



Sacred Heart Catholic School

*A Community of Faith and Learning*

431 S. Ivy

Medford, OR. 97501

Telephone: (541) 772-4105

Fax: (541) 732-0633

Website: [www.shcs.org](http://www.shcs.org)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

## **PRINCIPAL'S MESSAGE**

2010-2011 marks Sacred Heart's 146<sup>th</sup> anniversary of educating the children of the Rogue Valley. We have a long and rich history of providing an academically challenging curriculum grounded in the teachings, practices and traditions of the Catholic Church. Today we continue that tradition of excellence by offering a variety of classes and extra-curricular activities that will hopefully awaken the scholar in each of you and set the foundation for your journey with Christ. I am happy that you have chosen Sacred Heart, and I hope that your year is full of joy, friendships, and learning.

This day planner had been provided for you by Sacred Heart Catholic School. It is designed to help you improve your time management skills and become more accountable for your projects, assignments, and activities. Time management and personal accountability are critical for success as a student and eventually as a professional in the workplace. Organize your days and weeks to stay on course, take advantage of all the school and community has to offer, and enjoy your school year!

God Bless,  
Ms. Gray

## **MISSION STATEMENT**

To provide an excellent academic education grounded in Catholic religious principles and values, thereby creating a lifelong life of learning and a respect for each person and all creation as gifts of God.

## **PHILOSOPHY STATEMENT**

Sacred Heart Catholic School affirms parents as the primary teachers of their children. As facilitators we seek to serve students of Sacred Heart and surrounding parishes, in providing an excellent education grounded in Catholic principles, morals, and values to prepare students for life long learning. Our curriculum is designed for the education of the whole Christian person providing a student-centered environment in which each child can develop to full individual potential, academically, physically, and culturally. Our philosophy reflects careful long-range planning consistent with our goals and objectives.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

### **The Sacred Heart Catholic School Student is a**

#### **Christian Role Model**

- Who demonstrates familiarity with scripture and implements Gospel values
- Who practices Christ's teaching in daily life
- Who fosters peace, justice and respect for others in the world around them
- Who participates in Catholic prayer, worship and fellowship in our school community
- Who appreciates God's creation and promotes good stewardship

### **The Sacred Heart Catholic School Student is a Responsible Citizen**

- Who responds to the welfare of others, especially the needs of the poor
- Who is trustworthy, honest and respectful of self and others
- Who appreciates diversity and demonstrates concern for global issues
- Who is accountable for his/her own actions and decisions
- Who is a compassionate leader, including and treating others with kindness

### **The Sacred Heart Catholic School Student is an Effective Communicator**

- Who is able to articulate ideas using written, oral and artistic communication
- Who demonstrates and promotes positive and peaceful peer relations
- Who listens to others and exhibits life skills of empathy, care and compassion
- Who applies critical thinking skills in various forms of communication

### **The Sacred Heart Catholic School Student is a Life-Long Learner**

- Who is curious, self-motivated to learn and shares knowledge with others
- Who manages and organizes time and resources to gain knowledge
- Who uses creative thinking skills to solve problems in daily life
- Who values and uses skills and talents positively

# GENERAL SCHOOL INFORMATION

## TELEPHONE DIRECTORY

Front Office .....	772-4105 ext 100
Admissions/Registrar.....	772-4105 ext 105
Bookkeeper.....	772-4105 ext 105
Development.....	772-4105 ext 119
Principal.....	772-4105 ext 104
Vice Principal .....	772-4105 ext 101
Day Care .....	772-4105 ext. 106
School Fax .....	732-0633
School Web Site .....	<a href="http://www.shcs.org">www.shcs.org</a>

## SACRED HEART

### MIDDLE SCHOOL HANDBOOK

The following handbook is designed to include information specific to Middle School students, to supplement the Sacred Heart elementary handbook. Items located herein augment but do not supersede the Handbook already in place. If there is information that is not addressed in the Middle School Handbook, please refer to the Sacred Heart Parent Handbook.

## ACADEMIC INFORMATION

### ACADEMIC HONESTY

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

## DAILY SCHEDULE

### Assignments

All assignments are to be neatly written in cursive using proper grammar and correct spelling and are to be completed in a timely fashion. Each assignment, unless otherwise noted (cover sheet, etc.), will have a proper heading at the top, left hand side of the paper that includes the students full name, date, and class. Additional information may be required by the classroom teacher.

### Physical Education

All Middle School students are required to wear an approved PE uniform and tennis shoes during PE. Any student failing to comply will lose class participation points, which will be reflected in their overall grade.

### School Masses

The Middle School students will celebrate Mass with the Parish community Friday mornings. We invite families to come and celebrate with us. Mass will begin at 8:30 a.m. in the church. The church grounds and walking to the church are considered to be "school grounds." Mass attire is expected.

## HOMEWORK

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Homework is assigned to reinforce concepts and curriculum taught in class. It is valuable for pupil training and mental discipline while reinforcing study habits. **Sacred Heart Middle School assigns approximately 80 minutes of homework each night for the average student.**

### **Homework during Absence**

Students are responsible for getting a list of assignments missed from all of their teachers due to an absence. Parents who wish to pick up homework for missed days can call the front office no later than 10:00 AM on the day that they wish to pick up the missed class work. Homework will be ready for pickup at the end of the school day.

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities and privileges.

### **PROGRESS REPORTS/REPORT CARDS**

Progress Reports are sent home at mid Trimester. In this way, parents will be alerted to the successes or areas of improvement for their child. Report Cards are sent home at the end of each Trimester. These will be cumulative for the entire Trimester. Each core class will have student grades posted regularly to Edline, which is available via the internet for secure login by both parents and students. Similarly, missing assignments will be posted to Edline so that students can stay on top of their missing work.

## **ATTENDANCE AND DISCIPLINE**

### **TARDY**

**A student who is not in homeroom by 8:00 AM will be considered tardy.** Students arriving late for class must first go to the school office for an admittance slip. Children arriving late from prescheduled appointments will not be considered tardy. Documentation is required. We strongly discourage students' tardiness by a progressive detention for accumulated tardies.

In a trimester, students who receive five tardies will serve detention. After a student has served detention for being tardy, 3 tardies will require detention. Then 2 tardies will require detention. Thereafter, each successive tardy will require detention. Five detentions in a trimester will require a formal family meeting with the principal, and could lead to further disciplinary action.

### **DRESS CODE**

We recognize that it is a parent's responsibility to see their children respect authority and rules of the community. We ask parents to see that their children are dressed according to the uniform code of Sacred Heart School. Parents' cooperation will eliminate teachers using valuable learning time within the classroom reminding students of the uniform code. Sacred Heart Catholic School's uniform identifies students as members of the Sacred Heart School community, therefore, standards need to be met and maintained. Appearance is under the judgment of the outside community and students are to maintain a neat appearance at all times.

- The uniform must be clean
- The uniform is to be free of rips or tears
- The uniform is to fit properly. Extra baggy pants and shirts and pants that are too long are not acceptable. All shorts and pants are to be hemmed.

### **Uniform Standards:**

#### **The SHCS uniform is as follows:**

We have 3 main suppliers for the school uniform. If items are purchased outside of these providers, the articles must conform in both color and style. It is recommended that you purchase your uniform from the following providers: Dennis Uniform Company, Land's End Uniform Catalog, or JC Penny Uniform

Catalog. JC Penny's also carries some uniform items in their store.

**Shirts:**

Interlock knit or mesh polo with short or long sleeves. Solid white, red, or navy blue, with no logos other than SHCS. **Undershirts should not be visible below the hem of the shirt. An undershirt may only be red, white, or navy.**

**Pants:**

Twill or cord material, pleated or flat front pants in solid navy blue or khaki.

**Skirts/skort/jumpers:**

Twill or cord in solid navy blue or khaki, no shorter than 3 inches above the knee.

**Shorts:** Pleated front or plain front shorts in solid navy blue or khaki, no shorter than 3 inches above the knee.

**Belts:** must be black or brown only.

**No jeans or jean shorts. Skirts, skorts, jumpers. No sweat pants, leggings, knit pants, or clothing with nylon, parachute or stretch fabric.**

**Sweaters/sweatshirts:** Solid navy blue, white, or red cardigan, pullover or sweater vests worn over a collared top. Sacred Heart spirit sweatshirts may also be worn over a collared top.

**Outerwear:**

There is currently no restriction on jackets that zip top to bottom. These items may be worn onto the playground and to and from events, but must be taken off indoors during regular class time. Sweatshirts, that pull over you head must be solid red, white, or blue.

**Hosiery:**

Tights and knee highs must be solid navy or solid white. Short socks must be white. **No patterns or other colors or combinations of colors.**

**Jewelry and Accessories**

For health, safety and uniformity, there will be no dangling earrings permitted. Hoop earrings are classified as dangling. Only small post earrings may be worn (one per ear). Earcuffs, nose rings, body piercing, bandanas, and pocket chains are all unacceptable. Baseball caps or other

hats are not part of the school uniform and are not to be worn in the building.

**Shoes**

Acceptable shoe wear includes tennis shoes loafers, oxfords, sandals with heel support, topsiders, ankle boots, etc. No shoes without heel support, boots above the ankle, heels higher than 2 inches, or shoes with wheels. Rain boots are permissible during inclement weather.

**Make-Up**

Make up is not permitted at school. This includes mascara, eye shadow, lipstick, blush, and foundation.

Tattoos of any kind are unacceptable. No writing is allowed on one's body.

**Haircuts**

Natural hair color in a conventional haircut is required. Severe or extreme styles are unacceptable. Boy's hair must be no longer than their shirt collar or past their eyebrows.

**Parent Notification**

Parents will be notified if a student's dress and appearance is not in conformity with the uniform code. The first offense will warrant a notice home to the parents. In case of repeated offense to the published code, the student will be excused from class and parents will be notified. The student will await their parent's arrival at school to assist their child in meeting the established code before being readmitted to class.

**Free Dress**

On occasion, students may earn free dress. Proper attire for "free dress" days need to be appropriate length and style for a Christian educational environment. Clothing may not advertise alcohol; tobacco or rock bands or contain any inappropriate slogan or logo. Students may not wear sandals without heel straps.

- **Good Rule:** If you think you shouldn't wear it, you shouldn't.

**ATHLETIC DRESS-** refer to Athletic Policy

**MASS DRESS ATTIRE:** dress slacks or skirts, no capris pants or shorts

## **CODES OF CONDUCT**

### **Hall Conduct**

Students must walk in the building at all times. Proper respect must be shown to others who are using the building. This means that voices are to be kept down while in the building and especially when transitioning through the elementary school. Students will walk on the right hand side of the hallways and stairway (both up and down) in order to provide adequate space for others to pass. Failure to do so may result in detention and/or a written apology.

### **Gum**

**Gum chewing is not allowed at school during school hours or during extended school hours and events.**

### **Public Displays of Affection**

Students will show no public displays of affection that are deemed inappropriate by the administrative staff. Any displays that occur will result in a principal conference, and detention.

### **Illegal Substances**

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

### **Leaving School Grounds during School Day**

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

### **Off-Campus Lunch**

Parents may take their child to lunch off campus during the regular school lunch period. Selective lunch invitations to friends or other students are discouraged. This practice causes hurt feelings. Taking students other than your own child off campus requires written permission from the child's parent/guardian. All students must be signed out from the front office prior to leaving the school campus.

### **Physical Restraint**

Corporal punishment is not used as a means of student discipline. However, there are times when physical

restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school staff/property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

### **Search and Seizure**

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

### **Vandalism/Property Damage**

Students and their parent/guardian are liable for all damage to equipment or school property.

### **Bullying Type Behavior**

Sacred Heart Catholic School expressly forbids Bullying type behavior. This type of behavior is contrary to our Catholic identity and our Christian way of life. Bullying type behavior includes intimidation, threatening, exclusion, gossiping, perpetuating rumors, name-calling, and physical violence. Any student who participates in this type of behavior, either as the aggressor or as condoning bystander, will be suspended.

There is a zero tolerance policy for bullying behavior/sexual harassment in locker rooms and bathrooms; Any student who participates in this type of behavior either as the aggressor or as the condoning bystander, will be suspended; and if on an athletic team he or she will be removed from that team. Further participation in athletics would require a meeting with student, parents, athletic director, principal, and coach.

### **Blogs**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®,

Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Bullying and Cyberbullying**

Sacred Heart Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously or in jest or online)** face detention, suspension, and/or expulsion.

### **Lockers**

Lockers are provided as a convenience. Students are responsible for keeping their lockers locked with a combination lock. No key locks are permitted. This combination is to be furnished to the administration. Students are advised not to share their locker combination with others. Students are also responsible for keeping their lockers clean and orderly. Locker assignments are the responsibility of the Middle School Staff. Any misuse of lockers, including vandalism, will be the financial responsibility of the student and his/her parents.

### **Personal Property**

Any personal property belonging to a student that is deemed unnecessary and distracting to their academic life will be confiscated. These items can include, but are not limited to:

- Walkmans, or other headphones/radios
- I-pods
- Cell phones
- Personal Digital Assistants
- Games or toys

While electronic equipment of this nature can be brought to school and used before or after school, its use during school hours, which includes any recess or break times, is prohibited. Any electronic equipment of this or other

distractive nature will be confiscated by the staff and returned to the student at the end of the school year.

### **Materials & Books**

While textbook fees are assessed each year, this does not give ownership to individual students or families. Each student accepts responsibility for the care and proper treatment of all materials used at school. We ask parents to **MARK with PROPER IDENTIFICATION ALL PERSONAL ITEMS A CHILD BRINGS TO SCHOOL INCLUDING ITEMS OF CLOTHING.** Books are to be treated with respect at all times. Drawing or writing within books is not permitted. If a book is lost or destroyed, the family will assume financial responsibility for full replacement cost. If a student marks on or destroys property (property, books or materials), the family will be responsible for repairing or replacement costs of damaged item at the discretion of the school administration. Any materials contained in the Lost and Found at the close of the school year will be donated or disposed of by the school.

### **DISCIPLINE STAGES**

#### **Verbal Warnings**

Students will discuss handbook rules as a class to assure awareness and understanding of all expectations. Many small offenses will carry an additional verbal warning stage as the student adapts to the rules.

#### **Teacher Communication Forms or Misbehavior Citation**

These are issued to students who do not conform to the rules established by the student handbook, or to teacher classroom rules. These can include, but are not limited to:

- Class/school tardy
- Coming to class unprepared
- Being in an out-of-bound area without permission
- Minor behavior offenses

They have a variety of disciplinary actions including but not limited to loss of recess, parent/teacher conference,

separation from peers, and detention. These forms must be signed by the parent and returned to the homeroom teacher the next day, or a phone call home must be made to ensure parent awareness.

**Detention**

Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed one hour. Detention will be held promptly at 3:15 every Thursday afternoon. Students may work on homework or read a book silently during detention. Detention overrides any after school extra curricular event.

**Suspension**

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days. Any of the reasons listed for expulsion, with mitigating circumstances, is an adequate cause for suspension of a student.

**Class Exclusion**

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of class exclusion is to place disruptive students for periods of time in an appropriate, supervised, in-school environment where student learning can continue.

**Expulsion**

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion. Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- Open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

**EARLY DISMISSAL**

Wednesday afternoon's we will have a 2:15 dismissal for staff meetings. These meetings are vital to continue professional growth and academic development in order to improve the quality of education for your child. After school care is available through our day care program. Please contact the Day Care department at ext. 227 for enrollment.

**Students may not attend an after school event without parent supervision. We encourage student support and attendance at after school events, but they need to be under the supervision of a parent. This would include the time from school dismissal until the start time of the event.**

Student's Notes

---

---

---

---

---

---

---

---

---

---

## SCHOOL CALENDAR

August 31	First day of school K-8	February 1	State of the School Address/ Spaghetti Dinner
September 6	No School- Labor Day	February 4	No School/Arch In-service
September 14	Back to School BBQ	February 15	NJHS Induction Ceremony
September 8	Back to School Night (1 <sup>st</sup> -8 <sup>th</sup> )	February 18	No School- Acc Day
September 15	No School- In-service	February 18-20	St. Paul's Tournament
September 24	Golf Tournament	February 21	No School President's Day
October 1	Student Council Elections	March 1	Winter Sports Awards
October 8	No School/ State In-service	March 11	End of 2nd Trimester
October 11-15	IOWA testing	March 11-13	MS Play
October 15	Mid Trimester	March 21-25	No School- Spring Vacation
October 21	Jog-A-Thon	April 4	No School- Acc Day
October 22	No School- Acc Day	April 18	Stations of the Cross <sup>8th</sup> grade
October 29-30	Haunted House	April 22	No School- Good Friday
October 29	Trunk or Treat	April 28	Science Fair/ Open House
November 1-2	No School/ Fall Conferences	April 29	Mid Trimester
November 9	Fall Sports Awards	May 9	No School- Acc Day
November 11	No School/Veteran's Day	May 17	Spring Sports Awards
November 24	11:15 Dismissal	May 22	Spring Sing
November 25-26	Thanksgiving Holidays	May 27	Talent Show
December 3	End of 1 <sup>st</sup> Trimester	May 30	No School/Memorial Day
December 14	MS Christmas Program	June 5-8	Outdoor School
December 20-31	Christmas Holidays	June 9	8th Grade Graduation
January 3	Return to School	June 10	Last day of School/ 11:15 Dismissal
January 11	Open House		
January 17	No School- MLK Day		
January 18	No School- Acc Day		
January 20	MS Retreat		
January 21	5 <sup>th</sup> grade Preview Day		
January 28	Mid trimester		
Jan 30- Feb 3	Catholic School's Week		