

SACRED HEART  
CATHOLIC SCHOOL  
Est. 1890



SACRED HEART CATHOLIC SCHOOL  
STUDENT-PARENT HANDBOOK  
2021-2022

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THIS HANDBOOK IS SUBJECT TO CHANGES AT ANY TIME AND THOSE WILL BECOME EFFECTIVE IMMEDIATELY. ANY CIRCUMSTANCE OR OCCURRENCE NOT EXPLICITLY DESCRIBED IN THIS HANDBOOK WILL BE ADDRESSED AT THE DISCRETION OF THE ADMINISTRATION.

## I. HISTORY

Sacred Heart Catholic School is a parochial school located in the small north Texas community of Muenster. The community was established in 1889 by Emil and August Flusche, brothers who previously established communities in Iowa and Kansas. In seeking persons for their colonies, the Flusches specifically sought out German Catholics. When the contract of sale was drawn up for the land that became the Muenster town site, the sellers agreed to donate 25 acres of land for the establishment of a school, church, cemetery, and park.

On December 8, 1889, the feast of the Immaculate Conception, the first Catholic Mass was celebrated in Muenster marking the official birth of the town. On January 1, 1890, a meeting of the town's settlers was held. The attendees made plans to first build a school followed by a rectory and church for their nascent parish. By the spring a 14 x 24 wooden structure was erected, and Sacred Heart Catholic School was born.

Sacred Heart Catholic Church and School have a relationship with the Benedictine order that goes back over a century. In 1893, the first Benedictine priest, Rev. Bonaventure Binzeger, arrived from Subiaco Abbey. In 1895, Father Bonaventure reached out to the Benedictine Sisters of Jonesboro, Arkansas, and asked them to come teach in the parish's school. The Benedictine priests of Subiaco continued to provide priests for the parish until the 1990s. However, the Benedictine Sisters continue to support the school as teachers and support staff.

As the parish community grew, the original wooden school building was expanded. However, by the late 1910s the building was no longer adequate to meet the school's needs. In 1919, Rev. Frowin Koerdt, O.S.B, began to raise funds for a new parish school building. Magnificent for its times, the new building had a red brick facade and included eight classrooms, an auditorium, library, restrooms, and electric lighting among other items. The first classes held there were for the 1925-26 school year, and it continues to be used for grades one through eight.

By the late 1930s, parents and students advocated for the addition of high school classes. The first high school classes were held in the red brick elementary building, with a grade being added each year. To make room for the growing high school, renovations were made to the original wooden structure. The high school moved into its new home for the 1938-39 school year, which also marked the year that Sacred Heart conducted its first high school graduation, granting diplomas to three students. A new twenty-five thousand square foot facility became the home of the high school for the 1954-55 school year. That facility continues to be used for high school classes, with the addition of an athletic complex in 2013.

In 1982 a Montessori program was established off the parish grounds in a converted home. In 1985, new facilities for the Montessori program were built on parish grounds. Expansions to that facility took place in 2012 which houses the school's pre-K and Kindergarten program. With the addition of the Montessori program, Sacred Heart offers a Catholic education to students as young as three years.

## II. PHILOSOPHY

### PHILOSOPHY STATEMENT

Sacred Heart Catholic School, in partnership with the Catholic Diocese of Fort Worth and the local community, is purposefully developing the whole person for the betterment of the body of Christ. Our parish, faculty and community sustain high standards while nurturing the development of a lifelong love of learning and community involvement. Catholic doctrine and social teaching provide a foundation for the growth of all students at Sacred Heart.

### MISSION STATEMENT

Sacred Heart Catholic School is a community in which all members (parents, teachers, students and clergy) assume responsibility for living and imparting a life of faith, service and integrity. Our mission is to create faithful servants of the Sacred Heart of Jesus who will serve as spiritual, moral and intellectual leaders in our community and the wider world.

### PROFILE OF A SACRED HEART CATHOLIC SCHOOL GRADUATE

#### *Educate in Formation of Faith*

#### 1. Spiritual

- Seeks personal relationship with Christ
- Is prayerful and reverent
- Recognizes one's transcendent dignity
- Maintains hope
- Recognizes need for repentance

#### 2. Moral

- Knows the good, loves the good, and strives to do the good
- Embraces gospel values and church teaching, and relates them to his/her life

#### 3. Intellectual

- Has the ability to discern the truth
- Searches for meaning in life
- Has knowledge of scripture and church teaching

## *Provide an Integral Quality Education*

### 1. Moral

- Is responsible
- Is honest
- Possesses discipline
- Has the desire to develop character
- Develops habits in moral action: prudence, temperance, justice, fortitude

### 2. Psychological/Social

- Is self-confident
- Is respectful
- Has the ability to make a good first impression
- Displays traits of a gentleman/lady; is courteous and generous
- Has overcome fear of failure
- Exhibits school pride
- Possesses a sense of humor
- Is a good role model
- Has good manners
- Has understanding of self-worth
- Is able to develop healthy friendships with both sexes

### 3. Intellectual

- Possesses —right reason
- Possesses a liberal education
- Has an awareness of the roles of virtues
- Is able to think critically
- Has self-knowledge and the ability to look within
- Takes pride in work well done

### 4. Physical

- Has learned how to care for his/her body
- Takes pride in personal appearance
- Practices good personal hygiene
- Is aware of threats to physical well-being

## *Educate in Family Spirit*

1. Cultivates interpersonal relationships characterized by openness, respect, integrity, loyalty, and dialogue

2. Influences others by exhibiting the Christian traits of openness, hospitality, graciousness, and faith

3. Is able to forgive and ask for forgiveness
4. Recognizes a responsibility to the local Church
5. Exercises authority in a spirit of Christian love

*Educate for Service, Justice and Peace*

1. Has learned to be just by giving another his/her due
2. Recognizes institutional injustice and his/her obligation to participate in promoting just structures
3. Has obligation to fulfill the social teachings of the church
4. Exhibits virtues of compassion, simplicity, generosity, patriotism, and evangelical poverty
5. Is committed to the common good
6. Practices good stewardship, especially toward the poor and needy, and the environment
7. Looks to Jesus Christ as a model for service and concern for justice
8. Understands his/her role in promoting peace

*Educate for Adaptation and Change*

For the Christian believer, adaptation and change means furthering the kingdom of God.

1. Understands the promise of Christ present in one's life and in the world
2. Has begun to discern his/her vocation in life
3. Is a positive participant in adaptation and change, not merely a spectator
4. Is politically active as a way of ordering a just society
5. Is becoming aware of and understands his/her bias and how it affects adaptation and change
6. Is developing a necessary technological competence for dealing with the rapidity of change
7. From a faith perspective, is learning skills for being critically conscious, creative, and is developing decision-making skills.

### III. GENERAL SCHOOL INFORMATION

#### SCHOOL POLICIES

The Administration of Sacred Heart Catholic School reserves the right to make any and all judgments on matters not explicitly outlined in this handbook and reserves the right to amend the handbook.

Respect and community are two of the main principles of our school, therefore students and parents are always expected to behave in ways reflective of the philosophy and ideals of the Sacred Heart Catholic Community and in ways that do not impede the educational process. Faculty, staff and administration will be the judges as to what is appropriate in all facets of campus life. This handbook is not designed to be an inclusive treatise of all acceptable and unacceptable behaviors. The final decision on matters regarding this handbook ultimately lies with the administrators of Sacred Heart Catholic School.

If the school's mission and program are in conflict with the values of an individual parent or student, or if the student does not contribute positively to the academic and religious environment of the school, it is evident that Sacred Heart Catholic School is not the appropriate school for that student. Under such circumstances, the administration may ask the family to seek a more suitable educational environment.

#### DIOCESAN POLICY 5000

*"No student has a right to attend a diocesan school. The schools and the Diocese retain the right not to allow a student to continue attending or to re-enroll in a school. No teacher, principal, or pastor has the right to agree to consent to any individual having a right to continue as a student. Advanced enrollment, pre-enrollment, or continuing enrollment of a student is a conditional enrollment subject to review and termination by the school at any time. The conduct of the student or the student's parents may be grounds for the school revoking the enrollment of a student. Prior to the first day of school, the school does not have to state the reasons or have grounds for the revoking of a conditional enrollment of a student."*

#### STATEMENT OF NON-DISCRIMINATION

The School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School.

The School does not discriminate on the basis of race, color, disability, sex, nationality, and/or ethnic origin in the administration of educational policies and practices, scholarship programs,

and athletics and other school-administered programs, although certain athletics leagues and other programs may limit participation.

While the School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the School in meeting the student's needs.

## BRANDING

Our brand is our identity - who we are and how we are perceived. Our brand is far more than our name, our logo, our mascot and our school colors. It's our reputation as well as the message we are sending about ourselves.

One aspect of our brand is our visual identity. Delivering a consistent visual identity will enhance and promote our school and its mission. We strengthen our alumni base, build our fan base in the community, continue traditions and even establish new ones through the consistent use of our visual identity.

Sacred Heart's official school colors are red and white. As with all graphic elements, our school colors have a rich historical tradition and are immediately identifiable amongst internal and external audiences. By wearing and displaying the official colors prominently, you declare that you are part of the Sacred Heart family.

Official apparel worn to represent SHCS, including athletics uniforms and cheer, will be red and white. Official SHCS golf shirts and polos are required to have an approved logo embroidered or screened in red or white and can include the name of the team, student organization or department. These shirt colors can be red, white, or neutral such as tan or gray, or a complex look such as a heathered color. School spirit t-shirts and other t-shirts designed to promote Sacred Heart teams or organizations will also be red and white. Neutral and complex looks such as a heathered color are permitted as long as the colors of red and white are prominent.

Color combinations which are representative of other schools in our area are not permitted. There may be exceptions to wearing red and white that are acceptable to the circumstance such as choir competitions when black dresses are worn by girls and white shirts with black pants are worn by boys.

In middle school, the mascot is Cubs for boys and Lady Cubs for girls. In high school, the mascot is Tigers for boys and Tigerettes for girls.

## COMMUNICATION

It is the intention of the school to keep in close contact with parents and students alike. Many problems can be avoided if we all communicate regularly. In keeping with the church's principle of subsidiarity, problems should be solved as close to the issue at hand as possible. Thus it would be advisable that persons having problems go directly to that person before going to the person's superior. If a parent has a problem with a teacher, he/she should discuss it first with the teacher. After that the discussion could move to the Administration. Please do not visit a teacher's classroom without an appointment. Parents are welcome to email or call to set up a conference. Teacher/Parent written communication should be limited to email only to ensure proper documentation. Please routinely check RenWeb, email, and Facebook for any school news or updates.

## CUSTODY OF STUDENTS

The intent of SHCS is to be supportive of all families. To assist SHCS in providing the necessary information SHCS asks for the following:

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. In the absence of a court order to the contrary, SHCS will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that information should not be given to the non-custodial parent, it is the custodial parent's responsibility to provide SHCS with a court-certified copy of the court order. The school will not be held responsible for failing to honor arrangements that had not been made known to the school in the appropriate manner.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
  - Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.
  - Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice).  
Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

You may also contact the Department of Education at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920

## DISABILITY DISCRIMINATION COMPLAINT REVIEW PROCESS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the School arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint Review Process is to be free from restraint, coercion, discrimination, or retaliation in any form. The Complaint Review Process should be used when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

### *Initial Complaint Process*

- If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) involved.
- If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School. Notification to the Principal must be written and within fifteen (15) days of the event which is the subject of your complaint. If you do not submit a written complaint to the Principal within the fifteen (15) day period, your complaint will be considered untimely.
- The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision of submission of your written complaint.

### *Review Level*

- If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review within fifteen (15) days from the date of the Principal's written decision or your appeal will be considered untimely. The request for review must be sent to the Superintendent of the Catholic Schools of the Catholic Diocese of Fort Worth. The Superintendent can be reached at the address of The Catholic Center, 800 West Loop 820 South, Fort Worth, Texas 76108-2919, and telephone number (817) 560-3300.
- The Superintendent will set the date, time, and location for the review. Your review may be conducted by a single person or by a representative committee, as the case warrants. All persons involved in the complaint may select someone to help in preparation for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set after receipt of your request for review, giving consideration to the schedules of all persons involved.
- At the Review Hearing:
  - You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.

- The reviewer(s), interview(s), or other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
- The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
- If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within ten (10) days of the hearing. The decision of the reviewer(s) is final and is not to be subject to any other grievance, arbitration, review, or reconciliation procedure of the Catholic Diocese of Fort Worth.

Your participation in this Complaint Review Process does not prevent you from making a complaint to an applicable government agency.

*How to Request a Minor Adjustment Pursuant to Section 504 of the Rehabilitation Act of 1973*

If you feel that your child with a disability needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's teacher and/or Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

FINANCIAL INFORMATION

*Registration*

A non-refundable fee is assessed for registering a student at Sacred Heart Catholic School. Notification will be provided to returning students with a due date. If registration is received after the due date a late fee may be assessed.

*Tuition*

Tuition rates for all grades are recommended by the local School Advisory Council.

*Payment Methods*

The school utilizes FACTS, an online billing and payment service, for all financial transactions. In an effort to assist families, there are payment options:

- Full payment by June 1
- Semester payments due June 1 and December 1
- Ten monthly payments
- Full or partial financing for the 2020-2021 school year through Muenster State Bank, other local lenders, or the Texas Catholic Credit Union arranged through SHCS by the designated date in July

### *Late Fees*

FACTS will assess any late fees, when necessary.

### *Tuition Refund Policy*

Tuition is non-refundable once the second semester begins. Refunds prior to the second semester will be prorated based on the cost-per-day to educate your child. The Registration Fee, Student Fees, and Tuition Late Fees are non-refundable.

### *Outstanding Financial Obligations*

If there are outstanding financial obligations to SHCS for a student:

- A financial hold will be placed on all student records.
- Diplomas and transcripts will be withheld for graduating seniors and students transferring out of SHCS.
- Students may not be allowed to register for the upcoming school year.

## REGISTRATION AND ADMISSION POLICY

Students enroll at SHCS annually. SHCS and the Diocese retain the right to deny a student re-enrollment. The registration process for the following school year usually begins in February with the deadline for returning materials in July. Pre-registration is a conditional enrollment subject to review and determination by the school. The conduct of a student or the student's family may be grounds for the school revoking the enrollment of a student. Prior to the first day of school, the school does not have to state the reasons or have grounds for the revoking of a conditional enrollment of a student.

## **IV. ATTENDANCE**

### ATTENDANCE POLICY

Class attendance is directly related to academic success. In terms of learning, every absence counts, both excused and unexcused. Making attendance a top priority is the first step to learning. Parents can assist the learning process by excusing their children only when absolutely necessary.

A student who misses more than nine days of school in one semester (ten percent) in any given course may be denied credit in that course. The Principal will determine whether credit for academic courses will be given or denied. It is the family's responsibility to contact the Principal or his/her designee if a student has a valid reason for missing more than nine days, and to make arrangements to pick up the student's work. Parents will be notified when students have

accumulated seven absences and are in danger of possibly being denied credit for the semester. The discretion of the administration will be exercised in the case of excessive absences due to injury, illness, etc. These will be considered on a case by case basis. The final decision will be made by the Principal.

## ABSENCES

We believe that attendance is critical for academic success. Therefore, the school wants to work with parents/guardians on this issue to encourage the very best for our students. We count on your support. An absence is any time a student is not in school or at a school-sanctioned function.

## REPORTING AN ABSENCE

When a parent deems it necessary for a student to miss school, we ask that they please notify the school by 9:00 a.m. either by phone or email. This should be done even if the absence is only for a half day.

Phone: 940-759-2511 #22

Email: [secretary@shmuenster.com](mailto:secretary@shmuenster.com)

## RETURNING AFTER AN ABSENCE

When a student returns to school after any absence, he/she is required to report to the School Secretary with a written note signed and dated by a parent explaining the absence. If a student is late or misses any part of the school day due to a doctor, dental, or orthodontic appointment, he/she may bring a card or other verification from that doctor's office which could substitute for a note from a parent. Failure to present a note to the School Secretary in a timely manner of three school days may cause the absence to be labeled as unexcused. Upon a student's return to class, he/she is to present a pass from the office so the teacher knows if the absence is deemed excused or unexcused.

If a student is out of school for four or more days due to illness, a doctor's statement is required.

Students who present a forged note will be suspended, with zeroes, for the day. Repeat offenders will be put on probation.

## EXCUSED ABSENCES

An absence is considered excused (with a written note from the parent/guardian) for one or more of the following reasons:

- Medical or dental appointments (confirmed by a note from the physician/dentist)
- Illness of the student
- Serious illness or death in the family
- A personal excuse confirmed by parent/guardian
- Approved school activities
- Approved college visits

## UNEXCUSED ABSENCES

Absences for other reasons than those listed above are considered unexcused. The unexcused absence may be resolved as an excused absence once a note from the parent/guardian has been provided to the Secretary.

When a student has an unexcused absence that cannot be resolved by a parent/guardian note, the disciplinary measures may include any of the following: in-school suspension, out-of-school suspension, Saturday school, meeting with the parents, and/or signing of a probationary contract.

## MAKE-UP WORK

Make up work is allowed for excused absences. Students are responsible for contacting all teachers for any necessary make-up work, quizzes, or tests. Parents are welcome to email teachers and pick up make-up work/books at the School Secretary's office. When a student is legitimately absent from school, he/she will automatically be given the number of days missed plus one to complete make-up work. However, teachers will determine when missed quizzes or tests are to be taken. Extra time for assignments can be allotted per the teacher's discretion on a case by case basis. In the case of illness lasting more than three days, or if there are serious extenuating circumstances, parents must communicate with teachers so that appropriate time to complete all outstanding assignments can be arranged. Teachers may opt to post materials and assignments to Google Classroom, which is accessible via the student's school google account.

## EARLY DISMISSAL

SHCS cannot release a student from school without written permission from a parent or guardian. If parents are requesting an early dismissal for their student, a note must be presented to the School Secretary. The student will receive an early dismissal slip. This can then be presented to the teacher at time of dismissal. The parents must pick up the student for early dismissal unless the student drives. If a student knows that he/she will be leaving for an appointment at the beginning or during the athletics period, he/she must check in with the

coach, then report to the office. All students must check with the School Secretary (and sign out and sign in) before they leave and when they return.

#### LATE ARRIVAL

Upon arriving late in the morning after an appointment, students must present a note from a medical or dental practice, or a parent/guardian. Medical and dental appointments are the only excused tardies. Official verification from the doctor must be provided.

#### LEAVING SCHOOL

Once a student arrives on campus, he/she is considered officially in school and may not leave without proper permission. If a student leaves campus without proper permission, he/she will be considered truant.

#### TRUANCY

Truancy is an absence from class or any part of the school day without the knowledge and consent of parents/guardians or school authorities. In the event of truancy, the parents will be notified. Academic credit will be withheld for work missed. Disciplinary consequences for truancy may include any of the following: in-school suspension, out-of-school suspension, Saturday school, meeting with the parents, and/or signing of a probationary contract.

#### TARDINESS

Being tardy represents a lack of discipline that is detrimental to a student's future life. Being tardy also shows a lack of courtesy to teachers and fellow classmates.

Students are expected to be at classes, class meetings, assemblies, practices, and other gatherings punctually. Any student showing up for school later than 7:50 a.m. is considered tardy. Classroom teachers are responsible for monitoring and recording tardiness to their individual classes. Chronic tardiness to class will be referred to Administration by individual teachers.

Unexcused tardies apply to a student's late arrival to any class/period and are counted on a quarterly basis.

#### Escalating Consequences:

- 3 Tardies: Parent/guardian notification and detention.
- 6 Tardies: Parent/guardian phone call and detention.
- 9 Tardies: Parent/guardian meeting and possible in-school suspension.
- 12 Tardies: Parent/guardian meeting and possible out-of-school suspension.

Students who exceed 12 tardies may be placed on a probationary contract.

#### COLLEGE VISITS

It is sometimes advisable or necessary to visit a prospective college or university in order to make an informed decision about possible attendance. Juniors and seniors are allowed up to three days for college visits. College visits are excused absences, however, the days do count toward the total number of absences. Absences from individual classes will also count if the student attends a presentation by a college rep on SHCS's campus. Each student is responsible for obtaining all assignments and taking any quizzes or tests missed. Proof of the college visit must be presented to the School Secretary upon return to school.

### **V. ACADEMICS**

#### ACADEMIC EXCELLENCE

Sacred Heart Catholic School's curriculum offers a wide range of subjects and subject levels. Students are placed in the level deemed appropriate by prior and current teachers as well as administration to skill and preparation so that each student has the opportunity to excel.

#### GRADING POLICY

The primary purpose of evaluation is to assess the student's understanding of delivered content. This level of achievement is to be determined through a systematic process and conveyed to the student and his/her parents in the form of a grade.

In high school, grades determine the extent to which a student meets course objectives. Therefore, it is the teacher's responsibility to state clearly those objectives in writing at the beginning of the semester. The teacher defines the conditions that must be met by the student to receive a passing grade and what weight is assigned to each component of the final grade (test, reports, homework, class performance, etc.). Course work assessment is an essential aspect of every course.

## GRADING SYSTEM

Montessori grades are given based on mastery of defined skills. A record of grades is kept with each student's teacher. Parents may schedule a meeting with their child's teacher to review progress.

In grades 1-3, numeric grades are assigned based on the aforementioned criteria.

In grades 4-8, the semester grades are an average of 50% for the 1st quarter and 50% for the second quarter.

High school semester grades are an average of 40% for the 1st quarter and 40% for the 2nd quarter, plus 20% for the semester exam.

A bonus of six points will be added to Honors and Dual Credit courses when computing grades of 85 and above, and are added at the end of each semester grading period.

On the high school transcript, each student will have an unweighted grade point average based on a 4.0 scale along with a weighted cumulative numerical average based on a 100-point scale which takes into account the difficulty in the level of classes. The cumulative numerical average is calculated by adding each semester grade (including any bonus points) for classes that count toward the Distinguished Graduation Program in the order they are taken, and dividing by the total number of semesters.

Cumulative numerical average is used to determine the valedictorian and salutatorian. SHCS does not numerically rank students beyond the top two students. Students that rank within the top 25% of their class will have an indication of this on their transcripts for college admittance and scholarship purposes.

Both GPA and cumulative numerical average are calculated in RenWeb.

A: 94-100	Excellent
B: 86 - 93	Above Average
C: 76 - 85	Average
D: 70 - 75	Below Average
F: 0 - 69	Failure/Work Below Ability

Grades of 70 and above are passing. Grades of 69 and below are failing.

## ACADEMIC INTEGRITY POLICY

Sacred Heart Catholic School subscribes to widely-accepted norms requiring that students exhibit the highest standards regarding academic integrity, meaning they are honest in all of

their work. SHCS recognizes that academic dishonesty of any kind is contrary to the philosophy of the school. SHCS's Academic Integrity Policy prepares students for the world of college and beyond, where cheating and plagiarism have serious consequences.

Academic dishonesty on any assignment or assessment includes cheating, plagiarism, copying the work of another person or group, using technology for illegitimate purposes, engaging in any unauthorized communication between students for the purpose of gaining an advantage during an examination, and submission of another person's work. The faculty and administration consider academic dishonesty to be a serious offense that is strictly prohibited. Teachers cannot properly measure a student's performance when academic dishonesty occurs.

Cooperation and collaboration is distinct from plagiarism. Teachers often expect and/or encourage students to work on assignments collectively. This is acceptable as long as permission from the teacher is explicitly granted and each student's work is clearly identifiable and noted.

SHCS interprets academic dishonesty as follows, including but not limited to:

- Plagiarism – To commit literary theft, to steal and submit as one's own ideas or words, and/or to create the production of another work. When using someone else's words through the use of quotation marks or paraphrasing, the writer or speaker must be credited by citing the source. Some internet users believe that anything available online is public domain; such is not the case. Ideas belong to those who create and articulate them. To use another's words or ideas without giving credit to the originator is stealing.
- Copying or giving an assignment/answers to another student to be copied (unless explicitly permitted by the teacher) – using, supplying, or communicating in any way unauthorized materials including textbooks, notes, calculators, computers or other unauthorized technology during an exam, project, or assignment is prohibited and considered cheating.
- Giving or receiving answers to quizzes, tests, assignments, or exams.
- Possession of unauthorized materials or use of technology (i.e. cell phones, smart watches, etc.) to aid during an exam or assignment.
- Forgery, stealing, and other serious academic offenses, including, but not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or gradebook records, or forging signatures for the purpose of academic advantage.
- Submission of another person's work, including purchasing or otherwise obtaining an assignment for submission, or hiring another person to complete an assignment.

Plagiarism is a serious breach of academic integrity and is further defined by St. Louis University School of Law:

*“Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work ideas, language, data or other material contained in a source not acknowledged by the student, if the*

*student knew or should have known that such an acknowledgement was required. Plagiarism includes, without limitation, the following:*

*A. Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference.*

*B. Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.*

*C. Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is specifically permitted by the instructor."*

The determination that a student has engaged in academic dishonesty is based on specific evidence provided by the classroom teacher or supervising staff employee, written materials, observations, and/or information from others. If there is reasonable suspicion that a student has engaged in any form of academic dishonesty, that student will be subject to disciplinary as well as academic penalties. If it has been determined that a student is in violation of the Academic Integrity Policy, the following actions will be taken:

- score of zero on the assignment/exam,
- parent notification, and
- issuance of a detention and/or participation in an academic integrity seminar at the discretion of the Principal.

Any student in violation of the Academic Integrity Policy may be disqualified from extracurricular activities, academic awards and honors.

## HOMEWORK

The following is the normal amount of homework expected:

Primary (grades 1-3) ..... 30 minutes each night  
Intermediate (grades 4-6).....30 to 45 min each night  
Middle School (grades 6-8).....45 to 60 min each night  
High School (grades 9-12) .....60 to 90 min each night

## PROGRESS REPORTS

Progress reports allow the student and parent to know how a student is doing in each class and may cite deficiencies in a student's work or subject mastery. Parents and students may view grades at any time by logging onto RenWeb. Teachers update grades weekly for students in grades 4 - 12. If a family does not have internet access, the family must notify the teacher(s) and

a paper version of the progress report(s) can be mailed. Grades of 76 or below indicate that a student is in danger of failing. If a student is in danger of failing, the child's teacher is responsible for contacting the parent. Because it is possible that a student may perform satisfactorily up to the middle of the quarter in a subject, but may do poorly in the second half of the same quarter, a passing quarter grade cannot be guaranteed based on the progress report. If this situation occurs, the teacher will notify the parents.

Parents are encouraged to keep in touch with the teachers by email. Appointments for family conferences can be made at any time by contacting the teacher via email to set up an approved time. If a return call is requested, parents are asked to list telephone numbers and times available for contact. Visits to the classroom to discuss problems are not appropriate during class time.

## RENWEB

SHCS uses the RenWeb Student Information System as a portal for student grades, transcripts, class schedules, course syllabi and lesson plans, and tracking of Christian Ministry hours among other services such as FACTS. Parents and students may access this portal at any time to view grades and other student and family information.

## REPORT CARDS

Report cards are emailed to parents/guardians at the conclusion of every quarter via RenWeb. At the conclusion of the spring semester (fourth quarter), report cards are physically mailed to the parents/guardians. Final report cards for the cumulative school year are mailed only if all financial obligations with SHCS have been settled.

## TRANSCRIPTS

Transcripts are the official record of each student and contain the following vital statistical information:

- all courses taken for high school credit
- approved transfer credits
- first and second semester grades for each course
- weighted cumulative numerical grade
- unweighted grade point average
- credits earned for graduation
- summer school courses taken for credit recovery
- annual absences and tardies
- Christian Ministry Hours

SHCS does not numerically rank students with the exception of Valedictorian and Salutatorian. However, students in the top 25% of his/her class will have it noted on the transcript for admission and scholarship purposes. SHCS will send transcripts to the institution requested free of charge. No transcripts will be sent until all financial obligations to SHCS have been settled.

Students wishing to acquire a copy of the transcript must request a transcript by using the official transcript request form available in the academic advisor's office. At the minimum, students must request transcripts three school days prior to when it is actually needed.

### TRANSFER OF CREDITS

Students must have the approval of the Principal to take coursework for transfer at any other institution. No grade below 76 or C will be transferred. Any coursework taken for enrichment or without approval of the Principal will not appear on the transcript.

### ACADEMIC FAILURE

In order for the student to maintain good academic status and remain on target to graduate, he/she must work diligently to pass all assigned courses.

If a student fails three or more courses (a total of 1 and ½ or more credits), he/she may be denied readmission to the school. The student who experiences failure in one or two courses (total of one-half to one full credit) must retake the courses during the summer months. A student may be denied readmission if the make-up courses are not passed. A course is considered to be a failed course if an overall semester average is below 70.

### ACADEMIC PROBATION

If a student fails two or more classes during one semester he/she is placed on academic probation. A student placed on academic probation must have no failing grades at the end of the probation period (one semester). If, at the end of the probation period, there is a failing grade, the student may be dismissed from SHCS. If a student is placed on academic probation, the Academic Adviser and Principal will contact the parent(s)/guardian and student, informing them that the student has been placed on probation and communicate the terms of the probation. At the end of the probationary period, the Administration will review the student's status and recommend whether a student should be dismissed from SHCS due to academic difficulty. A reentry meeting will be scheduled at the end of the following grading period.

## DUAL CREDIT COURSES

Dual Credit courses taken in conjunction with North Central Texas College offer our students the opportunity to get college credit while completing high school work. These courses are available to qualified, highly motivated students in grades 9-12. A student must achieve a grade of 85 or higher in order to receive the six-point bonus in Dual Credit courses. These points will be added at the end of each grading period. For students to be eligible to take a Dual Credit course, the student must have a B or better high school average, score in the 85th percentile or better on Standardized Achievement Tests in the subject matter which he/she is seeking a DC class, AND receive approval of the Principal and the Academic Advisor.

## SCHEDULES AND SCHEDULE CHANGES

Based upon pre-registration information, courses are scheduled, and teachers are employed for the next school year. Thus, choices will be considered permanent. Schedules are found on RenWeb. Any schedule change must be approved by the administration.

Among justifiable reasons for schedule changes are:

- administrative request
- student lacking prerequisite course requirements
- student not scheduled for a course for which he was recommended
- student scheduled for a course in which he/she already has credit
- senior student requiring a course for graduation
- physical impairment or disability which prevents adequate class participation

Administration may authorize changes should a situation arise not covered by the aforementioned criteria.

## DROPPING COURSES

On rare occasions it may be necessary and in the student's best interest to drop a course from the student's schedule if the course is not required for graduation. Approval to drop a course is gained through a request to Administration. A WF (Withdrew Failing) may be entered on the transcript and a 69 calculated into the student's cumulative numerical average. At the discretion of Administration, a course may be dropped for non-academic reasons. For on-site SHCS courses, students must drop the course by the end of the first quarter. For dual credit courses, that drop date will be governed by North Central Texas College.

## PREP WEEK AND FINAL EXAMS

Prep week is commonly referred to as the week before final exams in each semester which can be a stressful time for high school students who may need additional hours for studying or for

completing a project. Students should use this time to prepare and to perform to their highest potential academically. If a potential conflict with this policy arises, administration will communicate all options with parents to determine what activities may be offered during these weeks.

## SEMESTER EXAMS

Exams must be taken at appointed times. Exam days are considered regular school days. Parents and students are not to schedule family vacations, trips, or other activities during these days. The teacher's decision is final with regard to exam exemptions. Exam schedules for the semester will be announced at the beginning of the semester. Administrative discretion will be exercised to determine if a situation warrants an exam being rescheduled.

## SENIOR EXEMPTION POLICY

Subject to the teacher's discretion, seniors with a semester class average of 94 or above before honors points are added may be exempt from the semester exam. The final exam grade will be determined by averaging the two nine week's grades. The senior exemption policy applies to the second semester only for year long classes. Seniors may be exempt from a one-semester class final exam in either semester by meeting the same criteria as for year long classes. In addition to the 94 average, seniors requesting exemption from exams must be in good standing as deemed so by the administration.

## ACADEMIC HONOR ROLL

Academic Honor Roll is awarded to students in grades 4-12 at the end of each quarter and is based on the most recent completed quarter's grades solely. To achieve the Principal's Honor roll, all grades must average 95% with no averaged quarter grade less than 94%. To achieve the "A" Honor Roll, all grades must average 94% with no averaged quarter grade less than 86%. All students awarded the "B" Honor Roll must average 86% with only one averaged quarter grade between 76% and 85%.

## INDEPENDENT STUDY COURSES

Independent Study Courses will only be available to students who are in need of a course credit due to failure of a course, coming from a different school that did not offer that course, or due to long-term absence (i.e. long term illness). **INDEPENDENT STUDY COURSES MAY NOT BE USED TO REPLACE A PREVIOUSLY EARNED PASSING GRADE IN A COURSE TO SIMPLY RAISE A STUDENT'S OVERALL GRADE POINT AVERAGE.** Independent Study Courses will be deemed necessary on a case-by-case basis by the course instructor, academic advisor, and the Principal.

## NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a privilege and is not solely based on academic achievement. Students having a numerical quarterly average of 96 with no classes below a 90 are informed of their candidacy. Invitational letters are given out during the first week of school and must be returned by a specified date announced by the sponsor at the time the letter is received. Students eligible for membership are 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students. The final decision is made by a faculty committee based on the following qualities of:

- Leadership
  - based on teacher and self-evaluation. Members are expected to lead by example of a good student and respectful citizen.
- Service
  - based on completing the required number of service hours. Hours are to be turned in to sponsor by the date announced at the beginning of each school year. Hours can be completed during the summer before the school year. Hours are unique to NHS and cannot be counted as the required Christian Ministry hours as a SHCS student.
- Character
  - based on teacher and committee assessment. Members are expected to exemplify the definition of character in their lives both in the classroom and outside of the classroom.
- Scholarship
  - Candidates must have an overall numerical average of 96 for each quarter with no class averages under 90.

To remain a member in good standing of our chapter, all members must embody every pillar of the National Honor Society. These standards are aligned with the national criteria. Members who do not meet the above criteria will be considered on probation. They will remain on probation for the duration of the current quarter and until grades have been checked by the sponsor. If at the end of the probationary quarter a student is still not in good standing, he/she will be permanently removed from our chapter of the National Honor Society. If service hours are not completed by the previously determined date, students will be automatically removed from our chapter of the National Honor Society. Administration has the final say on a student's membership status.

National Honor Society officer elections will be held during the first two weeks of the school year. Current seniors who were installed prior to the current school year are eligible to run for officer as long as they have never been on probation with our chapter of NHS and are demonstrative of the four pillars on which the society was founded. Elections will be held electronically via Google forms and all current members are eligible to vote. If a tie occurs for an office, a run-off election will be held. If an additional tie occurs following the run-off election, then the tie will be determined by administration.

## NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Honor Junior Society is a privilege, not a right. Students eligible for membership are 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students with an overall quarterly average of 96 and no class averages below 90.. The qualifications for membership are:

- Leadership
  - based on teacher and self-evaluation. Members are expected to lead by example of a good student and respectful citizen.
- Service
  - based on completing the required number of service hours (10 for each year). Hours are to be turned in to sponsor by the date announced at the beginning of each school year. Hours can be completed during the summer before the school year.
- Character
  - based on teacher and committee assessment. Members are expected to exemplify the definition of character in their lives both in the classroom and outside of the classroom.
- Scholarship
  - Candidates must have an overall average of 96 for each quarter with no class averages below 90.

Grades are checked by the sponsor quarterly. Any members that fall below the 96 average are considered on probation until the end of the next quarter when the sponsor will recheck their grades. If the student is still below a 96 average, he/she will be permanently removed from our chapter of the National Junior Honor Society. If a student fails to complete the 10 hours for the school year, he/she will be removed from our chapter of the National Junior Honor Society. Administration has the final say on a student's membership within the society.

National Junior Honor Society officer elections will be held during the first two weeks of the school year. Current freshmen who were installed prior to the current school year are eligible to run for officer as long as they have never been on probation with our chapter of NJHS and are demonstrative of the four pillars on which the society was founded. Elections will be held electronically via Google forms and all current members are eligible to vote. If a tie occurs for an office a run-off election will be held. If an additional tie occurs following the run-off election, then the tie will be determined by administration.

## **VI. GRADUATION**

### GRADUATION REQUIREMENTS

The diploma plan offered at Sacred Heart Catholic School specifies 30 credit hours to be earned by each student for successful completion of the Distinguished High School Program. The graduation requirements in the chart on the next page are those listed by the Texas Catholic

Conference Education Department. For compelling reasons, students with diagnosed learning disabilities may be allowed to graduate on the minimum or recommended programs.

Any course that is failed must be made up promptly through correspondence, summer school, or by arrangement with the Principal.

High school students are also required to complete a minimum of 25 Christian Ministry hours per year to fulfill a 100-hour graduation requirement.

Discipline	Foundation HSP	Minimum HSP	Recommended HSP	Distinguished HSP
<b>English Language Arts</b>	<b>Four Credits:</b> <ul style="list-style-type: none"> <li>English I</li> <li>English II</li> <li>English III</li> <li>An Advanced English Course</li> </ul>	<b>Four Credits:</b> <ul style="list-style-type: none"> <li>English I</li> <li>English II</li> <li>English III</li> <li>English IV or an approved alternate course</li> </ul>	<b>Four Credits:</b> <ul style="list-style-type: none"> <li>English I</li> <li>English II</li> <li>English III</li> <li>English IV</li> </ul>	<b>Four Credits:</b> <ul style="list-style-type: none"> <li>English I</li> <li>English II</li> <li>English III</li> <li>English IV</li> </ul>
<b>Mathematics</b>	<b>Three credits:</b> <ul style="list-style-type: none"> <li>Algebra I</li> <li>Geometry</li> <li>An advanced math course</li> </ul>	<b>Three credits:</b> <ul style="list-style-type: none"> <li>Algebra I</li> <li>Geometry</li> <li>SBOE approved math course</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>Algebra I</li> <li>Algebra II</li> <li>Geometry</li> <li>An additional math course</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>Algebra I</li> <li>Algebra II</li> <li>Geometry</li> <li>An additional math course</li> </ul>
<b>Science</b>	<b>Three credits:</b> <ul style="list-style-type: none"> <li>Biology</li> <li>IPC or an advanced science</li> <li>An advanced science</li> </ul>	<b>Two credits:</b> <ul style="list-style-type: none"> <li>Biology</li> <li>IPC or Chemistry and Physics (one of the two serves as an academic elective)</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>Biology</li> <li>Chemistry</li> <li>Physics</li> <li>An additional science credit</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>Biology</li> <li>Chemistry</li> <li>Physics</li> <li>An additional science credit</li> </ul>
<b>Social Studies</b>	<b>Three credits:</b> <ul style="list-style-type: none"> <li>U.S. History</li> <li>U.S. Government (one-half credit)</li> <li>Economics (one-half credit)</li> <li>World History or World Geography</li> </ul>	<b>Three credits:</b> <ul style="list-style-type: none"> <li>U.S. History (one credit)</li> <li>U.S. Government (one-half credit)</li> <li>Economics (one-half credit)</li> <li>World History or World Geography (one credit)</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>U.S. History (one credit)</li> <li>U.S. Government (one-half credit)</li> <li>Economics (one-half credit)</li> <li>World History (one credit)</li> <li>World Geography (one credit)</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>U.S. History (one credit)</li> <li>U.S. Government (one-half credit)</li> <li>Economics (one-half credit)</li> <li>World History (one credit)</li> <li>World Geography (one credit)</li> </ul>
<b>Physical Education</b>	<b>One credit</b>	<b>One credit</b>	<b>One credit</b>	<b>One credit</b>
<b>Languages Other than English</b>	<b>Two credits in the same language</b> Two credits from Computer Science I, II, and II (other substitutions)	None	<b>Two credits in the same language</b>	<b>Three credits in the same language</b>
<b>Fine Arts</b>	<b>One Credit</b>	<b>One Credit</b>	<b>One Credit</b>	<b>One Credit</b>
<b>Speech</b>	<b><u>Demonstrated proficiency in speech skills</u></b>	<b>One-half credit from either of the following:</b> <ul style="list-style-type: none"> <li>Communication Applications</li> <li>Professional Communications (CTE)</li> </ul>	<b>One-half credit from either of the following:</b> <ul style="list-style-type: none"> <li>Communication Applications</li> <li>Professional Communications (CTE)</li> </ul>	<b>One-half credit from either of the following:</b> <ul style="list-style-type: none"> <li>Communication Applications</li> <li>Professional Communications (CTE)</li> </ul>
<b>Health</b>	<b>One-half credit</b>	<b>One-half credit</b>	<b>One-half credit</b>	<b>One-half credit</b>

<b>Religion @ SHCS</b>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• Religion I</li> <li>• Religion II</li> <li>• Religion III</li> <li>• Religion IV</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• Religion I</li> <li>• Religion II</li> <li>• Religion III</li> <li>• Religion IV</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• Religion I</li> <li>• Religion II</li> <li>• Religion III</li> <li>• Religion IV</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• Religion I</li> <li>• Religion II</li> <li>• Religion III</li> <li>• Religion IV</li> </ul>
<b>Electives</b>	<b>Four and one-half credits</b>	<b>Seven credits (one must be an academic elective)</b>	<b>Five credits</b>	<b>Four credits</b>
<b>Total Credits</b>	26	26	30	30

## GRADUATION CEREMONIES

Participation is required in Sacred Heart Catholic School's Graduation Mass and Commencement Ceremonies for all graduating seniors, as is participation in rehearsals. Failure to be present could result in the diploma and final transcript being withheld. **If a student is unable to be present, communication between administration and parent/guardian must occur.** Attendance at Sacred Heart Catholic Church's Baccalaureate Mass and the school's All Awards Banquet is highly encouraged although not a requirement. (Baccalaureate Mass is celebrated in unity with all Catholic graduates within the Sacred Heart Parish.)

**All financial obligations and checked out equipment to SHCS must be settled before a student is allowed to participate in commencement.**

## GRADUATING SENIOR HONORS

Honors and awards are determined based on the cumulative numerical average of the first seven semesters of high school. Valedictorian and salutatorian will be announced after all grades are official after the fall semester of senior year. Cords and medallions will be presented early in the spring semester so seniors may have them for graduation photos and announcements.

Valedictorian - gold medallion on a white ribbon

The honor of valedictorian is given to the graduating senior with the highest cumulative numerical average (over seven semesters, the last five of which must be at Sacred Heart) in his/her class.

Salutatorian - silver medallion on a white ribbon

The honor of salutatorian is given to the graduating senior with the second highest cumulative numerical average (over seven semesters, the last five of which must be at Sacred Heart) in his/her class.

In the case of a tie, the following steps will be taken to determine the valedictorian and the salutatorian:

- The cumulative numerical average will be calculated to three decimal points; if the tie remains,
- The cumulative numerical grade point average will be calculated to the necessary number of decimal points until the tie is broken.

Summa Cum Laude (Highest Honors) - double gold and single red/white cords  
 98.000 grade point average or higher  
 No semester grade below a 70

Magna Cum Laude (High Honors) - double gold cords  
 96.000 - 97.999 grade point average  
 No semester grade below a 70

Cum Laude (Honors) - single gold cord  
 94.000 - 95.999 grade point average  
 No semester grade below a 70

Christian Ministry Honors - single silver cord  
 All graduating seniors who have accumulated a total of 200 hours during their four-year high school career. All hours must be turned in and approved no later than the first Friday in May.

Graduation Stoles and Other Cords - Graduation stoles and other cords signify different achievements or acknowledgements in a student's life. Members of the National Honor Society are encouraged to wear their white stole over their graduation gown. If a student has a stole or cord that they would like to wear at graduation, they must submit a request to the Senior Class Advisor no later than 30 days prior to the date of graduation. The Senior Class Advisor will review the request with the Principal who will determine if the stole or cord can be worn at graduation, and will communicate this to the student in writing within seven days. Some stoles and cords that could be considered may include those representative of heritage and culture, or such as earning the Eagle Scout Award or Girl Scout Gold Award.

## VII. CHRISTIAN MINISTRY

Sacred Heart Catholic School believes that Christian Ministry (also known as volunteer service) is an important component of religious instruction in that it provides experiences for students to grow and mature in their faith and to participate in serving our brothers and sisters in Christ. Christian Ministry (CM) hours can be accumulated by a student when he/she willingly performs a service that is unpaid and is a benefit to another person, group or the community. Students are encouraged to seek volunteer opportunities not only during the school year but during the summer months as well when they may have more time. **CM Hours are hours that are completed without compensation of any kind, and done outside of school hours.**

Students who serve at Mass or sing at Mass cannot count the actual Mass time, but can count any rehearsals that are done outside of the normal school hours to prepare for the Mass.

In order to ensure that all students participate in volunteer service, SHCS has established criteria which must be met for high school graduation. A student must complete 25 hours of service by the end of 9th grade, 50 hours by the end of the 10th grade, 75 hours by the end of 11th grade, and a total of at least 100 hours must be completed by the end of senior year. Students not meeting the grade level requirement for service hours will be placed on probation and a note will be placed on the transcript documenting the deficiency until the hours have been completed, submitted, accepted, and processed. Communication of the deficiency will be sent to parent(s)/guardian(s). Any student on probation will be barred from participation in any extracurricular activity. Current CM hours will be logged and tracked in RenWeb. This includes but is not limited to all clubs, sports, Student Council, National Honor Society, etc. The restriction is lifted when the student becomes compliant with CM hours. Hours must be submitted within two weeks of the completion date. Any hours older are considered void. The exception is summer hours, which will be accepted during the first two weeks of school in the Fall Semester. Administration will monitor student CM hours. All service hours are to be signed off by the person for which they were performed or the student's parent/guardian.

It must be noted that hours working for a partisan political organization or a for-profit organization cannot be used to meet the requirements for volunteer service hours. Court-mandated community service does not count for these purposes as well. **Any hours completed by students to satisfy the NHS/NJHS hours are NOT permitted to be counted towards the CM total.**

## **VIII. CODE OF CONDUCT**

### **EXPECTATIONS OF BEHAVIOR**

The transition from young child to young adult involves learning. Making decisions is part of the growth process. Sacred Heart Catholic School students are expected to become mature and responsible in their decisions as part of their character development. To assist students in learning personal responsibility and leadership, SHCS has established rules of discipline. The rules and procedures are intended to help guide students into the profile of a Sacred Heart Catholic School graduate. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

While it is impossible to address every situation or incident that may arise, the following information has been developed for the purpose of providing guidance to the students, parents, faculty, and administration. The nature and seriousness of a particular situation or incident may result in disciplinary action by the administration which is less than or which exceeds that set forth in these guidelines.

## RESPECT FOR AUTHORITY

Disrespect for teachers, substitute teachers, staff, volunteer parents, etc., or general disregard for school authority is counter to the spirit and mission of the characteristics of Catholic Education. This includes general thwarting of school rules and guidelines. The discipline would be dependent on the circumstances and seriousness of the situation. Disciplinary consequences may include (but not be limited to) any of the following: detention, in-school suspension, Saturday school, out-of-school suspension, meeting with parents/guardians, signing of a probationary contract, expulsion.

## IX. SPECIFIC SCHOOL-WIDE BEHAVIOR EXPECTATIONS

### DISRESPECT FOR PROPERTY AND VANDALISM

Any act which demonstrates a lack of respect for the property of the school or others is not acceptable. Any student guilty of vandalism, destruction of property, graffiti, or making an unnecessary mess, etc. will be subject to disciplinary action by the Dean of Students. The discipline would be dependent on the circumstances and seriousness of the situation. Disciplinary consequences may include (but not be limited to) any of the following: detention, in-school suspension, Saturday school, out-of-school suspension, meeting with the parents/guardians, signing of a probationary contract, expulsion. Financial restitution for damages may also be assigned. At the discretion of administration, local law enforcement may be contacted.

### DRUG DETERRENT AND SCREENING

In the spirit of providing a safe environment for our students, Sacred Heart Catholic School is committed to being proactive against drugs, alcohol and controlled substances. The school may hire a drug detection agency to come in during the school year to do random drug searches. Please be aware that according to state law, anything on the parish/school property is legally subject to search. This includes student vehicles parked on school grounds, lockers, school bags, etc., namely anything but people. Drug dogs may be present and students may be required to pass a breathalyzer test to enter all dances. If a student is suspected of being under the influence during the school day or at a school function, breathalyzers may be used or the school may request the student submit to school-designated drug screening at the expense of the parent/guardian.

These rules are intended to protect the common good/safety of the SHCS community. By enrolling in SHCS, a family/student consents to the policies of the school with regards to searching of vehicles. For more detailed information, see the Drugs and Substance Abuse Policy.

## DRUGS AND SUBSTANCE ABUSE POLICY

### PURPOSE

The administration, faculty and staff are dedicated to the welfare of the students attending Sacred Heart Catholic School. As an educational institution, SHCS shall strive to protect the health, safety and welfare of all concerned and to prevent abuse of controlled substances and other health endangering compounds.

### DELEGATION OF RESPONSIBILITY

#### *Responsibility of School Personnel*

In partnership with parents and the community, SHCS offers various instructional opportunities to meet present and future needs related to drugs and alcohol abuse, and for those students affected, directly or indirectly, by drugs, alcohol, mood-altering substances and other health endangering compounds.

To assist students in keeping themselves and the school environment free of substance abuse so that optimum learning can occur and be maintained, the following measures have been adopted:

- Whenever possible, planned courses of instruction will be introduced to address such topics as decision making and communication skills. These courses will enable students to make informed choices involving the use and abuse of drugs, alcohol, mood-altering substances and other health endangering compounds. The ultimate goal is for a no-use message to be woven throughout the entire curriculum.
- The administration, faculty and staff of SHCS shall work toward a positive school climate which promotes a positive attitude about the school as a place to learn.
- SHCS's Code of Conduct related to chemical use shall be consistently and fairly enforced.
- The principal, with the faculty and staff, will adhere to the procedures, which shall be published and distributed in student handbooks, supplemental contracts, and rules for chaperones. These procedures will be followed as published in all school sponsored activities as well as classes.

### STUDENT VIOLATION – LEVEL ONE – POSSESSION

A student shall be in violation of this policy for possession of alcohol, drugs, mood altering or controlled substances, or other health endangering compounds while under school jurisdiction.

#### *Immediate Actions*

- Parents or guardians shall immediately be contacted by administration or school designee. The student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by school administration or their designee.
- Administration may notify the Muenster police department and the student may be referred for appropriate action.
- Initially, the student will be suspended for a minimum of three school days. School work must be made up, for a maximum grade of 60.
- Parents will receive notification of the date, time, and location of a conference to discuss the matter and to issue consequences. If this verification is verbal, a written letter will follow.

### *Parental Conference*

- Within the three-day period mentioned above, a conference will be held with the student, his /her parents or guardian, the Administrative Team, and any other person who, in the judgment of the administration, could make contributions to aid in determining the course of action. As a result of the meeting, the administration may impose the following:
- Full suspension for up to ten school days for first-time offenders with a maximum grade of 60 for all assignments.
- Referral to the appropriate law enforcement agency
- Students violating the SHCS's Drugs and Substance Abuse Policy will be placed on a probationary contract with the understanding that the next violation would lead to an immediate withdrawal.
- The contract will require a request for a Substance Abuse Subtle Screening Inventory evaluation, immediate complete drug and alcohol screen, and compliance with the recommendations of the SASSI; 10 additional hours of community service, random drug testing during the life of the contract, no major violations of other rules or regulations as stated in handbook and regular meetings with the guidance counselor.

### STUDENT VIOLATION – LEVEL TWO – USE OR UNDER INFLUENCE

A student shall be in violation of this policy while using or under the influence of alcohol, drugs, mood-altering or controlled substances, or other health endangering compounds while under school jurisdiction.

### *Immediate Actions – Same as Level One*

- Parents or guardians shall immediately be contacted by administration or school designee. The student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the school administration or their designee.

- Administration shall notify the Muenster police department and the student shall be referred for appropriate action.
- The student initially will be suspended for a minimum of three school days. Assignments must be made up for a maximum grade of 60.
- Parents will receive notification of the date, time, and location of a conference to discuss the matter and consequences. If this verification is verbal, a written letter will follow.

#### *Parental Conference – Same as Level One*

- Within the three day period noted above a conference will be held with the student, his/her parents or guardian, the Administrative Team, and any other person who, in the judgment of the administration, could make contributions to aid in determining the course of action. As a result of the meeting, the administration may impose one or more of the following.
- Full suspension for up to ten school days for first-time offenders with a maximum grade of 60 for all work turned in.
- Referral to the appropriate law enforcement agency.
- Students violating the SHCS Drugs and Substance Abuse Policy will be placed on contract with the understanding that the next violation would lead to an immediate request for withdrawal from school.
- The contract will require a request for a Substance Abuse Subtle Screening Inventory evaluation, immediate complete drug and alcohol screen, and compliance with the recommendations of the SASSI; 10 additional hours of community service, random drug testing during life of contract, no major violations of other rules or regulations as stated in handbook; and scheduled meetings with the guidance counselor.

#### STUDENT VIOLATION – LEVEL THREE – SALE, DISTRIBUTION

A student shall be in violation of this policy when distributing, manufacturing, selling, when aiding in the procurement or when attempting to distribute alcohol, drugs, mood-altering or controlled substances or other health endangering compounds while under school jurisdiction.

#### *Immediate Actions*

- Parents or guardians shall immediately be contacted by the administration or other school designee. The student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the school administration or their designee.
- Administration shall notify the Muenster Police Department and the student shall be referred for appropriate action.
- Initially, the student will be suspended for a minimum of three school days.

- Parents will receive notification of the date, time, and location of the informal hearing. If this verification is verbal, a written letter will follow.

### *Informal Hearing*

- Within the three day period mentioned above, an informal hearing shall be held with the student, his /her parents or guardian, local police (if appropriate), the school administration, and any other person who, in the judgment of the administration, could make contributions to aid in determining the course of action.
- Referral to the Administrative Team for immediate expulsion.

### *Transfer or Intent to Transfer “Look-Alike Drugs” (see definitions at end of section)*

A student who, while under the school’s jurisdiction, is found to transfer or intends to transfer look-alike drugs shall be subject to conditions outlined above.

### *Procedures and Practices: Dealing with Suspects*

All students, faculty, and staff of Sacred Heart Catholic School shall report to the principal, or designee, any person suspected of soliciting, distributing, appearing to be under the influence, or using alcohol or other drugs, narcotics, mood altering or controlled substances or other health endangering compounds on or about school property or while attending any school related functions.

- Persons who have been in a position to make such a report and have failed to do so shall be subject to disciplinary action by the principal when reasonable evidence is presented indicating that such person has ignored the responsibility.
- With probable cause school administrative personnel shall have the authority to require students or other persons under their jurisdiction to submit to a thorough search of lockers, vehicles on premises, and personal belongings. If a student fails to cooperate in this investigation, it may be grounds for dismissal.
- School officials shall take possession of any unauthorized materials suspected of being in a student’s possession and preserve the chain of custody for possible prosecution.
- Students who refuse to submit to a reasonable cause search as outlined in this policy shall immediately be suspended from school and referred to the Dean of Students office for disposition which shall include any of the enumerated designations in the —Informal Conference section of this policy.
- Persons found to possess, use, abuse, distribute, or be suspected of being under the influence of alcohol or other drugs, narcotics, mood altering substances or other health endangering compounds are to be promptly subjected to the steps outlined in this policy.
- Persons who, after submitting to a search, are found not to be in possession of alcohol or other drugs, narcotics, mood- altering substances or other health endangering compounds, are to be promptly excused and no further action is to be taken. A report of the incident shall be filed with the Dean of Students for future reference, but shall not be

retained for a period or more than one year from the date of the report if no similar instances are reported.

### *Students Who Voluntarily Request Substance Abuse Help*

A student seeking help who while not under the immediate influence of, or in the act of distributing or in possession of alcohol or other drugs, mood altering or controlled substances or other health endangering compounds within the school, comes or is referred to the Dean of Students, is not subject to the provisions of this policy. These students will be given the necessary help to deal with the problem.

However, any violation will incur the consequences stated above, where applicable.

### *Medicine in the Schools*

All medicine taken in school is to be stored in and taken through the front office. Please refer to medical paperwork included in the registration packet.

### *Definitions*

Alcohol or other drugs, narcotics, or other health endangering compounds include but are not limited to alcohol, alcoholic beverages, tranquilizers, amphetamines, prescription medication, synthetic opiates, marijuana, LSD, other hallucinogens, and glue solvent containing substances. A more specific and comprehensive list would include all substances identified in the following laws:

- Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law) as amended.
- The Controlled Substance Drug, Device, and Cosmetic Act of April (P.L. 233, Nop.64) as amended.

Look-alike drugs are any substances manufactured or designated to resemble drugs, narcotics, or other health endangering compounds.

Cooperative behavior is the willingness of a student to work with the board, principal and school personnel in a reasonable and helpful manner, complying with requests and recommendations made by school personnel. Uncooperative Behavior is the resistance or refusal, verbal, physical, or passive, on the part of the student with the reasonable request or recommendations of the board, principal or school personnel. Defiance, assault, deceit, destruction of property, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include parent/guardian and /or a student's refusal to comply with the recommendations made by the principal and/or school personnel.

Distributing is defined as the transfer, delivery, selling, passing, sharing or giving any alcohol, drug, mood altering or controlled substances, or other health endangering compounds as

defined by this policy between persons. Possession is to hold, without any attempt to distribute, any alcohol, drug, mood-altering substances or other health endangering compounds determined to be illegal or other substances identified in this policy.

Drug paraphernalia includes any utensil or item, which, in the school's judgment can be associated with the use of drugs, alcohol, mood-altering substances or other health endangering compounds. Examples include but are not limited to roach clips, pipes, and bongs. School personnel are any employees or agents of SHCS.

School property shall mean and include all buildings, lockers, and property owned or operated by SHCS. It shall also include school buses, bus stops, school parking lots, facilities rented or used for school-sponsored activity such as hotels, or any property where a school sponsored activity is occurring which involves SHCS students.

School-related activity/function is any activity or project which is under the direction of the school or any authorized person acting on behalf of the school. These activities or projects may or may not be held on school property. Authorized persons include chaperones, volunteers, coaches, activity sponsors, all professional staff and all other school employees.

#### *Preserving the Chain of Custody of Confiscated Substances*

The following procedure is recommended to protect the school and faculty/staff, as well as the rights of the student:

- Place any confiscated sample in an envelope
- Note the following on the outside of the envelope: Date and time, School name, Description of the contents (i.e. leafy vegetable material, pill, capsule –do not guess at the contents) Signature of the person confiscating the substance Any subsequent individuals who receive this envelope must date it; put the time on it and their signature.
- Seal the envelope. To ensure proper sealing, use tape.
- Call a local law enforcement agency. This call should be made by a school official.
- Indicate at the time of the call that there is a sample to be analyzed and that the proper authorities should pick it up (always turn it over to someone who is authorized to dispose of the substance).
- Have the official receiving the sample open it in the administration's presence and verify that the sample has been delivered. Have the officer sign the envelope also.
- Request that the officer advise you of the results of the sample analysis.

#### COMMUNICATION DEVICES, ELECTRONIC DEVICES AND EARBUDS

**Please note...SHCS Administration reserves the right to change/update this policy at any time during the school year based on the educational and spiritual needs of our students.**

**For students in Grades K - 8:** No use of a student's communication device including but not limited to a cell phone, smart phone, smart watch, iPad, etc. is warranted for any reason during the school day, and thus, students are not allowed to use these devices during the academic day from 7:50 a.m. – 3:30 p.m. Parents may reach their student during the day by calling 940-759-2511 #22. Phones are to be turned off and kept inside the student's locker/cubby during the school day.

**For High School Students:** Students will be permitted to store their cell phones in their lockers, and are permitted to check them between classes. Students are NOT to have cellphones in the classroom, unless a teacher has given permission for an educational purpose. This policy will continue to be in place unless a need for a more controlled system becomes apparent.

A student possessing a communication device during an SHCS assessment will be referred to the Dean of Students. Any cell phone or item confiscated by the school is subject to search. Students may be required to unlock a cell phone if it has been locked. Once confiscated, no components may be removed from the cell phone/electronic device, including such things as the case, accessories such as earbuds, and SIM card.

Personal electronic devices that can take and/or transmit electronic images cannot be used to take or transmit images of other individuals without the consent of all involved. Taking pictures, videos, or recordings of teachers/students without their knowledge is a violation of this policy. The transmission and display/sharing of such images is subject to disciplinary and legal action. Taking pictures of students in restrooms or locker rooms is considered harassment and disciplinary action will be taken by the Dean of Students and Principal for any students who choose to violate this policy.

Earbuds, headphones, or any other types of earpieces are not allowed to be used in classrooms or hallways unless authorized by a teacher for educational purposes. Students in dual credit or independent study are allowed to wear earbuds while doing their coursework in the Library or Computer Lab.

If a student is not following the protocol, the following matrix will be followed:

- First Offense: Phone turned into office and returned to student at the end of the day
- Second Offense: \$20 fine, phone returned to parent/guardian upon payment of the fine
- Third Offense: \$25 fine, phone returned to parent/guardian upon payment of the fine
- Fourth Offense: \$50 fine, phone locked in "cell jail" each day for the remainder of semester. Cell Jail is located in the office and the student is to turn in the phone upon arrival at school and the phone will be returned to the student at the end of each school day. Cell phone offenses are wiped clean at the beginning of each semester.

## FIGHTING

In the event a fight does break out, all parties are considered at fault and each will receive a consequence. Depending on the circumstances and seriousness of the situation, consequences will be imposed at the discretion of the Administration.

- First Offense: Parents called; minimum of one-day out-of-school suspension with an educational program as determined by administration, maximum of expulsion.
- Repeat Offense: Parents called; minimum of three-day out-of-school suspension and probation, maximum of expulsion.

## GAMBLING

Students are not to engage in any activity that includes gambling. Students found gambling on campus will be subject to disciplinary action. The discipline will be determined by the circumstances and seriousness of the situation. Disciplinary consequences may include (but not be limited to) any of the following:

- Detention
- In-school suspension
- Saturday school
- Out-of-school suspension
- Meeting with the parents
- Signing of a probationary contract
- Expulsion

## HARASSMENT

The school reserves the right to discipline a student for actions committed either on or off-campus if they are intended to have an effect on a student or if they adversely affect the safety and well-being of a student while in school. This includes verbal harassment (including, but not limited to: statements, questions, slurs, jokes), written harassment (including, but not limited to: letters, notes, e-mails, online posts, text messages, social media), visual harassment (including, but not limited to: leering, gestures, suggestive objects, pictures, cartoons, posters, picture e-mails, posted pictures), physical harassment (including, but not limited to: bullying, unwanted physical contact, intimidating behavior), sexual harassment (includes any of the previous forms of harassment that also take on a sexual nature). Any student who engages in the harassment of another student will be subject to disciplinary action by the Administration. The severity of the infraction will dictate the level of discipline, at the discretion of the Administration. Parents will be notified and disciplinary consequences may include (but not be limited to) any of the following: detention, in school suspension, Saturday school, out of school suspension, meeting with the parents, signing of a probationary contract, expulsion.

## INAPPROPRIATE LANGUAGE

Students are expected to treat classmates and adults with respect by refraining from profanity, crude or inappropriate language. Even when not directing such language at particular individuals, such language is offensive to hear. Violating this ethic, at the very least, will result in a detention. Continued violations could lead to a parental conference and probation.

## PORNOGRAPHY OR INDECENT IMAGES

Students found in possession of, or distributing any indecent and/or pornographic materials or images will be subject to the following:

- First Offense: Parents notified; minimum of suspension, maximum of probation. An educational component such as dignity of the human being or theology of the human body may be added.
- Repeat Offense: Parents notified; minimum of suspension and probation, maximum of expulsion.

## OFF-CAMPUS CONDUCT

Students should remember that they are responsible for the good name of Sacred Heart Catholic School. Any conduct, in and out of school, that reflects negatively upon the reputation of Sacred Heart Catholic School may be subject to disciplinary action up to and including dismissal.

## STUDENT PARKING

Students are permitted to park in designated spots on the south side of Sixth Street (the side with the Parish office), or any spots to the east of the accessible parking spots on the north side of Sixth Street (by the football field). Students are also permitted to park on the south side of 7th Street, as long as the bus access is not blocked. Students are not permitted to go to their cars during the day unless they have permission from the principal or office personnel. Student parking is first come, first served.

## I.D. CARDS

At the beginning of the school year, each student is issued a SHCS I.D. card. The I.D. card is scanned in the cafeteria when a lunch is purchased. All purchases are billed through FACTS.

In the event that a card is lost, the student should contact the school office. Damaged or defaced I.D.s must be replaced. I.D.s must be functional at all times for the student's safety. The fee to replace an I.D. and lanyard is \$5. Students in grades 9-12 will be required to keep up with their own I.D. card, whereas students in grades 1-8 will have their I.D. cards stored at the school.

## LOCKERS

Each high school student is assigned a locker at the beginning of the school year. A student may not switch lockers without the authorization of the Dean of Students. The school reserves the right to open and inspect lockers at any time. School lockers are not insured against theft of valuable personal possessions. Students may not put locks on the lockers. Lockers are to be used only before school, after school, or during the change of class time. Proper care of the lockers is expected. Students should not write on lockers and not use an adhesive of any kind to hang up pictures, etc. Students have the option to use magnets to hang pictures, etc. in their personal lockers. Misuse or damage of the locker will result in the student being assessed a fine to cover damages and necessary repairs.

## LUNCH PERIOD

Each student's schedule provides for a 30-minute lunch period. If students need to go to another teacher for tutoring during the lunch period, students must make arrangements with the teacher, and get a pass prior to the lunch period.

## MASS DURING SCHOOL WEEK

Students often have the opportunity to start the school day by attending Mass together at Sacred Heart Catholic School. Students will sit together with their class during Mass. Family members are invited to have their child/children sit with them as long as the teacher is aware of the new seating arrangement. Mass begins at 8:00 a.m., therefore students are expected to report to their first period class by 7:50 a.m. Tardiness to Mass is considered tardiness to school.

## POSTERS

Posters may be displayed with the approval of the Administration. Posters from in-school activities, etc. must be initialed by the sponsor. In order to prevent damage of any wood surface, please refrain from hanging posters on wooden doors or display cases. Please use only Command Strips or sticky tack when attaching paper to metal or brick surfaces as any adhesive

may cause the paint to chip or crack. Tape is prohibited on any glass surface as it mars the glass. Those who place the posters are responsible for their removal.

## PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (PDA) at school or at school functions (including but not limited to school-sponsored trips) are not appropriate and will be addressed by Administration promptly. Consequences include but are not limited to detention, Saturday school, in-school suspension, out-of-school suspension, and expulsion.

## STEALING

Students caught stealing or in the possession of stolen items will be subject to disciplinary action. The discipline would be dependent on the circumstances and seriousness of the situation. Disciplinary consequences may include (but not be limited to) any of the following: detention, in-school suspension, Saturday school, out-of-school suspension, meeting with the parents, signing of a probationary contract, expulsion. Financial restitution for stolen items may also be required.

## TECHNOLOGY ACCEPTABLE USE POLICY

Sacred Heart Catholic School wants to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the school. In an effort to further these objectives, while maintaining the integrity and reputation of SHCS, the following Code of Conduct has been developed for persons accessing the network and Internet through SHCS.

Access is conditioned upon the User's agreement to and compliance with this Code of Conduct. Sacred Heart Catholic School will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities. Parents are responsible for supervising home Internet use.

The following list is non-exclusive and should not be considered a license to commit other illegal activities not specified below. All illegal activity is prohibited.

- The User shall only use the Internet and related technologies in support of education and research consistent with the educational objectives of SHCS, and to promote educational excellence by facilitating resource sharing, innovation and communication. We understand that this use of such technology is within the larger educational context of the Catholic Church.
- The User is responsible for his/her activities involving the SHCS network.

- The User shall not engage in the transmission of child pornography as defined by U.S. law. This is strictly prohibited and will be dealt with quickly and harshly.
- The User shall not use the SHCS network to harass or threaten any other person (in the legal sense of the term).
- The User of the SHCS network shall not engage in any illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
- The User shall not use the SHCS network for illegal activity such as the violation/transmission of copyright or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
- The User shall not store on any SHCS equipment any programs, pictures, or other files that are not appropriate for viewing at school.
- The User shall not use the SHCS network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy the data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
- The User shall not plagiarize the works of others. (Plagiarism is defined on page 21 in the SHCS Handbook.)
- The User shall not use the SHCS network to play games or engage in any unauthorized chat or communications.
- The User shall not use the SHCS network while access privileges are suspended or revoked.
- The User shall not reveal the personal address or telephone numbers of students, staff persons, faculty members, or administrators.
- In addition to the Acceptable Use Policy, SHCS uses software that blocks or filters access to unacceptable Internet sites. Filtering/Blocking software does not fully protect a SHCS student from inappropriate sites. It is the responsibility of the student to make good choices regarding what is accessed.

Because of the nature of technology, this policy is intended to set forth the spirit in which technology should be used by SHCS students and families. This policy may have to be adjusted or changed should technology changes occur during the school year.

Consequences for the violation of the Acceptable Use Policy or misuse of SHCS technological items/hardware will be dealt with seriously. Depending on the seriousness of the violation, an individual may be prohibited from using the school network, may receive a detention, or must attend Saturday school. In severe cases, a student may be placed on probation, or may be asked to withdraw from Sacred Heart Catholic School.

Issues of dishonesty/plagiarism fall under the Administration.

## TOBACCO/NICOTINE/SMOKING/E-CIGARETTES/PARAPHERNALIA

Nicotine and tobacco are considered controlled substances and as such are prohibited in all of their forms, and their use or possession, are subject to the same consequences as alcohol or other controlled substances as outlined in the Drug and Substance Abuse Policy. Electronic cigarettes, vaporizers, pipes, smoking devices or anything that may be considered drug paraphernalia are not permitted on campus and are subject to the same consequences as possession, use or distribution of controlled substances as outlined in the Drug and Substance Abuse Policy. Confiscated items become the property of the school and will either be destroyed or turned over to law enforcement.

## WEAPONS

No weapons or instruments of a threatening or harmful nature are allowed at school or any school function. If a student brings a gun of any kind (including B-B guns, starter pistols, etc.) he/she will be immediately exited from SHCS with no possibility of readmission.

Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun.

In addition to guns, other instruments including, but not restricted to knives, clubs, brass knuckles, mace, razor blades, precision or utility knives (X-ACTO), pocket knives, laser pens, lighters etc. are also considered weapons. Depending on the seriousness of the situation, a student may be asked to withdraw immediately if found in possession of one of these weapons. At the very least, students caught with any harmful instrument will be suspended for a first offense. A second violation is cause for a probationary contract or dismissal.

## SEARCHES

With probable cause, school administrative personnel shall have the authority to require students to submit to a thorough search of lockers, vehicles on premises, and personal belongings including but not limited to electronic devices.

## **X. DISCIPLINARY CONSEQUENCES**

Disciplinary consequences may include but are not limited to:

## DETENTION

Detention is issued to a student to help a student reflect on a pattern of behavior that is problematic in the setting of Sacred Heart Catholic School. Detention is a quiet study period held after school for 60 minutes from 3:45 to 4:45 each day. Students may not arrive late for detention. Students who are disruptive will be asked to leave and will be issued an additional detention. A detention must be served within 3 school days of the date the detention was issued. Failure to serve an assigned detention will earn a student another detention in addition to the original one. Parents will be assessed a fee of \$20 billed via FACTS to cover the cost of the facilitator. It is the student's responsibility to get the detention scheduled at the next available opportunity. Any student who fails to serve assigned detentions more than twice, will receive an in-school suspension.

## IN-SCHOOL SUSPENSION

Students who are assigned an in-school suspension (ISS) will be required to spend the instructional day or a number of periods, as determined by the administrative staff, in a specified location. Students are required to bring textbooks, pens, notebooks, and other material for a full day of study. Teachers will provide specific assignments for students who attend ISS. Assignments will be completed. Students are responsible for notifying their teachers and the collection of assignments for the designated day of ISS. The Administration is responsible for coordination of the program. Parents will be notified when a child is placed in ISS. Students may not participate in any school activity or be present at any school function after dismissal on the date of an ISS. The rate for ISS is equivalent to the daily sub rate for SHCS, billed to the student's FACTS account. Students who have been in ISS are not permitted to attend extra-curricular activities on school grounds on their days of assigned ISS.

## SATURDAY SCHOOL

Saturday school is held on Saturday mornings for four hours from 8 to noon. It may involve quiet study time or community service, and may be assigned for academic purposes as well as for disciplinary reasons. Saturday school is scheduled with the Administration. Any student who does not show up for Saturday school will serve an in-school suspension upon returning to school. Students attending Saturday School will be assessed the daily SHCS sub rate to defray the cost of the teacher/supervisor. The expense will be billed to the student's FACTS account. Students who miss more than six days of school (excluding absences due to school-related activities) may be required to attend Saturday School at the discretion of the Administration.

## PROBATIONARY CONTRACT

A student who exhibits serious and/or persistent breaches of school policy may be placed on a probationary contract. Academic, attendance, and probationary contracts are agreements

between SHCS, a student, and a student's parent/guardian with the intention of the student reaching community standards of behavior in one or more of these areas. The nature of the probationary contract is at the discretion of the Administration. Eligibility for activities, courts, councils, athletics or offices may be restricted when students are on a probationary contract.

## EXPULSION

Under extreme conditions, students may be asked to withdraw or may be expelled.

## DUE PROCESS

The Administrator, after consultation with the Administrative Team, has the authority to request a student to withdraw from school. A parent wishing to appeal a decision by the Administration would be referred to, in order, the Principal, the Pastor, and ultimately, the Superintendent. If a student must be expelled, Diocesan Policy 5220 applies concerning due process. Diocesan Policy 5220 states: If the parents or the guardian wish to appeal the principal's decision, a written appeal must be filed with the Superintendent of Schools within five (5) days from the date of the parent's or the guardian's receipt of notification of the principal's decision. The decision shall be sent by certified or registered mail and if the parent or guardian refuses to accept the mail, the five (5) day time period shall begin to run on the day the letter is mailed. The decision of the Superintendent is final and is not subject to any other appeal, grievance, and mediation or conciliation process of the Diocese.

## **XI. DRESS CODE**

### DRESS CODE AND GROOMING

According to its mission statement, Sacred Heart Catholic School is a community of faith responding to God's call to proclaim the Gospel. Proclaiming the Gospel is accomplished through our words and actions.

The Catechism of the Catholic Church teaches us that modesty is decency. It inspires one's choice of clothing and keeps silence or reserve where there is evident risk of unhealthy curiosity. Modesty is discreet and protects the intimate center of the person. (2521)

Moreover, purity of heart will enable us to see God: it enables us even now to see things according to God. (2531)

There is a direct correlation between a young person's appearance and his/her overall attitude toward school. Since attendance at SHCS is a privilege, every student is expected to abide by the dress and grooming code. All uniform apparel must be purchased at Academic Outfitters.

**Please note for the 2021-2022 school year, all previously accepted dress code items will be allowed as part of the accepted uniform. Hoodies will NOT be allowed in the classroom or buildings.**

Consequences (Grades 6-12): Students will be issued detentions for the first three uniform infractions. Saturday school will be issued for the fourth infraction. If a student continues to violate the uniform code, the student will be given an out-of-school suspension. Uniform infractions are counted on a yearly basis. Students who are out of uniform will be sent to the office immediately to correct the issue and will not be allowed to return to class until the issue is resolved.

## **BOYS**

### Grades PK-K

- **Pants:** Academic Outfitters Uniform Trousers and Shorts (Navy)
  - Pull-on style slacks or shorts are acceptable
- **Shirts:** Academic Outfitters Shirts (two options):
  - Blue oxford button-down shirt (long or short-sleeve options). If long-sleeve, cuffs must be buttoned or rolled neatly.
  - Red polo knit shirt. Must include the SHCS white embroidered logo
- **Shoes:** Solid black leather or canvas tennis shoes (for example, K-Swiss, Twisted X, or New Balance).
  - May not be painted or decorated. Must be in good condition. Must be worn as intended.
- **Outer Garments:**
  - Sweatshirts and sweaters purchased from Academic Outfitters store.
  - Non-uniform outerwear may be worn before and after school, but must be removed during classes.
  - SHCS sweatshirts with crew neck (no front pockets) purchased from Academic Outfitters store.
  - No hooded sweatshirts or jackets are allowed during the school day.
  - Sweaters and jackets may not be tied around the waist.
- **Hair and Facial Grooming:** Neat, clean, well-groomed and appropriate natural color.
- **Caps and Headwear:** Headwear is not permitted in the building.
- **Spirit/Jean Days Only:** Red polo type knit shirts with collars purchased from Academic Outfitters store, or a Sacred Heart t-shirt, long sleeve tee, or a crewneck sweatshirt may be worn.
  - Students must pay \$1 for each time they participate in Spirit Wear Day.
  - Polo shirts must be worn with Jeans. Must be worn at the waist with a belt.
  - No oversized or baggy pants. Pants must be neatly hemmed with no torn or frayed edges.
  - School uniform shoe policy must be followed.
  - School uniform sock policy must be followed.

## Grades 1-12

- **Pants: Academic Outfitters Uniform Trousers (Navy)**
  - Must be worn at the waist with a belt (no oversized or baggy pants).
  - Must be neatly hemmed with no torn or frayed edges and no holes in the knees. If holes occur in the knees please repair with a patch or replace the pants.
- **Shirts: Academic Outfitters Shirts (two options):**
  - Blue Oxford button-down (long or short-sleeve options). If long-sleeve, cuffs must be buttoned or rolled neatly. Shirt tail must be tucked in.
  - Blue Oxford shirts must be buttoned from the second button and down.
  - Red polo knit shirt must include the SHCS white embroidered logo; must be tucked in with bottom two buttons buttoned.
  - Undershirts: Only solid white T-shirts underneath the uniform shirt with sleeves no longer than outer shirts.
- **Shoes: Solid black leather or canvas tennis shoes (for example, K-Swiss, Twisted X, or New Balance).**
  - Must not be painted or decorated. Must be in good condition. Must be worn as intended.
- **Socks:**
  - Must be navy, white, or black solid in color.
  - Must be crew or knee socks (no athletic socks).
- **Fashion Accessories:**
  - Belts must be worn. Belts should be black or brown, no distracting belt buckles.
  - No earrings or spacers for boys. No pierced visible body parts.
  - No chain wallets or spikes on belts, bracelets or necklaces.
  - No body art or painting on visible body parts.
  - Boys that choose to put keys on a lanyard must have the lanyard completely concealed within their pocket at all times.
- **Outer Garments:**
  - Official letter jackets, jackets, or sweaters (non-hooded) purchased from Academic Outfitters store, or red non-hooded SHCS jacket or sweatshirt.
  - SHCS sweatshirts with crew neck (no front pockets) purchased from Academic Outfitters store.
  - No hooded sweatshirts or jackets are allowed during the school day.
  - Sweaters and jackets may not be tied around the waist.
  - Extraordinary Ministers of the Eucharist must remove all jackets, sweaters, sweatshirt, etc. before leaving the pew to complete their ministry.
- **Hair and Facial Grooming:**
  - Neat, clean, well-groomed and appropriate natural color.
  - Not permitted: two-toned, extremely streaked, oddly bleached or colored, decorated, grooved, lined, spiked, Mohawk, extreme bi-level or long strands hanging from any part of the head. Anything that draws undue attention to the student and/or serves as a distraction is NOT allowed. Hair cannot be longer than the top of the collar, or longer than the eyebrows. Clean shaven with

sideburns no longer than middle of ear (students who are asked to shave will shave during the student's lunch period and be given detention).

- Caps and Headwear: Headwear is not permitted in the building at any time.
- Spirit/Jean Days Only: Red polo type knit shirts with collars purchased from Academic Outfitters store, or Sacred Heart t-shirt, long sleeve tee, or crew neck sweatshirt may be worn.
  - Students must pay \$1 for each time they participate in Spirit Wear Friday.
  - Polo shirts must be tucked in Jeans. Must be worn at the waist with a belt.
  - No oversized or baggy pants. Pants must be neatly hemmed with no torn or frayed edges. No distressed, ripped, or with holes jeans of any type will be permitted.
  - School uniform shoe policy must be followed.

## **GIRLS**

### Grades PK-K

- Shorts: Academic Outfitters Uniform Shorts (Navy, pull-on style)
- Jumper: Academic Outfitters Uniform Jumpers (Plaid)
  - Must be to the top of the knee or longer. Please leave plenty of hem to allow for growth.
- Shirts: Academic Outfitters Uniform Shirts (two options):
  - White Peter Pan blouse.
  - Red polo knits must include the SHCS white embroidered logo.
- Shoes (two options):
  - Classic navy saddle Oxford, including KEDS
  - Solid white leather or canvas tennis shoes (for example, K-Swiss or New Balance)
  - Shoes may not be painted or decorated. Must be in good, clean condition. Must be worn as intended.
- Socks and Legwear:
  - Socks must be worn at all times and be solid in color, white, navy, or red—no sheer, see-through, or patterned. Socks must completely cover the ankle bone and come partly up the calf of the leg (e.g., knee high socks).
  - Tights are acceptable in the same colors (no pattern, no denim).
  - Fishnet leg-wear, multi-colored socks, thermal underwear, or pajamas are not permitted. No mini athletic socks (no-show socks) are ever acceptable.
- Fashion Accessories: Should be in good taste and not distract from uniform.
  - Hair accessories must be red, white, and/or navy blue in color (no neon or fluorescent colors). Hair accessories such as bobby pins may also be the color of the student's hair.
- Outer Garments:
  - Sweatshirts and sweaters purchased from Academic Outfitters store, must be red and not have a hood.

- Non-uniform outerwear may be worn before and after school, but must be removed during classes.
- Red SHCS sweatshirts with crew neck (no front pockets) purchased from Academic Outfitters store.
- No hooded sweatshirts or jackets are allowed during the school day.
- Sweaters and jackets may not be tied around the waist.
- Hair and Grooming: Neat, clean, well-groomed and appropriate natural color or evenly highlighted.
- Caps and Headwear: Headwear is not permitted in the building.
- Spirit/Jean Days Only: Red polo type knit shirts with collars purchased from Academic Outfitters store, or a Sacred Heart t-shirt, long sleeve tee, or a crewneck sweatshirt may be worn.
  - Students must pay \$1 for each time they participate in Spirit Wear Day.
  - Polo shirts must be worn with Jeans. Must be worn at the waist with a belt.
  - No oversized or baggy pants. Pants must be neatly hemmed with no torn or frayed edges. Jeans may not have any rips, be distressed, or have any holes.
  - School uniform shoe policy must be followed.
  - School uniform sock policy must be followed.

#### Grades 1-5

- Jumper: Academic Outfitters Uniform Jumpers (Plaid)
  - Must be to the top of the knee or longer. Please leave plenty of hem to allow for growth.
- Shirts: Academic Outfitters Uniform Shirts (two options):
  - White Peter Pan button front.
  - Red polo knits must include the SHCS white embroidered logo.
- **Refer to section for All Girls (Grades 1-12) for all other uniform guidelines (e.g., shoes, outer garments, hair and accessories, etc.)**

#### Grades 6-12

- Skirts: Academic Outfitters Uniform Skirts (Plaid or Navy)
  - Must be to the top of the knee or longer.
  - Skirts may not be rolled down at the waist (as a low-rider).
  - Please leave plenty of hem to allow for growth.
- Shirts: Academic Outfitters Uniform Shirts (three options):
  - White Oxford button front. Long or short-sleeve options. Non-tailored Oxford blouses must always be neatly tucked into skirts, not rolled under sweaters.
  - White outer tailored-fit shirt. Three-quarter-length or short-sleeve options. Tailored-fit shirt may be worn untucked.
  - Red polo knits must include the SHCS white embroidered logo.
  - Undershirts: Only solid white T-shirts may be worn under blouses.
  - Tie. Girls will have a plaid crosstie purchased through Academic Outfitters that is to be worn with the white button down Oxford blouse to Mass on Fridays.

- **Refer to section for All Girls (Grades 1-12) for all other uniform guidelines (e.g., shoes, outer garments, hair and accessories, etc.)**

#### All Girls (Grades 1-12)

- Shoes (two options):
  - Classic navy saddle Oxford, including KEDS
  - Solid white leather or canvas tennis shoes (for example, K-Swiss or New Balance)
  - Shoes may not be painted or decorated. Must be in good, clean condition. Must be worn as intended. Shoe laces must be white.
- Socks and Legwear:
  - Socks must be worn at all times and be solid in color, white, navy, or red—no sheer, see-through, or patterned. Girls must wear solid knee socks in the aforementioned colors.
  - Tights or leggings are acceptable in the same colors (no pattern, no denim).
  - Fishnet leg-wear, multi-colored socks, thermal underwear, or pajamas are not permitted. **No mini athletic socks (no-show socks) are ever acceptable.**
- Fashion Accessories: Should be in good taste and not distract from uniform.
  - Hair accessories must be red, white, and/or navy blue in color (no neon or fluorescent colors). Hair accessories such as bobby pins may also be the color of the student's hair.
  - Earrings: Female students may not wear more than 2 earrings in the ear only. (No facial piercings will be permitted). No spacers, hoops, or dangling earrings. Stud earrings only, measuring diameter of a dime or less.
  - Students are not allowed to have pierced visible body parts, body art or graffiti, or wear spike bracelets or necklaces.
- Outer Garments:
  - Official letter jackets, red non-hooded team jackets, approved red jackets or sweaters purchased from Academic Outfitters store.
  - Non-uniform outerwear may be worn before and after school, but must be removed during classes.
  - Red SHCS sweatshirts with crew neck (no front pockets) purchased from Academic Outfitters store.
  - No hooded sweatshirts or jackets are allowed during the school day.
  - Sweaters and jackets may not be tied around the waist.
- Hair and Grooming: Neat, clean, well-groomed and appropriate natural color or evenly highlighted.
  - Not permitted: two-toned; extremely streaked; oddly bleached or colored; decorated; grooved; lined; spiked; Mohawk; extreme bi-level
- Caps and Headwear: Headwear is not permitted in the building at any time.
- Spirit/Jean Days Only: Red polo type knit shirts with collars purchased from Academic Outfitters store, or a Sacred Heart t-shirt, long sleeve tee, or crewneck sweatshirt may be worn.
  - Students must pay \$1 for each time they participate in Spirit Wear Friday.

- Spirit shirts must be tucked in blue jeans. Must be worn at the waist with a leather belt.
- No oversized or baggy pants. Pants must be neatly hemmed with no torn or frayed edges.
- Absolutely no distressed denim.
- Absolutely no skinny jeans or jeggings.
- Absolutely no rolling up of the leg of the jeans.
- School uniform shoe policy must be followed.
- School uniform sock policy must be followed.

## **XII. EXTRACURRICULAR ACTIVITIES**

### **STUDENT COUNCIL**

The purpose of the student council is to develop and demonstrate leadership and to promote service to the school and local community. All student council members are elected on an annual basis. Candidates for student council offices are required to meet the eligibility standards for participation in extracurricular activities. They must also maintain personal standards worthy of a student role model. Breaches of student code of conduct may disqualify a student from serving on the student council.

Student council is composed of elected representatives from the student body. Elections for officers and representatives are held in the first month of school. The Student Council provides a liaison between the students and the faculty/administration; plans charitable and social activities for the student body; and provides leadership in all student body activities. Meetings and activities are under the supervision of the sponsor or co-sponsors who are members of the school faculty.

### **DANCES, SOCIALS, AND OTHER SCHOOL-SPONSORED ACTIVITIES**

Sacred Heart Catholic School sponsors evening events for both parents and students, as well as after school activities. As is the case during the school day, students are expected to conduct themselves in a way that is acceptable and appropriate.

Guest forms may be obtained online via the school website in advance for a friend who does not attend SHCS. All guest forms must be approved and signed by the Dean of Students a minimum of one week prior to the event. Forms must be turned into the sponsor of the event at least one week prior to the event. It is the responsibility of the SHCS student to see that each guest behaves in an appropriate manner.

Students must arrive at school-sponsored dances no later than one hour after the scheduled start of the dance, and they are not permitted to leave more than one-half hour before the dance

is scheduled to end on time. If a student is going to be late a message needs to be sent to the sponsor of the event so all students/guests are accounted for. Students who are in charge of clean up must stay until the end of the event and until all clean up duties have been performed.

Once students enter a school activity, they are not permitted to return to the parking lot unless they are leaving the activity. At school dances, the permission of a chaperone must be obtained if there is some extenuating circumstance. The parking lot is never a place to congregate when a dance, social, or other activity is sponsored by SHCS. Students must make the choice of coming to the activity or dance, or immediately leaving the campus. Once students are ready to leave, they will need to sign out with the sponsor on the sign-out sheet, ensuring the time of departure is noted.

At all dances, social and other activities of a school-wide nature sponsored by SHCS local law enforcement may be hired to monitor the parking areas and are authorized to take any necessary action to resolve a problem. Breathalyzers and drug dogs may be present at any school dances.

For proper attire please refer to the formal dress code in this handbook.

## FORMAL AND SEMI-FORMAL EVENTS AND DANCES

### *Important Policies*

- No same-gendered couples will be allowed.
- Alcohol is prohibited. Those exhibiting behavior symptomatic of alcohol or drug consumption will not be permitted to attend the event.
- Costumes are not permitted at semi-formal or formal dances.
- In most cases once a student has left the event, they will not be allowed to re-enter without approval from the event sponsor.
- Homeschooled students may attend Sacred Heart Catholic School formal and semi-formal events under the following guidelines. They must:
  - adhere to the Dress Code
  - have junior or senior status with a state-accredited homeschooling association
  - be a member of a registered and contributing family in good standing with the Catholic Church through Sacred Heart Parish in Muenster, Texas

### *Dress Code for Boys*

Normal attire would be a suit or sport coat, dress slacks, dress shirt and tie, and dress shoes. If the weather is too warm, the suit jackets or sport coats would be optional. For formal dances, tuxedos are appropriate but not required. Grooming codes apply.

### *Dress Code for Girls*

The following guidelines are to be followed when selecting proper attire for formal and semi-formal events such as, but not limited to, prom and homecoming. The modesty guidelines for the girl's policy are taken from Pure Fashion, an international faith-based program designed for girls ages 14-18 to help young women rediscover and reaffirm their innate value and authentic femininity.

- NO VISIBLE CLEAVAGE OR MIDRIFF, INCLUDING FRONT OR SIDE. NO TWO PIECE DRESSES WILL BE PERMITTED.
- The neckline should not be lower than four fingers below the collarbone
- The material should not be sheer, very thin, or spandex
- The backs must be modest, dipping no lower than the bra line, and with no gapping.
- The back must be secured by straps, illusion fabric, etc.
- Any slit in the dress should be no higher than the knees
- Dress length should not be any shorter than four fingers above the top of the kneecap
- Spaghetti straps, strapless, and halter tops are acceptable following the guidelines from above concerning cleavage

Let the clothing be an advertisement of your dignity as a young lady. Walk, stand and sit with dignity. Think of yourself as a person who deserves respect. Ask for it by dressing in a dignified manner.

### *Guests*

Students wishing to take guests who are not current SHCS students must complete a Guest Form, which can be obtained via the school website, and have it signed by the guest's principal/administrator. It is up to the discretion of the Principal to allow guests to attend SHCS events. Guests must comply with the stated Dress Code for Formal and Semi-Formal Events and Dances above. Administration has the final say if a guest is permitted to attend the event. All guests must be under the age of 21.

**STUDENTS WHO DO NOT FOLLOW THESE GUIDELINES WILL BE DENIED ACCESS TO SACRED HEART CATHOLIC SCHOOL FORMAL OR SEMI-FORMAL EVENTS.**

### **ACTIVITIES AND ATHLETICS PARTICIPATION**

All qualified students may try out for membership on sports teams, extracurricular activities and some upper level classes. Students wishing to participate must meet academic and Christian Ministry hour requirements. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out or applies can be accepted. The decision

of the coach, teacher, or sponsor, is final. Parents are encouraged to help their students understand that not everyone may be selected.

## ELIGIBILITY FOR ATHLETICS AND ACTIVITIES

Students wishing to remain academically eligible to participate in extracurricular activities, including but not limited to athletics, choir, cheerleading, One Act Play, TAPPS Academics, or any other extracurricular trip or activity must be in compliance with the following eligibility policy: If a student is failing one or more courses at the end of a quarter, he/she is considered ineligible and remains ineligible until three weeks into the following quarter. Teachers will notify the Dean of Students, Principal, and Athletics Director of any failures at the end of each quarter. Failure of a quarter is defined as having an average in any class below a 70 on the quarterly report card. At the three-week point into the new quarter, teachers will notify the Dean of Students, Principal, and Athletics Director of the student's current grade. If a student is still failing, then he/she is ineligible for the remainder of the quarter. Grades will be checked again after the quarter and the student has the ability to regain eligibility at that point. Students may regain eligibility at progress report time of the following quarter if the student is passing all classes according to the records of the Principal. Eligibility for the third quarter will be determined by a student's semester grades. Administration reserves the right to invoke academic ineligibility in special cases.

### *Participation in retreats and curricular trips associated with coursework*

A distinction needs to be made between extracurricular activities and trips or activities associated with retreats or coursework which may take a student out of class. Students need the opportunity to participate in retreats and other curricular trips, even though they may be ineligible to participate in extracurricular activities. Trips of any type are to have a permission slip signed by a parent/guardian on file with the sponsor before a student may attend.

## INTERSCHOLASTIC ATHLETICS

Please refer to the Athletics Handbook below for further information regarding athletic policies and procedures.

SHCS is a member of the Texas Association of Private and Parochial Schools (TAPPS) and the North Texas Interscholastic League (NTIL).

### *Age Limit*

A student who has reached his/her 19th birthday on or before the first day of September shall not participate in any league contest.

### *Attendance*

A student must be in attendance for at least four periods to be eligible to participate in athletic competition that day or evening.

### *Eligibility*

Academic: If a student is failing any courses at the end of the first quarter, first semester, or third quarter, he/she is considered ineligible and remains ineligible at least until progress report time of the following quarter. Students may regain eligibility at progress report time of the following quarter if the student is passing all classes. If the student is failing any classes at progress report time or the quarter following a failure, the student will remain ineligible for the duration of that quarter. Eligibility for the third quarter will be determined by a student's semester grades not second quarter grades. Administration reserves the right to invoke academic ineligibility in special cases at any time.

### *Christian Ministry Hours*

Students must be in compliance with the Christian Ministry policy.

### *Athletic Department Standards of Conduct and Policy*

The athletics class (8th period) will consist of those students who participate in one or more of the sports offered by Sacred Heart Catholic School. Athletics is a participation course and a student will not be allowed to enroll unless he/she is a member of one of the Tiger/Tigerette squads. When the student's sport is not in season, he/she will be involved in the strength and conditioning program during the athletics period (8th period). Such conditioning will help the student prepare for his/her season.

An athlete must be enrolled in the strength and conditioning program during the semester prior to the beginning of his/her sport to be eligible to participate for the Tigers/Tigerettes. If the athlete is not enrolled in athletics and does not participate in the strength and conditioning program during the semester prior to the beginning of his/her sport, and he/she wishes to participate, the athlete's case may be reviewed by the principal, athletic director, and the head coach of that sport to determine whether or not it is in the best interest of the athlete and school for him/her to participate in that sport.

Cheer Team and Dance Team members are not required to participate in the strength and conditioning program if they do not participate in a sport offered by Sacred Heart Catholic School.

As we are admonished in the Scriptures to do all things to the glory of God, the athletics department wants to have athletes who glorify God. In order to accomplish this goal, there are certain standards of conduct that must be upheld.

The following shall be the minimum standards:

- Sacred Heart Athletes will respect the authority of coaches, teachers, and administrators. Sacred Heart Athletes will obey all team rules as set forth by their coach.
- Sacred Heart Athletes are expected to be conscientious students.
- Sacred Heart Athletes are expected to be leaders and role models for both their peers as well as younger athletes, both at and away from school.
- Sacred Heart Athletes will show good sportsmanship at all times and respect the authority of all game officials.
- Sacred Heart Athletes will not use profanity, suggestive language, or innuendoes.
- Sacred Heart Athletes will not use or possess tobacco products.\*
- Sacred Heart Athletes will not be under the influence of, consume, or possess alcoholic beverages.\*
- Sacred Heart Athletes will not be under the influence of, possess, or sell either legal or illegal controlled substances without a doctor's prescription.\*
- Sacred Heart Athletes will not participate in any activity at school or elsewhere that might be detrimental to or embarrass their school, team, or themselves.

\*Note: These actions are criminal offenses.

Participation in athletics is a privilege, not a right. The athlete must earn this privilege through dedication, desire, and discipline. Without the pursuit of these things, the athlete can in no way do justice to himself/herself or the school. The athlete must be disciplined to be a good citizen and student in order to achieve athletic excellence.

The Athletics Department of Sacred Heart High School believes that the tradition of winning is established and maintained upon these principles. In order for a determined course of action for the pursuit of athletic excellence and the character training of young persons to be accomplished, certain "Athletics Policies" must be understood and agreed upon between the school, the student-athlete, and parents.

All team members of each sport will attend all scheduled practices and meetings. No practices may be missed. If circumstances arise where the student cannot attend a practice or meeting, the coach must be notified prior to the practice or meeting by personal contact, phone call, or written statement signed by parent or guardian.

Any athlete who cuts practice, fails to appear for a contest, fails to make scheduled team or individual meetings, or fails to attend school on game and practice days may not be allowed to suit up for any game or games for a period of time to be determined by the coach and athletic director. Excessive absence from team practices, games, or meetings may be cause for removal from athletics.

To be eligible for athletics, the athlete must be in compliance with the Sacred Heart High School Policies concerning incorrect or illegal enrollment and the rules and regulations of the TAPPS.

Eligibility athletic participation shall be determined by grades, behavior, attitude, and attendance. The athlete must take a minimum of five classes and may not fail more than one.

Any athlete that quits a sport to participate in another sport shall be subject to being withheld from participation until the in-season coach gives the athlete a written release to re-enter athletics. This period is issued by the coach's direction and shall not exceed one year.

The athlete shall not obligate himself/herself to a job that in any way interferes with practice times or regular competition times. All athletes will replace lost gear either by payment or with the equivalent of the lost article. All athletes will be required to have signed medical consent forms on file before competing in varsity competition. Each athlete must pay the school bus fee each year before the first road trip.

The school or athletics department assumes no financial responsibility for injuries occurring to athletes or for ambulance fees. Individual student insurance is available at the beginning of each school year.

The curfew for all athletes is 10:00 p.m. Sunday – Thursday, and 12:00 a.m. on Friday and Saturday. The curfew may be adjusted by the in-season coach. If for some reason, you cannot make the curfew, you must see the coach.

All athletes must conduct themselves according to the specifications of these athletics policies in order to maintain the privilege of participation at Sacred Heart Catholic School. Sacred Heart Athletes are expected to conduct themselves in a manner that glorifies God, both in school and out. They will be viewed by others as representatives of Sacred Heart School and the town of Muenster.

Participation in athletics implies the understanding that lack of fulfillment of one's obligations as outlined above forfeits one's privilege to be in athletics. Athletes are granted a grace period in which they may quit a sport and not be subject to being withheld from competition in a different sport.

The grace periods are as follows:

- Football Grace Period will end the first weekday after the first inter-school scrimmage.
- Basketball Grace Period will end after the athlete has been in training for 12 school days.
- Track Grace Period will end after the athlete has been in training for 12 school days.
- Volleyball Grace Period will end after the athlete has been in training for 12 school days.

The following consequences for violation of the athletics policies apply to any 12-month cycle, beginning with the date of the initial offense.

- First violation of items 1-10 (listed above) in a cycle: the student-athlete may not participate in the next athletics contest and must perform 10 hours of service to the

school (approved by the dean of students). Service hours must be completed before participation in athletics contests may resume. The student-athlete may participate in practices.

- Second violation in a cycle: the student-athlete may not participate in at least the next athletics contest and must perform 50 hours of school service (approved by the dean of students). Service hours must be completed before participation in athletics contests may resume. The student-athlete will also be required to talk with the school counselor about the offense.
- Third violation in a cycle: the student-athlete will have forfeited his/her privilege to participate in athletics at Sacred Heart High School. At this point it is evident the student-athlete has some areas that need to be addressed which supersede participation in athletics. The student-athlete may not participate in athletics for one calendar year from the date of dismissal and must provide evidence of counseling before readmission to the athletics program.

## LETTER AWARDS

High school students may earn a letter in athletics, fine arts, and academic competition. Letter awards are given at the discretion of the head coach of each varsity sport, and the faculty and staff members who direct or sponsor Choir, One Act Play, and TAPPS academic competitions.

## LETTER JACKETS

Because of the amazing generosity of the Sacred Heart Alumni Association, letter jackets are given to students who have achieved multiple honors. A student must earn seven athletic letters or a combination of nine fine art and athletic letters to receive a letter jacket from the Alumni Association. The total can be derived by the following:

Varsity athletics - one letter per season

Fine Arts - one letter for one year of participation or winning a TAPPS state title

Academic competition - one letter for one year of participation or winning a TAPPS state title.

## SCHOOL FIGHT SONG

“Of Sacred Heart High,  
Answer the cry,  
Gather your rainbows,  
Cling to the sky,  
Fight, Fight, Fight!  
Bravo your fancies,  
Challenge your name,  
Fight for the title,  
Sacred Heart!  
Rah! Rah! Rah!  
And when those  
S.H. Tigers fall in line,  
We’re going to win this game  
Another time.  
It’s for the dear old school  
We love so well,  
It’s for the dear old school  
We yell, and yell, and yell,  
And let us fight fight fight,  
With all our might,  
We won’t give up,  
‘Til this whole game is won,  
It’s for the all-time pep squad,  
This is one...Rah Rah Rah!  
S.H. Tigers!  
Victory!  
V-I-C-T-O-R-Y  
Victory tonight!”

### **XIII. STUDENT STATUS**

#### MARRIED STUDENTS

The primary responsibility of the school is education. The primary responsibility of a married person is the marriage. Because of the potential conflict in the divergent responsibilities, married students will not be allowed to attend SHCS. A married student will be asked to withdraw immediately.

## PREGNANCY

Pregnancy outside of marriage is against the teaching of the Roman Catholic Church. Students should strive at all times to adhere to the tenets of their faith and live a morally acceptable life. However, pregnancy is not a reason for dismissal from school. Discussion with administration is highly encouraged for any students facing this situation.

## **XIV. STUDENT SUPPORT**

### ADMINISTRATION/COUNSELING

A student may visit with the administrator for personal issues up to three times without parental notification. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concern arises.

### GUIDANCE SERVICES

A guidance counselor and an academic advisor are available for personal and academic counseling. Students and parents should feel free to call and make an appointment by calling 940-759-2511. Confidentiality is always observed.

### LIBRARY

The mission of the Sacred Heart Catholic School library is to ensure that students are effective users of ideas and information enabling them to be literate lifelong learners. This is accomplished with sufficient funding and resources provided by the school library staff and in collaboration with our school community in various ways:

- By providing instruction in acquiring and using information and ideas in evaluating information resources
- By stimulating interest in reading and appreciation of literature

The SHCS library is an expanded classroom and students are expected to behave in a manner which fosters and maintains an environment suitable for academic achievement whether in a class or working independently. When working independently, students are to remain silent, respectful of others studying around them. The library opens at 7:50 a.m. and is open every afternoon until 4:00 p.m. Most library services are available via the Internet, accessible from the Library link on the SHCS web page at [www.shmuenster.com](http://www.shmuenster.com). This feature allows students and their family members 24-hour access to many SHCS library services.

## COMPUTER LAB

Students will have access to a computer lab in both the high school and elementary school buildings. Use of the computer lab is a privilege, not a right. Students who do not adhere to the technology usage policy on page 45 will be denied access to the computer lab. Students should treat the lab with respect, cleaning up after themselves, pushing in the chair, returning all borrowed equipment, shutting down devices, and reporting any damaged equipment to the technology personnel or the teacher present. There is to be no eating, drinking, or chewing gum in the computer lab. This protocol also is applicable to usage of the Language Lab.

## **XV. HELPFUL INFORMATION**

### ALARMS AND ALERTS

**Fire Drill Alert:** Students are to clear the building as soon as possible. Fire escape routes are posted in each room near the door. No one returns to building until the all-clear signal is given.

**Tornado Alert:** High School occupants are to go to the locker rooms in the gym below the bleachers. Montessori occupants are to move into the hallway restrooms and/or assigned areas away from doors and windows and protect their faces and necks. Elementary School occupants are to move to the basement area away from doors and windows and protect their faces and necks.

**Crisis Alert:** As directed by the Principal through administrative staff and teachers.

### ASBESTOS NOTICE

Sacred Heart Catholic School contains asbestos which has been sealed and meets federal regulations for asbestos abatement. It is inspected every six months and a file about asbestos is maintained in the office of the parish facilities manager. This file is available for review.

### CLOSED CAMPUS

As a means of ensuring the safety and security of all school personnel and students, Sacred Heart Catholic School operates a closed campus. Visitors to the campus are required to come to the Main Office to identify themselves and state their purpose. All visitors must obtain a Visitor's Pass to remain on campus. The Sacred Heart Catholic School campus is secured by video cameras. Any person entering our campus will be monitored by video cameras. For the occasional class party all parents will be required to sign in upon entering the respective buildings.

## DELIVERIES

The school asks that all deliveries (homework, books, gifts, food, lunches, etc.) be delivered to the Main Office. Academic items will be delivered periodically throughout the day. Students will be notified of gifts to be picked up at the end of the school day. Food deliveries must be coordinated with the front office and must come through the front office before students are given access.

## FUNDRAISING

All fundraising activities must be approved by the Principal. For further information, please contact the Principal.

## INCLEMENT WEATHER AND OTHER EMERGENCIES

SHCS cannot release a student from school without written permission from a parent or guardian.

If inclement weather or other emergencies develop, any of the following methods of communication may be used to inform parents of the change in the regular schedule:

- the SHCS website
- Email
- the SHCS Facebook Page
- text messaging
- the following local media:
  - KTEN Channel 10 or KXII Channel 12
  - Hometown Radio on 1580 AM or 92.3 FM

**Please do not call the school for this information.**

## MEDICAL RECORDS

Current student medical information is required to be kept on file in the school office and received prior to the first day of school. The information may be updated as needed during the school year.

### *Physical Examination*

A physical examination is required for all students entering SHCS. This physical examination is required for all students, and is required each school year, prior to the start of practice for those

students involved in high school extra-curricular activities--after June 1, for participation in but not limited to athletics, choir, cheerleaders, dancers, and P.E. credit classes.

### *Immunizations*

A complete and current immunization record is required before the student is admitted to class. All immunizations must include month, day and year and be validated by a physician. Immunizations must be maintained to current state requirements. Updated health information should be submitted to the nurse.

### *Health Records*

Health data is maintained for all students. A copy of the student's health record must accompany him/her to/from another school.

### *Emergency Care Form*

Each school year a new Emergency Care Form is required for each student. It is essential that parents have three persons listed for emergency contacts in the event of illness or emergency when the parent/guardian is not able to be reached. All telephone numbers must be current.

## MEDICATION

Only necessary medication will be given at school. All medication should be given outside of school hours when possible. The Diocese of Fort Worth medication form is required for all medication that is to be administered to students at school. This form is required to be updated each school year and signed by both the parent and physician.

Approved non-prescription medications listed on the non-prescription medication permit form will be administered in the clinic as indicated by the parent on the completed signed permit. A new permission form is required at the beginning of each school year for all medications.

All medication will be safely stored and dispensed in the school office. Students are not permitted to carry medication on their person with the exception of an inhaler for asthma. In addition, a back-up inhaler with physician permission is to be kept in the school office. Unused medications are to be taken home at the end of each school year or they will be destroyed.

## ACCIDENT OR ILLNESS

In the event of an accident or illness, the parent/guardian will be notified. If the parent/guardian cannot be contacted, the emergency contact person will be contacted. As stated on this form, if deemed a medical emergency, the student's physician will be notified and the student will be

transported by ambulance to the hospital or medical facility as listed. The Student Emergency Care Form is signed by the parent/guardian when the student is admitted to SHCS. The parent/guardian is responsible for the payment of all expenses incurred.

### *Contagious Disease*

If a student contracts a contagious disease, the student is not permitted to attend school. The parents are asked to notify the school immediately. Depending on the nature of the contagious disease, SHCS may be required to notify the Health Department.

### *Exclusion Guidelines/Return Guidelines*

- If an oral temperature of 100° or above, must be fever free for 24 hours without medication
- Vomiting, nausea or severe abdominal pain: Symptom free for 24 hours
- Marked drowsiness or lethargy: Symptom free
- Sore throat, acute cold or persistent cough: Symptom free
- Red, inflamed or discharging eyes: Written doctor release
- Skin rashes or eruptions: Written doctor release
- Swollen glands around jaws, ears or neck: Written doctor release
- Suspected scabies or impetigo: Written doctor release
- ANY skin lesion in the weeping stage: Covered & diagnosed as non-contagious
- Earache: Symptom free
- Head lice: Lice and nit (egg) free

### MESSAGES

Messages to students will be delivered either during their lunch periods or at 2:30 p.m. and must be called in no later than 2 p.m. Parents/guardians can call the office at 940-759-2511.

### PARENT BEHAVIOR

Section F of Diocesan Policy 5220 reads as follows:

*“Actions of the parent of a student may be grounds for the student to lose the privilege of attending a school. The parents of a student are expected to conduct themselves so as not to be a disruptive influence on the school or a teacher. A parent of a student who becomes a disruptive influence shall be requested to withdraw the student from the school. The student’s records shall reflect that the student has either withdrawn or transferred. The student’s records shall not reflect expulsion, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school.”*

If, in the opinion of the administration, a student or his/her parent(s) do not support the philosophy and mission of the school, the student may be asked to withdraw. It is the school's expectation that students and parents follow both the letter and spirit of the school's mission.

## PARTIES

SHCS will not participate in or facilitate the planning of any non-school sponsored event. No faculty member, staff member, or administrator can participate in the planning or execution of a non-school sponsored event.

## PRAYER AND PLEDGE OF ALLEGIANCE

In keeping with the spirit of SHCS as a faith community, each school day begins with prayer and the Pledge of Allegiance and concludes with prayer. The pledge and the prayers are led by the principal, teachers, or student volunteers. In addition, each class period begins with prayer.

## STUDENT INFORMATION/PICTURES

SHCS reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

## STUDENT RESIDENCY

Each student, as a member of SHCS, must reside with at least one parent or with a legal guardian.

## SUPERVISION OF STUDENTS

For student safety, parents are asked to pick up students promptly after activities. Parents/guardians are advised that the school's ordinary supervisory responsibilities extend from 7:40 a.m. to 3:30 p.m. on normal school days. The school cannot and does not take responsibility for supervising students arriving at or staying on campus outside these hours with the exception of those taking part in a school-sponsored activity conducted by an authorized staff member.

## TRANSPORTATION POLICY

Transportation to and from school-sponsored activities such as games, competitions, and field trips will be provided by SHCS. Vehicular transport will depart from the school and return to the school. Transportation is a privilege, and not a right. Students are expected to behave in a manner that is respectful to the other students on the bus, as well as to all adults, teachers, coaches, drivers, or administrators. Students who fail to adhere to these guidelines will be subject to removal and disciplinary action. SHCS transportation vehicles are expected to be kept clean, with all trash being removed by students before they will be permitted to exit the vehicle. Students who ride the morning bus route may potentially have assigned seats. If a student vandalizes school property (including transportation vehicles) may be held financially responsible. If a student has any other transportations needs they must be arranged with the faculty/member coach.

## VISITORS

Sacred Heart Catholic School welcomes potential students, alumni of SHCS, parents, and guest speakers on our campus. All visitors must report to the Main Office as soon as they enter the school. A visitor's tag will be provided after signing in and the request to visit a person or area has been verified/granted. The visitor should wear the tag for the duration of their visit on campus. Before leaving the school building, the visitor must return the tag and sign out. Inappropriate attire may result in a refusal to grant visitation during school hours. Former students are requested to call for appointments with the teacher(s) they wish to visit as school policy does not permit social visits during teaching periods. Students who have been exited from SHCS for disciplinary reasons are not permitted to visit the school or to be present at school sponsored events, on or off campus, without prior permission from Administration. For high school students visitors are not permitted during exam week.

## VOLUNTEERS

Before volunteering all interested parties must attend a Diocesan Safe Environment Training and paperwork must be current and on file with the parish safe environment coordinator.

RECOMMENDED HANDBOOK REVISION FORM

Parents of Sacred Heart Catholic School may recommend handbook revisions at any time by completing this form and providing it to the Handbook Committee for consideration. Only signed forms will be reviewed for possible inclusion in the next update.

Page \_\_\_\_\_ Section \_\_\_\_\_ Title \_\_\_\_\_

Comments:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

In signing this form I am acknowledging receipt of this handbook and agree to abide by all of the policies, procedures, rules, and guidelines aforementioned. If I wish to obtain a physical copy I can request one, or it can be obtained on the SHCS website at [www.shmuenster.com](http://www.shmuenster.com). I also acknowledge that my children are responsible for knowing the policies and procedures and abiding by them as well while they are students in this institution. I furthermore acknowledge that refusal to comply with the aforementioned policies, procedures, rules, and guidelines could result in the expulsion of my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

Note: This record will be included in the file of each student.