be addressed according to the school's disciplinary policy.
- B. Bullying and Retaliation
  - The school and staff take seriously all reports of bullying and/or retaliation.
  - Upon receipt of a report of bullying or retaliation, the response of the school will be to conduct an investigation. The principal or the principal's designee will lead the investigation. When possible, the investigation will begin within three school days of the report.
  - The school reserves the sole discretion to determine the scope, nature, and adequacy of the investigation.

Anyone with questions about the investigation should direct those questions to the principal.

## VI. Disciplinary Actions

- A. Any student who violates this policy shall be subject to discipline in accordance with the school's disciplinary policy.
- B. The school retains the sole discretion to determine whether bullying or retaliation has occurred and what the disciplinary actions should be. Depending on the outcome of the investigation, the following could occur:
  - Appropriate disciplinary actions may be taken
  - The parents or guardians of the aggressor may be notified
  - The parents or guardians of the target may be notified
  - The parents or guardians of any other affected individual may be notified
  - Information regarding available community resources may be provided

## VII. Training

- A. Training on this policy shall be provided for staff (and others deemed necessary by the principal) at least once every three years.
- B. This policy shall be reviewed with all students annually in an age appropriate manner.

## VIII. Publication and Notice

- A. The principal or his/her designee shall provide written or electronic notice of this policy to the staff.
- B. Written or electronic notice of this policy shall be provided to students and their parents/guardians in age appropriate terms and in languages which are most prevalent among the students, parents, or guardians.
- C. appropriate terms and in languages which are most prevalent among the students, parents, or guardians.

## Severe Allergy Policy

*Adopted August 2011, Updated 6/2019*

It shall be the policy of Sacred Heart Church and School to make reasonable accommodations for those we serve – children and adults – who have severe medically documented allergies. People of any age can suffer life-threatening allergies, but the most common causes of anaphylaxis include allergies to:

- Foods (most commonly peanuts, tree nuts, milk, eggs, soy, wheat, fish, and shellfish)
- Insect stings (yellow jackets, bees, wasps, and hornets)
- Medications
- Latex

It is the policy of Sacred Heart School/Church to establish age-appropriate procedures and guidelines for students and adults that **minimize the risk** for students with life-threatening allergies. Sacred Heart School/Church **cannot guarantee** to provide an allergen-free environment for all students and adults with allergies or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens as well as educating the community. The cooperation of all is required.

**Sacred Heart may not be, at this time, a peanut and/or nut free facility.** Some elementary school classrooms will be peanut/tree nut free due to the makeup of their student population. Sacred Heart is one building which serves a variety of ministries, purposes, and ages – education, outreach, funerals, weddings, fundraisings, and social functions. Restricted classrooms will have a sign posted on their classroom doors. There will be no restrictions for students without allergies in other elementary classrooms or the social hall/lunchroom. The high school classrooms or the common spaces – gymnasium, social hall/lunchroom, auditorium, etc. **may not** be peanut and/or nut free.

Sacred Heart recognizes that parents/guardians have the **primary responsibility** for the health of their children. It is the parents'/guardians' responsibility to inform the school when a child's medical condition might affect the child's welfare or safety. This notification must be **documented from a health professional** and on file with the school office.

Sacred Heart recognizes three levels of allergic severity and will make accommodations according to that severity as it exists with the presence and age of the student. Those degrees of severity of the projected allergic reaction and its impact on the patient are from mild (skin irritations) to severe (life threatening: immediate anaphylaxis shock). Those levels are:

**Allergy – ingestion:** allergic reaction resulting from the allergen being ingested. Example: student eating a classroom snack that may contain peanuts.

**Allergy – skin/touch:** allergic reaction resulting from the allergen coming in contact with the skin of the student. Example: student touching a food product with peanut ingredient.

**Allergy – airborne:** allergic reaction that can occur by breathing in the allergen. Example: student has an allergic reaction when another student opens a bag of peanuts in classroom.

The **food service program** will be peanut/tree nut free in the products it serves to students (daycare through high school). Sport lunches will continue to have peanut butter sandwiches, but the preparation area will be contained and sanitized after each use. Students (in non-peanut/tree nut free classrooms) bringing their own lunch from home will have no limitations and may bring peanut butter/tree nut products for their personal consumption but may not share those items with others. Classes with students who have allergies will be assigned specific tables which will be cleaned after each use.

Students in a **peanut/tree nut prohibited classroom** will not use peanut butter or peanut/tree nut-based products (including products that are made in kitchens that may use peanuts/tree nuts such as the local grocery and bakery) in the classroom. Other students in these restricted classrooms may not bring peanut/tree nut products in their lunches, and students who bring cold lunches will eat in a designated section of their classroom assigned table. Those students who have documented food allergies will have the same lunch room table each day for their grade. These tables will be washed by food service personnel each morning before breakfast and after meals to eliminate cross contamination from other groups using the table.

The school/parish will not provide listings of “safe” products because products change and updating lists would be difficult. Parents are asked to look at labels when bringing products into a peanut/tree nut free classroom.

The school’s concession stand will sell peanut/tree nut products and products that may be prepared in facilities that use peanuts/tree nuts.

Other parish/school functions – funerals, weddings, fish fries, Spring Fling, bake sales, etc. – may use peanut/tree nut products in the foods or have food catered in kitchens that may contain peanut/tree nut products.

An Allergy/Anaphylaxis Action Plan (AAAP) and a Health Care Plan (HCP) will be developed for each student after written notification from the student’s physician.

The Daycare and Preschool will use an Individualized Child Care Plan (ICCP) form which must have a physician’s signature.

*This policy is based, in part, upon the Grand Forks Public School Allergy Handbook, August 2011 with their permission. Please note that Grand Forks Public School takes no responsibility or liability for the statements in this policy.*

### **Student Bus Transportation Safety Policy:**

*East Grand Forks ISD 595 Policy 709 Orig. 1995, Rev. 2008*

*Adopted: 8/10/09*

(a copy of this complete Policy is available in the Sacred Heart School Offices)

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district’s transportation safety director. Serious misconduct may be reported to local law enforcement.

#### **1. School Bus and Bus Stop Rules.**

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district’s discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver’s responsibility to report unacceptable behavior to the school district’s Transportation Office/School Office.

#### **2. Rules at the Bus Stop**

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.



- e. Stay away from the street, road, or highway when waiting for the bus.
  - f. Wait until the bus stops before approaching the bus.
  - g. After getting off the bus, move away from the bus.
  - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  - i. No fighting, harassment, intimidation, or horseplay.
  - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
- a. Immediately follow the directions of the driver.
  - b. Sit in your seat facing forward.
  - c. Talk quietly and use appropriate language.
  - d. Keep all parts of your body inside the bus.
  - e. Keep your arms, legs, and belongings to yourself.
  - f. No fighting, harassment, intimidation, or horseplay.
  - g. Do not throw any object.
  - h. No eating, drinking, or use of alcohol, tobacco, or drugs.
  - i. Do not bring any weapons or dangerous objects on the school bus.
  - j. Do not damage the school bus.
4. Consequences
- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.
    - (1) Elementary (K-6)
      - 1st offense – warning
      - 2nd offense – 3 school-day suspension from riding the bus
      - 3rd offense – 5 school-day suspension from riding the bus
      - 4th offense – 10 school-day suspension from riding the bus/meeting with parent
      - Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.
    - (2) Secondary (7-12)
      - 1st offense – warning
      - 2nd offense – 5 school-day suspension from riding the bus
      - 3rd offense – 10 school-day suspension from riding the bus
      - 4th offense – 20 school-day suspension from riding the bus/meeting with parent
      - 5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

- (3) Other Discipline  
Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct
- (4) Records  
Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.
- (5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**Tuition and Payment Policy**      *Adopted: 10/25/18*

All families will be expected to pay their tuition on a timely basis, and payments may be paid annually, bi-annually or monthly. If a family is not able to afford the full tuition amount, the family will apply to FACTS for tuition assistance. The tuition assistance awarded will be based on individual financial need. A family will not be turned away due to financial difficulties; a workable tuition plan will be put in place based on individual family need determined by the FACTS program. All tuition agreements must be formally agreed upon prior to the first day of school for enrollment to be maintained.

Tuition assistance FACTS applications must be completed by April 30<sup>th</sup> for all returning families but returning families may qualify for tuition assistance after April 30<sup>th</sup> if there has been an unforeseen change in the family's financial circumstances. New families who register their children after April 30<sup>th</sup> are eligible to apply for tuition assistance in the 30 days following their registration date.

Tuition and fees past due:

30 days past due: Notice is sent to parent(s).

45 days past due: Parish Administrator sends another notice AND phones the parent(s) to remind them that if they reach 60 days past due the children will no longer be able to attend school until a payment or tuition arrangement has been made.

60 days past due: Parish Administrator, along with the School President, informs the parent(s) that their child(ren) will no longer be allowed to attend school until a payment or tuition arrangements has been made.

\* If a student withdraws from Sacred Heart School, the tuition will be pro-rated.

\* Report cards and/or a graduation diploma will not be released until all outstanding tuition, fees and hot lunch balances are paid in full or an agreed upon payment arrangement has been made.

## **APPENDIX A**

### **DEFINITIONS:**

- A. **INSUBORDINATION** - Deliberate refusal to obey a staff member or rule.
- B. **DETENTION** - Time period during which the student is "detained" or prohibited from participating in an activity or dismissal.
- C. **SUSPENSION** - Loss of privilege to participate in the classroom. This is a message to the student that the behavior will not be tolerated. Parent support is necessary for this to be successful.
- D. **IN-SCHOOL SUSPENSION** - The student will be assigned to the office (or other supervised area away from the other students during the assigned period or day. Assignments will be provided. Lunch will be eaten in the assigned area.
- E. **OUT-OF-SCHOOL SUSPENSION** - Students will not be allowed to attend classes, and parents must provide supervision at home. Parent support of this action will determine its effectiveness. Out of school suspension is a **SERIOUS** consequence. It warns the student and parents that if the behavior is not corrected, expulsion is likely. Assignments may be required for the out-of-school suspension period, but students will not be given any credit for work or tests on the days that a student is suspended out of school.
- F. **PROBATION** - When a student's behavior fails to improve, the student may be placed on "probation." Conditions for continued enrollment will be clearly specified and written in a "student contract". Parents must participate in this process and often one of the conditions will be counseling assistance.
- G. **EXPULSION** - Loss of enrollment privilege for the semester or school year.
- H. **COMPLICITY** - the active or passive association with the violation of the "Code of Conduct".

# SACRED HEART SCHOOL SONG

*(TO THE TUNE OF THE NOTRE DAME VICTORY MARCH)*

STAND UP AND CHEER  
CHEER FOR DEAR SACRED HEART  
WITH THAT SPIRIT  
WE'LL NEVER PART  
WE WILL BACK OUR  
TEAMS THROUGH ALL  
GIVE US A VICTORY  
RAH-RAH-RAH  
FIGHT FOR THE PURPLE  
FIGHT FOR THE GOLD  
WITH THE LOYAL  
COURAGE OF OLD  
WE WILL WIN AGAIN THIS TIME  
SO ONWARD TO VICTORY!!  
E-A-G-L-E-S  
EAGLES, EAGLES, EAGLES—GO!

