

Sacred Heart Catholic School



Family Handbook

*Sacred Heart Catholic School integrates faith and reason
to form our students into disciples of Jesus Christ,
great thinkers, and lifelong learners.*

433 Baraga Avenue, L'Anse, MI 49946
906.524.5157
www.sacredheartlanse.org

Revised Spring 2025

CATHOLIC SCHOOLS IN THE DIOCESE OF MARQUETTE	4
CATHOLIC SCHOOL POLICIES	4
MISSION STATEMENT	4
CATHOLIC LIBERAL EDUCATION	4
PROFILE OF THE GRADUATE AT GRADUATION	5
ORGANIZATION	5
CONTACT	5
SCHOOL WEBSITE	5
STUDENT INFORMATION SYSTEM	5
OFFICE HOURS	5
THE BUILDING	6
ENDOWMENT FUND	6
EDUCATION COUNCIL	6
PHILOSOPHY OF RELIGIOUS EDUCATION	6
RELIGIOUS OBSERVANCES	6
NON-CATHOLIC PARTICIPATION IN MASS	7
ACCREDITATION	7
ADMISSIONS AND REGISTRATION	7
TUITION	7
SCRIP	7
FINANCIAL ASSISTANCE	7
COMMUNICATION	8

	2
FACULTY AND STAFF.....	8
HIGHLIGHTED SERVICES	8
SPECIAL NEEDS	8
TEMPORARILY DISABLED STUDENTS	9
CURRICULUM	9
TEXTBOOKS.....	9
ASSIGNMENT BOOKS.....	9
HOMEWORK.....	9
MAKE-UP WORK	10
INCOMPLETE WORK	10
REPORT CARDS AND PROGRESS REPORT	10
HONOR ROLL	10
PARENT TEACHER CONFERENCES	10
PROMOTION AND RETENTION	10
GRADUATION	10
STANDARDIZED TESTS	11
STUDENT RECORDS	11
TRANSFERS	11
SEXUALITY.....	11
ARRIVAL AND DISMISSAL PROCEDURES	12
TARDIES	12
ABSENCES.....	12
LEAVING SCHOOL GROUNDS.....	13
CHRISTIAN BEHAVIOR EXPECTATIONS.....	13
DISCIPLINE FRAMEWORK	13
DRESS CODE	16
ACADEMIC DISHONESTY.....	17
ACCEPTABLE USE OF TECHNOLOGY	18
CELL PHONE AND SMARTWATCH USE.....	18
DAMAGED AND LOST SCHOOL PROPERTY.....	18
LOCKERS	18
OFFICE PHONE USAGE.....	18
PARENTAL RIGHTS	19

	3
CUSTODY	19
NON-CUSTODIAL PARENT RIGHTS.....	19
RECESS AND PLAYGROUND	19
BUSING	20
SCHOOL SAFETY AND EMERGENCY DRILLS.....	21
SCHOOL CLOSINGS	21
BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS.....	21
CHILD ABUSE AND NEGLECT REPORTING.....	21
HEALTH, ILLNESS, IMMUNIZATION, MEDICATION.....	21
BIRTH CERTIFICATES	22
MINOR/MAJOR INJURIES.....	22
FIELD TRIPS.....	23
EXTRA-CURRICULAR	23
ATHLETICS	23
LUNCH CONDUCT.....	23
LUNCH	23
BAD DEBT	23
PARENT CONTACT	24
CHANGE OF CONTACT INFORMATION	24
BIRTHDAYS.....	24
VOLUNTEERS	24
VISITORS.....	24
PETS.....	24
NO SMOKING OR VAPING.....	24
LOST AND FOUND.....	25
RIGHT TO AMEND.....	25
APPENDIX A: Dress Code	26
APPENDIX B: Human Sexuality.....	27
APPENDIX C: CHURCH DOCUMENTS	36
APPENDIX D: Diocesan Covenant	37

CATHOLIC SCHOOLS IN THE DIOCESE OF MARQUETTE

Communities of Faith

- In communion with the Bishop and Pastors
- In partnership with parents, helping them fulfill their primary responsibility for the Catholic education of their children
- In Christian collaboration among the staff, teachers, and parish(es)
- In respectful personal relationships between teachers and students



Committed to the integral formation of the student

- Through educational practice founded upon an understanding of children as persons created in the image of God
- By enabling students to become good citizens in this world, fulfilling their destiny to become saints, while loving God and neighbor, thereby enriching society with the leaven of the Gospel
- Through curricula which brings the study of faith, life, and culture into harmony
- Through teachers and staff who understand their mission as a vocation from God to form the whole child
- By aiding students in their prayer life and helping them see prayer as a genuine dialogue of love
- Teachers and staff are called to live lives of personal holiness rooted in love for Jesus Christ and His Catholic Church and witness this love to students and families

Committed to the highest academic standards through a rigorous curriculum and effective instructional delivery

- To deliver challenging learning experiences that develop learning, thinking and life skills that lead to success at the next level
- To continually assess student learning and adjust teaching to meet learning goals and student needs
- To provide and coordinate learning support services to meet the unique learning needs of all students
- To offer a progressive technology infrastructure designed to support teaching and learning goals

Committed to excellence in all co-curricular and extracurricular areas of programming

- To imbue in students a culture of charity through community service programs
- To establish co-curricular programs that enhance the core curriculum
- To provide team sports and other extra/co-curricular programs as a means to a well-rounded formation of students

CATHOLIC SCHOOL POLICIES

- Student and Parent Conduct Policy
- Policy for Governance of Schools
- Policy for School Advisory Councils
- Technology Policy

MISSION STATEMENT

Sacred Heart Catholic School integrates faith and reason to form our students into disciples of Jesus Christ, great thinkers, and lifelong learners.

CATHOLIC LIBERAL EDUCATION

Classical education forms the whole person, teaching scholars how to think and what to do by steeping them in the good, the true, and the beautiful to help them cultivate wisdom and virtue. This is done using classical approaches and the great works as students move through the grammar, the logic, and the rhetoric stages. In the grammar stage, students gather and memorize foundational information. During the logic stage, they learn to categorize and organize the foundational information that they have learned. They start to ask the “why” of things and begin to reason through the information. Finally, in the rhetoric stage, they learn the art of persuasion and originality in speaking and writing.

PROFILE OF THE GRADUATE AT GRADUATION

ACADEMICS

"I accounted wealth as nothing in comparison with her (wisdom)...all gold is but a little sand in her sight." (Wisdom 7:8-9)

- Achieves high understanding in all disciplines to be well-prepared for success in high school.
- Expresses himself/herself clearly in speaking and writing.
- Has a love of reading and learning.
- Masters organizational skills.
- Uses technology purposefully and proficiently.

FAITH

"But these are written that you may believe that Jesus is the Christ, the Son of God, and that believing you may have life in his name." (John 20:31)

- Develops the ability to articulate the faith.
- Grows in his/her love for the Eucharist and the Holy Mother.
- Is an active example of the faith, living out the Theological and Cardinal Virtues.
- Prays daily and participates in the sacramental life of the Church in a full, active, and conscious manner.

SOCIAL & PHYSICAL

"Let no one despise your youth but set the believers an example in speech and conduct, in love, in faith, in purity." (1 Timothy 4:12)

- Promotes respect through virtuous interactions.
- Values lawful authority and God's creation.
- Acts in charity, believing each person is created in the image and likeness of God.
- Leads by example and takes responsibility for his/her own actions.
- Understands his/her inherent dignity as a person, being a temple of the Holy Spirit.
- Displays good sportsmanship and teamwork.

ORGANIZATION

Elementary and Middle School:

- All-Day Young 5/Kindergarten through 8th Grade, Monday-Friday, 8:10 a.m.-3:05 p.m.

CONTACT

433 Baraga Avenue, L'Anse, MI 49946

Phone: 906.524.5157

Email: secretary@sacredheartlanse.org

SCHOOL WEBSITE

www.sacredheartlanse.org

STUDENT INFORMATION SYSTEM

[SchoolSpeak](#)

Here you will find announcements, student grades, events, meetings, religious observances, etc. Please bookmark our site for future reference.

OFFICE HOURS

School year office hours are from 7:45 a.m. to 3:15 p.m.

Summer hours are typically Mondays from 8:00 – 3:00 (subject to change).

- Please leave a message if your call is not answered.

Rev. SPRING 2025

THE BUILDING

Lower elementary classrooms (Young 5/Kindergarten through grade four) as well as the library are in the east wing of the building; middle school classrooms (grades five-eight) and the STEM room are in the west wing of the building.

ENDOWMENT FUND

The endowment funds exist as an incorporated entity under the oversight of the Bishop of Marquette. The board exists to oversee the investment of funds gifted to the endowment fund. The interest from such investments, by charter, is used for capital improvements, tuition assistance and some general operations.

EDUCATION COUNCIL

The concept of the Education Council is based on a belief in the importance and power of shared leadership. Parents, faculty, administration, and the community work together to provide advice regarding school policies in accordance with the mission of the school and the policies of the Diocese of Marquette.

The primary function of the council is to provide advice and assistance to the superintendent-pastor-principal leadership team. Council members offer their experience and expertise to strengthen the decision-making process. This assistance is provided through the function of committees such as: Catholic Identity, Finance, Buildings and Grounds, Marketing, Home and School, Executive Committee, and Strategic Planning.

Membership consists of individuals from our three parishes: Sacred Heart, St. Ann, and Most Holy Name of Jesus/St. Kateri Tekakwitha as well as parents of students and alumnae.

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the school to carry out its mission more effectively made to the Council as a whole or to any individual member will be referred to the school for study. The Education Council meets on the third Tuesday of each month via Zoom.

PHILOSOPHY OF RELIGIOUS EDUCATION

We believe that faith formation takes place in the family, parish, and school. Faith is founded in the teachings of Jesus Christ – “In scripture...in prayer...in the events of human life and history...in the church, where all these things converge.” (NCD, 104)

Living a life of faith involves the WHOLE PERSON. It involves the head with its facts and truths, the heart with its trust and love, and the hands and feet with their actions of care and service. It involves spending time with our Lord in prayer.

We provide a program of religious formation which is built on a firm foundation of Scripture and Tradition; and we give emphasis to the Trinity, sacraments, Church, morality, Christian works, and prayer.

Our goal is to help our students grow in their faith as Catholics and to live lives of wisdom and virtue. A Catholic faith that is alive and growing is grounded in a deepening relationship with God, in Jesus Christ, through the Holy Spirit.

RELIGIOUS OBSERVANCES

We begin and end our day with prayer. Masses are held on Fridays at 8:15 a.m. and on Holy Days at 8:15 a.m. at Sacred Heart Church. Parents and friends are encouraged to celebrate with us. Students in first through eighth grade prepare the liturgy for the weekly Mass.

We celebrate special feast days and the liturgical seasons when they fall within our school calendar. Parents and students are encouraged to be active participants in their parish life. This should include sharing time, talent, and treasure.

NON-CATHOLIC PARTICIPATION IN MASS

Non-Catholics are welcome to participate at our Masses; however, according to Canon Law, they are not allowed to receive communion. Non-Catholics attending our school are expected to participate respectfully in all religious activities held during school hours.

ACCREDITATION

All Catholic Schools, in the Diocese of Marquette, are accredited through the Michigan Association of Non-Public Schools (MANS). For more information, please visit the MANS website.

Website: <https://m-a-n-s.org/>

ADMISSIONS AND REGISTRATION

Sacred Heart Catholic School admits students of any sex, color, national or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It accepts students of any religious conviction; however, each student is considered part of the total Christian school community and is expected to participate in all classes and activities.

Children must be age 5 on or before March 1 of the school year for our Young 5s program and age five on or before September 1 for kindergarten. Students will be admitted to this school according to the following priority order:

1. Catholics with older brothers and/or sisters currently enrolled at SHCS.
2. New Catholic families
3. Non-Catholic families with older brothers and/or sisters currently enrolled at SHCS.
4. New non-Catholic families

An appeals process will be made available to families who are refused admittance to Sacred Heart Catholic School.

Registration is held in the month of February for the upcoming school year. It is important that families turn in their forms as soon as possible so texts and supplies can be ordered for the year. We base our staffing needs on this information. Your prompt cooperation is essential for us to make the best use of our budget.

After the enrollment deadline, enrollment is open to parishioners and non-parishioners of the school-supporting parishes on a first come, first served basis.

TUITION

Each year Sacred Heart Catholic School, in consultation with the Diocese of Marquette, sets the rate of tuition. The tuition rate is a set amount per family depending upon the number of students enrolling at Sacred Heart Catholic School. Set tuition payment schedules and payment options are available through FACTS.

SCRIP

Scrip is a program of purchasing gift certificates at face value. The participating businesses give Sacred Heart Catholic School a percentage of the total sale. This profit is used in our general fund to reduce the overall cost of running the school and to keep down tuition costs.

Scrip is sold in the school office and at special events (Bike-a-thon, annual spaghetti dinner). Scrip is also sold on the Raise Right App.

FINANCIAL ASSISTANCE

Families that feel they cannot commit to the published tuition rates are encouraged to request financial assistance. Funds for this purpose are provided through the scholarship fund, tuition angels, and our special needs fund. **Requests for tuition assistance must be initiated at the time of registration prior to May 1st.**

Rev. SPRING 2025

A *FACTS Grant and Aid* application must be submitted online.

COMMUNICATION

The school will email families each Friday our weekly newsletter, the *SHS Spotlight*. Most communication is done through email and a few notes home. Our website serves as the main resource for information.

FACULTY AND STAFF

Administration

Director of Catholic Schools.....	Dr. Jessica Betz
Principal	Mrs. Christy Miron
Business Manager and Administrative Assistant.....	Mrs. Stacy Gray

Faculty

Young 5/ Kindergarten	Mrs. Laura Dault
1 st and 2 nd Grades	Ms. Mary Jane Schwartz
3 rd and 4 th Grades.....	Mrs. Wendy Hiltunen
5 th and 6 th Grades Homeroom, Middle School History, Language Arts, and Latin, & Physical Education.....	Mrs. Cindy Carroll
7 th and 8 th Grades Homeroom, Middle School Math, Science, and Religion, and Art	Mrs. Andrea Lahnanen
Middle School Theology.....	Fr. Ben Rivard
Theology of the Body (grade 8)	Mrs. Christy Miron
Music.....	Fr. Ben Rivard
Title I.....	Mrs. Callie Cram (LAS)

Aides

Kindergarten Aide/Tutoring.....	Sr. Maria Goretti
3 rd and 4 th Grades Aide	Mrs. Barbara Sirard

Bus

Transportation Supervisor.....	Mr. Vern Miron
Transportation Specialist	Mr. Jason Gray

Maintenance

Custodian	Mr. Bruce Harju
Custodian/Groundskeeper	Mr. Joe Klobucher

HIGHLIGHTED SERVICES

- Committees: Catholic Identity, Home and School, Finance, Building and Grounds, Marketing and Development
- Specials: Music, Physical Education, Art, and Library
- Title I and Special Education Consultation: Public School Services

SPECIAL NEEDS

For students who have learning difficulties, the Copper Country Intermediate School District (CCISD) will offer assistance in testing, consultation, speech therapy, occupational therapy, and counseling. Our Title I program assists students in the areas of reading, writing, and math. Our faculty and staff will accommodate special needs to the best of our abilities.

Rev. SPRING 2025

TEMPORARILY DISABLED STUDENTS

Students must have a signed medical certification of disabilities. They will be excused from physical education class and re-scheduled into another activity if the disabilities are for a long period. They must have a signed medical certification to re-enter class after the disabilities have terminated.

CURRICULUM

This school uses the Classical Approach to curriculum and teaching. The school curriculum is subject to changes, modifications, and updates, as this school continually seeks to improve and enhance instruction. The principal leads regular curriculum meetings to ensure that SHCS is consistently providing top-notch curriculum and instruction to students. If you have any questions, please ask your classroom teacher, or make an appointment with our principal.

TEXTBOOKS

All books received are expected to be handled with care. Any books taken from the building for homework or study will be expected to be in a bag or have adequate cover. Books that are damaged or lost will need to be replaced. All school-owned textbooks are required to be covered with a removable cover. Replacement charges will be assessed for loss, unusual wear, or destruction.

ASSIGNMENT BOOKS

Students in grades 3-8 are issued an assignment book at the beginning of the school year. It is the student's responsibility to fill out the pages with announcements, homework and test dates. Starting in third grade, students will fill the planner out at the end of the day with the help of the teacher, and it is the student's responsibility to ask their parents to check and sign the assignment book daily. The third-grade teacher will check the assignment books each morning to check for a signature. There is a gradual release of responsibility with the planners through the middle school years. Middle school parents should check planners to make sure they are being used.

HOMEWORK

The purpose of homework is two-fold. Homework is given to increase academic achievement and to instill good personal habits in students. Homework assignment guidelines were developed using the NEA-National Education Association suggestions. As parents you can expect up to:

- **Kindergarten:** 10-20 mins
- **First Grade:** 20-30 mins (10 minutes of reading)
- **Second Grade:** 20-30 mins
- **Third and Fourth Grade:** 30-40 mins (20 minutes of reading)
- **Fifth through Eighth Grade:** 60 mins

Homework is due by assigned due dates.

- There will be occasions when there is a valid reason for not completing homework on time and this will be taken into consideration by the teacher.
- Students should expect daily homework.
- It is the student's responsibility to write down the assignments in their school-provided planners (3rd-8th grades) and complete those assignments in the appropriate time frame.
- If a student is absent, it is the student's responsibility to find out what the missing assignments were and the specific deadlines.
- Teachers in the middle school grades use post assignments on the board in their classrooms, and students are taught and expected to complete their planner every day before leaving school. Parents are encouraged to check their children's planners and help ensure assigned homework is completed before the next school day.
- School absences do not excuse a student from completing their assignments. Grades are not given—they are earned!

MAKE-UP WORK

Homework requests for absent students must be called in by 9:00 a.m. to allow teachers enough time to gather materials and textbooks. When possible, homework will be in the office at the end of the school day for parents/guardians to pick up. It is the student's responsibility to contact each teacher for missed assignments upon the student's return to school to ensure everything is completed. In cases of illness, students have the number of days they were absent to make up for the missing work.

INCOMPLETE WORK

It is the responsibility of students in the upper grades to keep up to date with all schoolwork and to reach out to teachers if they are struggling. In an effort to help students keep on track with their studies, teachers may assign homework lunch detention to students whose missing work is hindering their learning in a major way in any core academic class.

Students should prioritize missing work during spare time during the school day. Parents should check their student's planner daily and work with teachers to help their children stay caught up with work.

REPORT CARDS AND PROGRESS REPORT

Report cards are distributed at the end of each quarter. Students are evaluated on academic work, work habits, and behavior. The grading scale used at Sacred Heart Catholic School is as follows:

Grades Y5, K, 1 & 2:

B – Beginning, D – Developing, M – Mastery, A – Applying, NA – Not applicable

Grades 3 -- 8:

A 95-100, A- 90-94, B+ 88-89, B 83-87, B- 80-82, C+ 78-79, C 73-77, C- 70-72, D+ 68-69, D 63-67, D- 60-62, F 0-59

HONOR ROLL (grades 4-8)

All "A" Honor Roll – students with an A in every class

Honor Roll – students with As and Bs only

****A grade of "C," "D" or "F" in any academic subject makes a student ineligible for Honor Roll.**

PARENT-TEACHER CONFERENCES

Back-to-School Night is held during the week before the first day of school; middle school parents are asked to attend a meeting with the middle school teacher(s). Formal parent-teacher conferences are held at the end of the first and third marking periods. Teachers and parents also conference on an individual basis throughout the school year, as needed. Conferences are a great opportunity for you as a parent or guardian to discuss your child's progress with their teachers.

PROMOTION AND RETENTION

Promotion to the next grade is based upon a child's effort, cooperation, and ability. Parents will be kept informed of their child's progress throughout the year. The school will keep documentation. Students who fail two or more 'core' subjects may be retained in the same grade for the coming school year. Parents will be notified by mid-April if there is a strong possibility of retention. Every effort will be made to assist students and parents if special help is needed. All requests for outside intervention must be processed through the children's teacher and/or the principal. The parents, as the primary educators of their children, have the final decision.

GRADUATION

Students in the eighth grade will not be allowed to participate in graduation, if they:

1. have repeatedly refused to complete their work

2. are habitually truant from school
3. have for an average, incompletes or 'F's in several subject areas
4. have not paid in full their tuition, book fines, etc.

STANDARDIZED TESTS

SHCS participates in the ARK, CLT, and NWEA MAP tests. NWEA MAP results are sent home with the first and last report cards.

STUDENT RECORDS

The school maintains records of students while they are in attendance. Records or data may mean any or all the following:

- o Identifying data
- o Academic work completed
- o Level of achievement (grades, standardized achievement test scores)
- o Attendance data
- o Health data
- o Family background information
- o Official correspondence

Parents/guardians are entitled to see their child(ren)'s records, subject to applicable law. An appointment with the principal should be made in advance of requesting to review records.

TRANSFERS

Sufficient notice must be given to the school office and the student's homeroom teacher if he/she transfers from Sacred Heart Catholic School. All records are sent by mail directly to the new school upon receipt of a written records request from the school. Records for high school for our graduating eighth grade students are hand-delivered to the proper authorities prior to the beginning of their freshman year. Upon a mid-year transfer, tuition is prorated according to the number of days in attendance at Sacred Heart Catholic School.

SEXUALITY

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

These truths extend into every facet of our lives, including-and perhaps especially-our sexuality.

If a student's expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the school, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the school.

All students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. All parties must use modesty in changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex.

See Appendix C – "An Instruction on Some Aspects of the Pastoral Care of Persons with Same-Sex Attraction and Gender Dysphoria," from Most Reverend John F. Doerfler, STD, JCL, Bishop of Marquette.

ARRIVAL AND DISMISSAL PROCEDURES

Prior to 7:45 a.m. all school doors are locked. At 7:45 a.m. the school front door is unlocked. Children may only be dropped off after 7:45 a.m. as there is no supervision provided prior to that time. Teachers use the early part of the morning to meet, prepare, and plan for instruction. The front entry door relocks at 8:15 a.m. and is not unlocked until 3:05 p.m.

Classes start promptly at 8:10 a.m. for middle school and elementary students.

- If you are arriving late, please check in at the office.
- If your child will not be at school, call the front office, otherwise, the office will call home.
- The school hallways are supervised from 7:45 a.m.-8:10 a.m.
- **Friday is Mass Day.** Each class leaves to walk to Mass promptly at 8:05 a.m.

Dismissal at 3:05 p.m.

- When picking up a student in the school at the end of the day, parents/guardians are asked to remain outside the main entry so as not to disrupt classrooms.

TARDIES

Tardies are either excused or unexcused. If a student is tardy to school, it will be marked on their attendance. It is the parent's responsibility to call in for an excused tardy. Consequences for unexcused tardy:

Grades: K-8

<u>Tardy</u>	<u>Consequence</u>
1	Warning
2	Warning
3	Warning
4	Warning
5	Meeting with principal about attendance

ABSENCES

A parent or guardian will report all absences by a telephone call or email to the school office by 9:00 a.m. on the day of absence. The parent or guardian shall call or email each day of consecutive absences.

Excessive Absences

- Any absence over seven (7) per semester that is not due to a prolonged illness (doctor note required) may be grounds for loss of credit.
- After your child has missed over seven (7) per semester, a meeting with the teachers, principal and parents will automatically be set up to develop a plan to make up your child's schoolwork.
- In some cases, the school may also ask a social worker or truancy officer to attend the meeting.

Excused absence means that the school recognizes the reason for the absence as being necessary and legitimate, and a parent/guardian call or emails the school office by 9:00 a.m. of the day of absence. The student may make up work which was missed during the absence and will receive credit. When calling, please give your name, the name of the student, his or her homeroom, and the reason for the absence. Unreported absences will be considered unexcused.

Unexcused absence means that the school does not recognize the reason for the absence as being necessary or legitimate, such as truancy, or school was not notified by a parent/guardian of the absence by 9:00 a.m. on that day. The student receives no credit for the day's work.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school grounds during the school day without written permission. Written requests for early dismissals for doctor or dental appointments, which should be made only if another time cannot possibly be arranged, are made to the office. All other written requests for early dismissal must be submitted to the principal. Those who leave without permission will be considered truant. Students leaving the school grounds during school hours must have a parent/guardian sign a dismissal form in the school office before leaving.

CHRISTIAN BEHAVIOR EXPECTATIONS

All students are expected to abide by the following principles of Christian behavior at school and at school events:

1. Be Prompt and Prepared

Be on guard, therefore the Son of Man will come when you least expect it. Luke 12:40

2. Respect Authority

Pay attention and you will have understanding. What I am telling you is good, so remember it. Proverbs 4:2

3. Respect the Rights of Others

Whatever you do for the least one of these you do for me. Matthew 25:40

4. Respect Property

Every good gift and every present comes from God. James 1:17

5. Display a Concern for Learning

If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance. Sirach 1:26

6. Display Appropriate Character

Each one as a good manager of God's different gifts must use for the good of others the special gifts he or she has received from God. 1 Peter 4:10

DISCIPLINE FRAMEWORK

The school normally follows progressively escalating discipline as a consequence for student misbehavior. School administration reserves the right to skip steps depending on the severity of the behavior.

	Behavior	First Time	Second Time	Third Time
Level I	Actions Disruptive to Learning - Missing required classroom materials - Throwing small objects - Excessive talking out of turn/interrupting - Disregard for personal space/property - Mildly inappropriate language, gestures, physical contact	Handled in the classroom pursuant to the teacher's classroom plan. Consequences may include a behavior break, walking during recess, a silent lunch, a Christian Expectations Assignment, and/or a call/letter home to parents.		

	- o Food and/or drink other than teacher's discretion. - o Between class tardiness - o Other similar behaviors and related tech violations			
Level II offenses determined per school year	Actions Disrespectful to Self, School, Students, Teachers, Staff, and Others: - o Gossiping - o Offensive language/gestures - o Destruction of another's personal property - o Lying - o Throwing objects - o Pushing, shoving, rough play, or other unwanted physical contact - o Shouting - o Insubordination, defiance, not listening - o Other similar behaviors and related tech violations	Grades K-1 Listening, reteaching, parent contact. Grades 2-4 Parent contact by student, silent lunch and/or walking at recess. Grades 5-8 Christian Expectations Assignment (written/verbal/service), parent contact by student, silent lunch and/or walking at recess.	Grades K-1 Listening, reteaching, parent contact, silent lunch and/or walking at recess. Grades 2-4 Parent contact by student, two silent lunches and/or walking at recess. Grades 5-8 Christian Expectations Assignment (written/verbal/service), parent contact by student, two silent lunches and/or walking at recess.	Grades K - 1 Office referral, parent contact. Grades 2-4 Office referral, parent contact by student. Grades 5-8 Office referral, parent contact by student. Beyond the third offense —the consequences above and ISS*.
Level III offenses determined per school year	Actions that are Harmful: - o Theft (value under \$25.00) - o Demeaning written/verbal language - o Profane comments in verbal or written form - o Obscene gestures - o Graffiti or defacing property - o Intimidation - o Racial, ethnic, sexual comments or actions - o More severe physical contact than Level I or II - o Dangerous misuse of items (scissors, pencils, etc.) - o Other similar behaviors and related tech violations	Grades K-4 Office referral, parent contact by student, silent lunch and/or walking at recess. Grades 5-8 Office referral, parent contact by student, silent lunch and/or walking at recess.	Grades K-4 Office referral, parent contact by student, two silent lunches and/or walking at recess. Grades 5-8 Office referral, parent contact by student, ISS*.	Grades K-4 Office referral, parent contact by student, behavior contract developed at conference with student, parent(s), and principal. Grades 5-8 Office referral, parent contact by student, 1 day at home suspension, priest referral, behavior contract developed at conference with student, parent(s), and principal.

Level IV offenses determined per school year	Actions that are Intentionally Destructive - o Racial, ethnic, or sexual harassment - o Fighting - o Threat of assault - o Battery - o Vandalism of school or personal property - o Extortion - o Persistent Level II or Level III violations - o Other similar behaviors and related tech violations	Grades K-4 Office referral, parent contact by student, ISS*.	Grades K-4 Office referral, parent contact by student, ISS*, priest referral.	Grades K-4 Office referral, parent contact by student, 1 day at home suspension, behavior contract developed at conference with student, parent(s), priest, and principal.
		Grades 5-8 Office referral, parent contact by student, ISS*	Grades 5-8 Office referral, parent contact by student, 1 day at home suspension, priest referral.	Grades 5-8 Office referral, parent contact by student, 2 day at home suspension, behavior contract developed at conference with student, parent(s), priest, and principal.
		Level IV for All Grades 4th Offense – Office referral, parent contact by student, 3 day at home suspension, conference with parent(s), principal, teacher, student, priest, and School Council member. A written recommendation will be sent to the School Council that the student be expelled without further consultation if another violation occurs. 5th Offense – Expulsion		
Level V	Actions Resulting in Immediate, Automatic Suspension - o Weapons - o Bomb threats - o Illegal use of substances - o Under the influence - o Severe fighting at school - o Use or possession of alcohol or tobacco on school property - o Major theft (value over \$25.00) - o Knowingly creating a false emergency - o Other similar behaviors and related tech violations	Grades K-8 1st Offense – Office referral, parent contact by principal, immediate suspension. Public safety will be contacted as per the law. A conference with parent(s), principal, teacher, student, and priest member will be required to possibly reinstate the student in school. Should the student be reinstated, a written recommendation will be sent to the school council that the student be expelled without further consultation if another violation occurs. 2nd Offense – Expulsion On first offense, immediate expulsion may be considered. An informed decision will be made based on past level and current Level V infractions.		

Behavior examples are not all-inclusive. Any consequence may also include loss of participation for student in school activities.

*In-School Suspension (ISS) – During ISS, the student is to sit silently and/or complete a Christian behavior reflection assigned by the principal. ISS takes place in a designated area in the office. Any class work missed will be sent home with the student to be completed and returned the next day. Length of ISS is determined by grade and principal's discretion: up to 1 hour (Kindergarten-Grade 1), 1 hour – 1/2 day (Grades 2-3), 1/2 day – 1 day (Grades 4-8).

The following rule infractions will result in out-of-school (OSS) suspension, priest contact, and public safety will be contacted, in accordance with applicable law. A parent conference will be required to reinstate the student in school. Expulsion is also an option for any infraction listed below at the discretion of the principal.

Rule/Infraction	Length of Suspension
Knowingly creating false emergency	1-day suspension plus A
Severe, malicious fighting	1 -2 days suspension plus A
Possession or use of weapon	Expulsion plus A
Bomb threat	1 – 3 days suspension or expulsion plus A
Possession of illegal substances	1 – 3 days suspension plus A & B
Possession and/or use of tobacco products	1 – 3 days suspension plus A
Major theft (value over \$25.00)	1-day suspension plus A

(A)= Police referral

(B) = Substance abuse assessment

OSS = Zero for all homework assigned or tests taken that day

REIMBURSEMENT FOR ANY DAMAGE CAUSED

The student(s) and their family(ies) will be responsible for any expense the school incurs in clean up, repair, or replacement.

The following additional or alternative disciplinary measures may be imposed separately or progressively:

- o Probation is ordinarily imposed in conjunction with counseling. Probation may be imposed for either academic or behavioral reasons. A behavior contract is the supervision and evaluation of a student by the principal for a specific period, at the end of which a determination is made as to whether the student has overcome his/her problem or needs further corrective procedures.
- o Suspension is the isolation of a student by the principal from some or all school activities. Suspension is normally a result of unacceptable student behavior. The student may be required to report to school but be separated from his/her ordinary classes and be expected to continue schoolwork on an independent or private study basis. In some instances, the student may be barred from school entirely. The suspension should not normally exceed one week.
- o Expulsion is the permanent dismissal of a student from the school by the Sacred Heart Catholic School leadership team, The Pastoral Designate and the Principal. Expulsion requires the transfer of the student to another school. Except in extreme cases, expulsion shall be imposed only after a period of probation and/or suspension.
- o The principal shall consider the Christian development and welfare of the individual student and the practical, common good of the students and teachers before imposing probation or suspension on a student or before recommending expulsion.
- o Parents and/or guardians shall be directly notified of the probation, suspension or possible expulsion of their child and shall normally be requested to attend a conference with the principal, the student, and, where appropriate, other persons such as the parish priest, involved teachers, or other professionals.
- o Parents and/or guardians may request a review of a probation, suspension, or expulsion.

DRESS CODE

Students who do not abide by the school dress code will normally be subject to discipline as follows:

Please see APPENDIX A: Uniform Guide

The dress code of Sacred Heart Catholic School strives to reflect good taste, neatness, and Christian modesty. This outward expression shows physically what already exists in our school, namely, a clear differentiation between the quality of education and the environment we provide compared to other schools in the area.

DRESS CODE VIOLATION *per quarter*

Grades K-4

- 1st Offense– Handled by classroom teacher
- 2nd Offense– Discuss at parent / teacher conference
- 3rd Offense– Office referral with reoccurring issues

Grades 5-8

- 1st Through 3rd Offense –warning, school uniform closet for proper uniform attire, Uniform Violation form sent home with student. *Sacred Heart Catholic School hopes that notifying parents will encourage students and parents to work as a team in selecting proper uniform attire for the school day to avoid having parents called away from work/home on the 4th offense.*
- 4th Offense and beyond– parent contact by office (phone), loss of recess or walking recess, and uniform closet

ACADEMIC DISHONESTY

Cheating and plagiarism are grounds for academic and disciplinary actions. Academic cheating is defined as representing someone else's work as your own. It can take many forms, including copying or sharing another's work, getting or purchasing a term paper or test questions in advance, collaborating with another student or students during the academic exercise without the consent of the instructor, asking or paying another to do the work for you, or getting the information from an unauthorized source (such as using AI, the internet in general, or an expert in the subject). Anyone who aids another in cheating is a participant in the deception and will be treated in the same way as the primary actor. Here are some examples of actions that fall under the category of "cheating".

- Copying another student's work (with or without his/her knowledge) on a test, on a homework assignment, or on an in-class project or lab.
- Copying, cutting, and pasting information from an electronic source.
- Using any kind of notes during a quiz, test, or exam, unless specifically allowed by teacher.
- Having a friend, sibling, or parent produce or complete any part of the assignment.
- Copying the answers from the back of the book.
- Inventing or counterfeiting sources.

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment regardless of how it is obtained. The following are considered to be forms of plagiarism when the source is not cited:

- Word-for-word copying of another person's ideas or words (even copying a three-word phrase can be considered plagiarism).
- Using AI generators to compose text for schoolwork.
- Interspersion of one's own words here and there while, in essence, copying another's work.
- Paraphrasing an author's original theory or idea without proper citation.

Given the challenging nature of the curriculum, parents and other family members will often find themselves aiding students. However, parents are asked to be conscientious in the extent of help that they provide. It is essential to our goal of educating students that the work the students submit for evaluation is entirely their own.

Students will receive a zero on any assignment where cheating or plagiarism is evident. On major assignments and tests, students will conference with the teacher and may have the opportunity to re-do the assignment for up to 70% at the discretion of the teacher if it is a first offense. Repeated incidents of cheating and plagiarism may lead to more serious disciplinary actions, such as suspension. Serious academic violations may be reported to high schools if the high schools so request.

ACCEPTABLE USE OF TECHNOLOGY

It is the policy of the school to require the responsible, legal, and ethical use of the Internet and related technologies by all employees, volunteers, and students of Sacred Heart Catholic School. The purpose of our school's technology policy is to set forth guidelines for use of the school's computers, access to the ICS computer system and acceptable, safe use of the internet—including all electronic devices/communication. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken for violations that are illegal, irresponsible, or unethical.

Please Refer to the Technology Policy for More Information.

CELL PHONE AND SMARTWATCH USE

The use of cell phones and smartwatches has become a major distraction in the classroom and during the school day, which in turn interferes with the teaching and learning process. We realize how important it is as a parent to be in communication with your child and the convenience these devices bring. However, the use of cell phones and smartwatches during the school day is prohibited at Sacred Heart Catholic School.

Student cell phones and smartwatches are not to be turned on, out, or used in the school building—that includes before school, between classes, lunch periods, and after school—and are to be kept in the main office when students are at school. Students in grades 4 and under are not to bring phones or smartwatches to school at all. Students in grades 5 through 8 MAY bring them to school if they are needed for communication with parents/guardians after school. Phones and smartwatches are to be left in the office as soon as the student enters the building. Once the school day is complete and students are outside the building, they may turn on their cell phones and smartwatches. No cell phones or smartwatches may be used at any time in school bathrooms, not even during after school events. Students must ask for permission in extenuating circumstances to use their personal cell phones.

If a teacher or administrator sees either of these in class or during school hours, it will be taken away until the end of the day. In a second offense, it will be taken away and a parent will be asked to pick up the device from the teacher. If a device is taken away from a student for the third time, there will be a conference held with the student, teacher, parent, and administrator before the device is returned.

The school is not responsible for the loss or damage of any cell phone or smartwatch brought on to school property.

*See the separate policies for all things technology related sent home by our Technology Coordinator.

DAMAGED AND LOST SCHOOL PROPERTY

Students and teachers are responsible for the furniture and equipment in the school. Repairs to, or replacement of, school property because of abuse will be made at the expense of the individual who has caused the damage.

LOCKERS

Lockers are the property of the school and are provided for the convenience of the students. Therefore, students shall have no expectation of privacy in this space, lockers are subject to search at all times. Students are assigned lockers by their homeroom teacher. Students should not allow wastepaper or articles of food to collect in their locker. The outside of the lockers should not be marred in any way. Lockers should be cleaned out weekly and gym/athletic clothes brought home for laundering.

No personal locks may be used on the hall lockers. Valuables should never be kept in lockers. Large sums of money should not be carried by students. Students are never to tamper with another student's locker. If students discover something missing from their lockers, they need to notify their homeroom teacher immediately.

OFFICE PHONE USAGE

Students are not allowed to use the phone in the office except in case of emergency or for disciplinary reasons. Exceptions may be made by the teacher, secretary, or principal. Plans for after-school activities must be made in advance. Students may not use the

phones to order lunch. Please leave phone messages for your children only when it is necessary. The message must be at school prior to 1:30 p.m. to ensure that your child will receive it before dismissal.

Phone messages after that time may not get to your child. Phone calls are not sent to the classrooms during instructional times.

PARENTAL RIGHTS

Parents have the right to:

1. have their children receive an academically sound education
2. talk with school personnel and to have requests for meetings answered in a timely manner
3. receive fair hearings on concerns and grievances
4. have students supervised in a safe and appropriate manner
5. review their child(ren)'s records, subject to applicable law
6. participate in the life of the school

Cooperation and communication between parents and teachers are vital for the success of the children. Parents who have a concern should first bring the concern directly to the teacher. If a concern cannot be resolved successfully with the teacher, parents are invited to make an appointment with the principal.

CUSTODY

Divorced or separated parents/or other guardian relationships, must file a **court-certified copy of the custody section** of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

NON-CUSTODIAL PARENT RIGHTS

Both parents have the right of access to a child's grades and information unless one parent produces a legal (court-certified) document to the contrary. The school will supply current grade information to the non-custodial parent upon receipt of a written request.

RECESS AND PLAYGROUND

All students at Sacred Heart Catholic School are expected to go outside for recess daily and must come to school dressed in good condition for the weather (snow pants, mittens, boots, hats, etc.). Students must have a written excuse to stay in for recess. Acceptable excuses are for medical reasons (e.g., sprained ankle). If a student is too sick to go out for recess, he/she is too sick to be in school. In case of severe weather, students will have indoor recess.

Students are supervised on the playground during recess periods by parent monitors, faculty, and/or the principal. Courtesy, respect, and safety are always expected. Due to risk of injury, students are prohibited from playing contact sports such as tackle football and king-of-the-mountain. The use of skateboards, roller skates, and roller blades is not permitted on school grounds.

Outdoor Rules for Middle School Students:

- Exit and enter through the school entrance only when prompted by a supervisor.
- Respect playground authority and other students.
- Students are not to come in during lunch recess unless given permission by the supervisor (ex. bathroom or emergency).
- Students must wear appropriate outdoor gear as directed by the supervisor. Students without snow clothes should stand on the sidewalk when there is snow.
- No snow throwing of any kind.
- No rough play which includes tackling or any physical contact.
- Use playground equipment safely and properly per the Trinity KIDS guidelines.
- No behavior is allowed which would place students in jeopardy or endanger their safety.
- No food and/or drink on the playground unless permitted by teacher.

- Playing on icy, muddy, or wet areas is prohibited.
- Students must report all injuries to the supervisor.
- Students should not go to the office unless sent by the supervisor for medical or behavior intervention. If there is an office intervention for behavior reasons, a discipline form will be filled out on FACTS by a supervisor with assistance of a middle school teacher.

Indoor Rules K-8 Recess:

- All students remain in their classroom after lunch. All conduct expectations apply during indoor recess.
- No rough play which includes tackling or any physical contact.
- No hanging from the basketball rims and no kicking of any playground equipment.
- No behavior is allowed which would place students in jeopardy or endanger their safety.
- Students must report all injuries to the supervisor.
- Students should not go to the office unless sent by the supervisor for medical or behavior intervention, who will then inform the homeroom teacher at the end of recess. If there is an office intervention for behavior reasons, for grades 5-8, a discipline form will be filled out on FACTS by a supervisor with assistance of the homeroom teacher.

Outdoor Rules for Elementary School Students:

- Respect playground authority and other students.
- Exit and enter through the playground doors only when prompted by a supervisor.
- Students are not to come in during lunch recess unless given permission by the supervisor (ex. bathroom or emergency).
- Students need to dress for the weather.
 - Jackets must be worn at 55 degrees or below.
 - Students must stay on black-top when there is snow if they do not have snow-pants and boots.
- Use all playground equipment and toys safely and properly according to the Trinity KIDS guidelines. For example:
 - No throwing wood chips
 - Slides: feet first and no climbing up
 - Swings: one person at a time, sit, no jumping
 - No wrecking something someone else is building
- No rough play which includes tackling and wrestling.
- Playing on icy, muddy, or wet areas is prohibited.
- Throwing snowballs is prohibited.
- Students should report all injuries to the supervisor.
- Students should not go to the office unless sent by the supervisor for medical or behavior intervention. If there is an office intervention, the classroom teacher should be informed by the supervisor.

Consequences

1st: Verbal warning and instruct student in appropriate behavior-5 minute on wall if deemed necessary.

2nd: Verbal Warning and Action: Student is instructed in appropriate behavior and told to stand by the wall for the rest of recess or 5 minutes (left to discretion of authority). The classroom teacher is notified of the student's behavior.

3rd: Immediate Action: Student is sent to the office. Office is instructed of student's behavior.

BUSING

Sacred Heart Catholic School has access to L'Anse Area Schools buses for those reside in the L'Anse school district, and operates its own bus on limited runs to and from the Copper Country with stops in Chassell, Houghton, and Lake Linden. The LAS buses run according to the public-school calendar schedule. As such, there may be certain days when Sacred Heart Catholic School is in session, but no public-school busing is available. Check the school calendar and newsletter for these dates. More information on busing can be found on our website at www.sacredheartlanse.org. All rules regarding student behavior and disciplinary consequences on the school campus apply to behavior on the bus.

SCHOOL SAFETY AND EMERGENCY DRILLS

Fire and tornado, evacuation and lockdown drills are held on a periodic basis for safety and per state requirements. All school Crisis Manuals are provided by the Baraga County Safety Coordinator and are reviewed by local safety officials. Each school in the Diocese of Marquette works with their local police and school safety officer regarding safety, training, drills, and more.

Fire Drill Procedures

Fire drills will be held regularly with appropriate exits assigned for each class. Exits are clearly marked, and escape routes posted in each classroom. Students are to evacuate when the fire alarm sounds. Teachers will close classroom doors and turn out the light. Everyone is to leave the building in an orderly manner without rushing or crowding. If the situation warrants, vehicle evacuation will be used to transport students to another site. If the emergency calls for an evacuation without the use of vehicles, walk from the building to the evacuation site. Teachers will reassemble the students and check roll to ensure that all students are accounted for. Note any students who are released to parents. Teachers, staff, and students will return to the classroom when instructed that it is safe to do so.

Severe Weather Drill Procedures

Severe weather drills/tornado drills will be held during the school year. Teachers will know the shelter area their class is expected to reach. Teachers are aware of any other specific assignments during a tornado watch or warning. Windows and blinds will be closed. Teachers will remind students of the shelter area, drop and tuck position facing the wall, not to be alarmed if lights go out, immediate action may be called over the public address system. Students will drop and tuck under desks if instructed to do so. During a tornado watch, a student may be released to parents/guardian or to one of those listed in the student file. Students and parents/guardians should report to the office before being released. Any student who is released will be noted. During the event of an actual tornado, students will be evacuated to a pre-designated shelter area. Teachers will take attendance, take a flashlight, and leave the classroom door open. Students will sit on the floor quietly. Teachers will keep the students calm and quiet. If given the signal, students will drop and tuck to ensure that all students are facing the wall in the disaster position.

SCHOOL CLOSINGS

In case of bad weather, school closings will be announced on the local television station and radio stations and on the school's Facebook page. Whenever the Baraga County and/or Houghton County public schools are closed due to bad weather, this school will be closed, too, due to the significant percentage of our students who travel from Houghton County.

BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS

Sacred Heart Catholic School is not responsible for damaged or lost bicycles on the school grounds. Bicycles may not be taken into the school building. Roller blades, skateboards, and scooters should not be brought to school.

CHILD ABUSE AND NEGLECT REPORTING

Under applicable law, a professional or professional's delegate who is engaged in the practice of education (including teachers, administrators, coaches, day care providers, counselor, paraprofessionals, and bus drivers) is mandated to report if she/he knows or has reason to believe that a child is being neglected or physically or sexually abused, or that a child has been neglected or physically or sexually abused within the preceding 3 years.

HEALTH, ILLNESS, IMMUNIZATION, MEDICATION

Illness in School

1. If your child becomes ill during the school day, a parent will be contacted and requested to pick up their child. Parents should make every attempt to retrieve their sick child from school as soon as possible.
2. Children must be symptom-free for 24 hours before returning to school. In the event of a contagious illness a doctor's note must accompany the child upon their return. Examples include but not limited to strep throat, pinkeye, ringworm,

etc. When a case of head lice has been identified, it is necessary for the child to be nit free and cleared by the office staff before returning to class. We want to ensure the safest and healthiest school environment for all children.

Medicine

All medications taken at Sacred Heart Catholic School must be administered in the office under the supervision of staff. No medication will be administered to children by staff unless the appropriate form has been filled out and signed by a doctor (forms can be obtained from the secretary or principal). Medication must be brought to school by a parent in the original prescription container to have it distributed to your child. Example: If your child has a headache and needs medication, we will only give them medication if we have the appropriate form AND medication in the original container with their name on it.

Communicable Disease

Sacred Heart Catholic School will follow the recommended guidelines from the Michigan Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others. Decisions regarding such occurrences shall consider Christian concern and compassion, community health and well-being, and individual confidentiality.

If, at any time, a child is exposed to a contagious disease or parasite, the parent will be notified.

All parents are requested to follow simple precautionary rules for the benefit of all our children. Do not send children to school if you think he/she has been exposed to a contagious disease; call your doctor; then call the school. Please keep children at home if there is any doubt.

Immunizations/Health

State law requires that each student must have current immunizations or a signed waiver on file when the student begins school. If a family has a waiver on file, a new waiver will need to be signed every school year. Noncompliance is reason for exclusion from school. Preschool students must submit proof of immunizations prior to the start of school. The State of Michigan requires parents wishing to sign immunization waivers need to obtain one from their local health department; Sacred Heart Catholic School does not have waivers available.

BIRTH CERTIFICATES

In addition to providing current immunization records (or signed waivers), all students must provide a copy of their birth certificate upon enrollment.

MINOR/MAJOR INJURIES

Minor Injuries

For minor injuries, the designated staff assesses the condition of the child and administers immediate first aid. If the child needs to go home, a parent is called; otherwise, first aid will be administered, and the child will return to class. Parents will be notified of the incident and of the first aid administered (e.g. ice pack, bandage, etc.).

Major Injuries

For emergency situations, 911 is called, and the child is transported by ambulance as appropriate. A designated staff accompanies the injured child and takes accident/injury documents. Parents are notified promptly. An accident report form is completed by the appropriate personnel and submitted to the office within twenty-four hours of the accident.

FIELD TRIPS

Field trips are part of the overall curriculum. Students engage in a field trip experience to help achieve educational goals. Parents will be notified about these trips and will be required to complete the formal permission request. ALL parents and volunteers MUST have Virtus training to assist on field trips.

Students must be always buckled in seat belts while in the vehicle. Students under age thirteen may not ride in the front seat of a vehicle with passenger-side air bags. Younger children will be in approved car seats as required by law.

EXTRA-CURRICULAR

A serious violation of Sacred Heart School's code of conduct will result in a temporary suspension from extracurricular activities. Suspension from school for any length of time may result in permanent suspension from extra-curricular activities.

ATHLETICS

Sacred Heart School Athletic Commitment Policy: All athletes will agree to make a commitment to fulfill the Sacred Heart School team rules while participating in a sport. The team rules might include, but are not limited to: practice and game attendance, maintaining 70% or higher in all classes, submitting all due assignments in core subjects, maintaining respect and team-building attitudes, maintaining proper behavior during school hours, maintaining good attendance at school, etc.

Sacred Heart School Athletic Team Attendance Policy: Athletes are expected to attend all practices and games. If an absence is necessary, a parent note will be required to excuse the absence. If chronic absence becomes an issue, the student may be excluded from playing in games or events or might even be asked to leave the team. This is according to the coach and principal's discretion.

LUNCH CONDUCT

The usual standards of courtesy and good manners are to be followed during lunch time, including but not limited to the following:

- Use good table manners and stay seated while eating.
- No throwing or playing with food.
- Clean the area where you have eaten table, chair, and floor.
- Talk quietly.
- Always walk.
- Be respectful to the supervisors.

LUNCH

Milk accounts must be paid for through SchoolSpeak. Your child's lunch account balance can be viewed anytime by logging into your SchoolSpeak account.

BAD DEBT

Bad debt is defined as uncollectible meal balances for inactive students as of their last day of school that have not been collected within 30 days. The following procedures will normally occur:

Step 1) Letter is sent to family

Step 2) The Principal will contact the family to discuss arrangements to bring their account current.

Step 3) With no communication from the family a past due letter will be sent. If in the judgment of the school the parent/guardian refuses to act in good faith regarding their unpaid lunch obligation the school will pursue legal action, including collection agency or small claims court, against the parents/guardians.

PARENT CONTACT

Parents who plan to be away from home are asked to notify the school in writing of the name and telephone number(s) of adults who will be responsible for their children.

Parents should also notify the school if there have been any life-altering changes in a student's home life. Students often react in different ways to the loss of a pet, severe illness of a parent, parents' divorce, family member moving, etc. Having this knowledge helps our teachers and staff deal effectively with children.

CHANGE OF CONTACT INFORMATION

Any change of address or telephone number must be submitted promptly to the school office. We must be able to contact you in case of an emergency.

BIRTHDAYS

Parents are welcome to celebrate their children's birthdays with treats to share with the entire class. Due to the many food allergies present, non-food treats are encouraged. Please inform the teacher ahead of time if you are planning to send treats.

If children's birthday parties are planned for outside of school, send invitations through the mail unless all students (or all girls or all boys) in the class are invited. Please set the example of caring about the feelings of others. Sacred Heart School personnel cannot give out personal information about its students including addresses and phone numbers.

VOLUNTEERS

VIRTUS Training

VIRTUS training is a three-hour awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school, and parish employees as well as all volunteers who are in regular contact with children under the age of 18. Further information on the program, policies, and training available can be found on the Diocesan Website.

Criminal Background Check

It is policy in all schools in the Diocese that criminal background checks are performed on all employees as well as volunteers who have regular or unsupervised contact with minors.

VISITORS

Visitors are always welcome at Sacred Heart Catholic School, and upon entering the school, visitors are required to report to the office. All parents, visitors, and/or volunteers need to sign in and out of the school office. This is not necessary when bringing children to school or picking them up after school. However, this does include parents who come to eat lunch with their children.

Students should always show friendliness and courtesy to visitors in the building. They should offer to be of assistance whenever a visitor is in the school. Students should courteously respond to a visitor who enters the classroom. Students should never leave the building with a visitor without written permission and being signed-out in the office.

PETS

Any person bringing a pet to school assumes liability for any injury to students, staff, or others or for property damage caused by the pet. For purposes of this policy, a 'service animal' within the definition of the Americans with Disabilities Act is not a 'pet' and is allowed full access to school property. Pet visits must be approved in advance by the classroom teacher and/or principal.

NO SMOKING OR VAPING

It is law that smoking is not allowed on school property, so smoking/vaping is not allowed on Sacred Heart School grounds or property. Smoking/vaping is not allowed by volunteers or chaperones on school sponsored field trips. We are trying to set a good example for our students by modeling correct behavior. All adults and visitors must abide by this rule.

LOST AND FOUND

The school office is not designated as the lost and found department. Lost articles are in a bin in the entrance hallway. Any items of higher value should be brought to the office. Students and parents should check this frequently. Twice a year, items that are not taken home over Christmas or summer break will be donated to St. Vincent DePaul.

RIGHT TO AMEND

Since situations can arise that are not foreseen at the time of writing a handbook, the principal reserves the right to amend the handbook. Parents and students will be notified of any amendments in this handbook, which is reviewed and updated regularly. It provides information of a general nature. Special handbooks are available for PreK and the athletic programs. Comments and/or suggestions for improvements to these handbooks can be made to the principal. Thank you.

APPENDIX A: Dress Code

Sacred Heart Catholic School Dress Code

Student appearance must follow the guidelines below. SHCS strives to have all students reflect good taste, neatness, and Christian modesty. Uniforms help keep our learning environment free from outward distractions. All clothing is subject to teacher/principal discretion and must not cause disruption to learning.

General fit and appearance	- Free from tears, stains, logos, or distracting additions - Must fit properly to appropriately cover the student's body (including when hands are raised over the head or when bending over) and avoid being too loose or too tight - Any dress/skirt hem higher than the knee cap must be worn with leggings or tights
Tops	Solid color red, black, or white collared button shirt or polo; long or short sleeves; no logo (SHS logo is acceptable). Collared button shirts must be worn tucked in and with a belt.
Sweaters	- Black or red solid-color sweater—pullover or cardigan (no zip-up jackets/hoodie-style sweatshirts allowed) - Must be worn over an approved uniform top
Bottoms	- Solid-color black or tan (khaki) slacks, capris, or knee-length shorts. Material is to be cotton twill only; no nylon, denim, etc. - Cargo pants, skinny-style pants, and black/tan denim pants are not suitable substitutes. - A belt (brown or black) must be worn if needed to protect student's modesty.
Skirts, Dresses	- Black, red, tan (khaki) skirts, jumpers, or dresses - Must be at least mid-thigh length - Any skirts/dresses with the hem higher than the knee cap must be worn with leggings or tights
Leggings/Tight-fitting pants	- Solid uniform colors (black, red, khaki, white) - May not be worn alone: must be covered by an appropriate dress or skirt
Shoes	- Closed-toe, securely fitted indoor shoes that must work for all school activities in the day including emergency drills; a separate pair may be kept at school for PE and/or recess - Loose-fitting shoes such as Crocs, and flip-flops or other backless sandals or shoes are not permitted due to safety concerns.
Accessories	- Tasteful accessories like hair clips or jewelry may be worn but must not distract from learning. - Scarves may not be worn in school. - Dangling earrings are a safety concern and are not allowed.
Recess	Seasonal outerwear required: winter jacket, snow pants, winter hat, snow gloves/mittens, snow boots. Teachers will decide which items must be worn each day. We <i>highly</i> recommend keeping extra items at school so students have what they need at recess.
Mascot Mondays	Spirit wear (t-shirts, hoodies), available to purchase from the office, may be worn on Mondays. Students are not required to wear uniform bottoms, but pants/skirts/leggings must follow the above "general fit and appearance" guidelines. Pajama pants and sweatpants are not acceptable.
Non-Uniform (NUT) Days	Families are free to choose nice-looking clothing for their children following the above "general fit and appearance" guidelines (logos are permitted). Pajamas are acceptable ONLY on designated pajama days. Dress-up costumes should not be worn on NUT days.
Gym Class (5 th -8 th grade only)	- Follow the above "general fit and appearance" guidelines - Loose mesh knee-length shorts or loose-fitting sweat pants - Suitable activewear top; athletic non-marking shoes. No skin-tight or form-fitting clothing.
Other	Makeup may not be worn by students at any time. - Natural hair colors only. Girls may wear one pair of earrings (no multiple piercings); no other body piercings are permissible. Piercings are not permissible for boys. - Sports uniforms for local public schools are not to be worn unless it is a NUT Day.



UNIFORMS FOR GIRLS

All pieces are available from Old Navy, Kohl's, Lands End, JC Penney, or French Toast. The following items are not part of the dress code: denim pants (in any color), yoga pants, t-shirts, hoodies, scarves. Leggings may only be worn under a skirt or dress.

Pants options (twill pants only)



Pants must be black or tan. No denim (jeans) pants, knit pants, yoga pants, leggings or jeggings. Pants must fully cover the student's backside.

Skirt/dress options



Skirts, skorts, and jumpers must be black or tan. Polo dresses may be red or black. Leggings may be worn with skirts. Skirts, skorts, dresses are to be no shorter than 2 inches above the knee.

Shirt/sweater options

Girls may wear a white blouse or solid red, white, or black polo shirt. Shirts **MUST** have a collar. Girls may also choose to wear a red or black cardigan or pullover sweater as long as a collared shirt is worn underneath. T-shirts and hoodies are not allowed.



433 Baraga Avenue
L'Anse MI 49946
906-524-5157
www.sacredheartlansse.org



UNIFORMS FOR BOYS

All pieces are available from Old Navy, Kohl's, Lands End, JC Penney, or French Toast. The following items are not part of the dress code: denim pants (in any color), athletic pants, t-shirts, or hoodies.

Pants/shorts options (twill pants only)



Pants/shorts must be black or tan. No denim (jeans) pants/shorts, athletic pants/shorts, sweat pants/shorts, or cargo pants/shorts. Pants/shorts must fully cover the student's backside. Pants/shorts that have pockets on the backside and look like jeans are not allowed.

Shirt options



Boys may wear a white button-down shirt or solid red, black, or white polo shirt (short or long sleeves). Shirts **MUST** have a collar. T-shirts and hoodies are not allowed.

Sweater/tie options

Boys may choose to wear a red or black vest, pullover sweater, or cardigan as long as a collared shirt is worn underneath. They may also choose to wear a tie, but it is not required.



APPENDIX B: Human Sexuality



Created in the Image and Likeness of God

An Instruction on Some Aspects of the Pastoral Care of Persons with Same-Sex Attraction and Gender Dysphoria

There is an ever-greater need today for the pastoral care of persons with same-sex attraction and persons with gender dysphoria. Let us open our hearts to the love of God that we may overflow with love and kindness and respect for others. This instruction is not meant to be a complete explanation of the subject. Rather, it provides some orienting considerations for pastoral care. We will consider the following topics: the art of pastoral accompaniment, the meaning and purpose of human sexuality, general approaches to the accompaniment of persons with same-sex attraction and persons with gender dysphoria, and guidance for select pastoral circumstances.

I. The Art of Pastoral Accompaniment

Pastoral accompaniment is the initial approach and subsequent establishment of an ongoing relationship of trust with another person to walk together on the path of conversion to follow Jesus Christ in faith.

Through the art of pastoral accompaniment, we meet people where they are and lead them step-by-step closer to Jesus Christ in a manner that is consistent with the Church's teaching.

Accompaniment requires patience. The path of conversion may take many years. For example, consider St. Monica's accompaniment of her son, St. Augustine. A common error is to force conversion according to a set timeline on another person.

In general, conversion and a change of behavior seldom happen in an instant. St. Augustine listened to the preaching of St. Ambrose for a considerable time before he finally had a change in heart and embraced a life of chastity. Thus, we must be patient and lead others step-by-step along the way. Let us turn to the Sacred Scriptures and reflect on two examples in the ministry of Jesus to guide our own pastoral ministry.

In the encounter of Jesus with the Samaritan woman (John 4:1-42), we see a summary of a journey toward faith and discipleship. Notice that Jesus does not begin his conversation with her by pronouncing a moral judgment on her behavior. Rather, he begins with the offer of living water and eternal life. Only after the woman begins to desire this water does the Lord point out the truth of her irregular situation: "You are right in saying, 'I do not have a husband.' For you have had five husbands, and the one you have now is not your husband." As the woman's journey toward faith continues, Jesus reveals himself to her as the Messiah, and she testifies to others who also come to believe. Observe that conversion, faith, and discipleship arise from the encounter with Jesus.

A personal encounter with Jesus leads to conversion in the life of Zacchaeus (Luke 19:1-10). Initially

Zacchaeus is curious about Jesus. Then, when Jesus reaches out and expresses his desire to stay with Zacchaeus, a change occurs in Zacchaeus' heart as he says: "Behold, half of my possessions, Lord, I shall give to the poor; and if I have extorted anything from anyone, I shall repay it four times over." Observe that Zacchaeus' desire to change his behavior arises after he has a personal encounter with Jesus.

To accompany others, it is insufficient merely to state the Church's teaching. In addition, we must strive to meet people and lead them, step-by-step, as we all walk toward the fullness of truth. Accompaniment requires docility to the Holy Spirit and discernment of the steps along the path. Discernment requires the virtue of pastoral prudence and must be carried out in fidelity to the teachings of the Church. Accompaniment does not dilute the teachings of the Church, but rather, animated by charity, we are to proclaim the Gospel in its fullness. The path of accompaniment leads first to a deeper encounter with Jesus and a proclamation of the kerygma, the core message of the Gospel. In light of the experience of God's love and with the strength of his grace, people are then able to address sinful behavior. To address the behavior apart from fostering a personal encounter with Jesus and his love is likely to harm the other person. The grace of God

makes conversion possible. Thus, we must begin the journey of pastoral accompaniment by striving to foster a personal encounter with Jesus Christ. Only then, can we shepherd people step-by-step to embrace and live the fullness of truth.

It is helpful to remember that, depending on the pastoral situation, sometimes we need to be gentle and sometimes we need to be more direct. We observe in the Gospels that Jesus is gentle with some, such as the woman caught in adultery, and firm with others, such as the Scribes and Pharisees. Here again is another area for discernment. St. Therese provides a good example for us in her work with the novices.

It is impossible to act with all in the same manner. With certain souls, I feel I must make myself little, not fearing to humble myself by admitting my own struggles and defects; seeing I have the same weaknesses as they, my little sisters in their turn admit their faults and rejoice because I understand them through experience. With others, on the contrary, I have seen that to do them any good I must be very firm and never go back on the decision once it is made. To abase oneself would not then be humility but weakness. God has given me the grace not to fear the battle; I must do my duty at all costs. I have heard the following on more than one occasion: "If you want to get anything out of me, you will have to win me with sweetness; force will get you nothing." I myself know that nobody is a good judge in his own case, and that a child, whom a doctor wants to perform a painful operation upon, will not fail to utter loud cries and to say that the remedy is worse than the sickness; however, when he is cured a few days later, he is very happy at being able to play and run. It is exactly the same for souls; soon they recognize that a little bit of bitterness is at times preferable to sugar, and they do not fear to admit it. (Story of a Soul, ICS Publications, 240).

When we explain the teaching of the Church, we must remember that it is good news to a broken world. For example, the sexual revolution and the breakdown of marriages have led to barrenness, broken hearts, broken lives, and broken families. The Church's teaching, in contrast, fosters steadfast love, fidelity, unity, and fruitfulness. This is good news! The way to healing is embracing Jesus and his teaching.

Finally, Pope Francis offers the following important instruction on accompaniment in *Evangelii Gaudium*:

169. In a culture paradoxically suffering from anonymity and at the same time obsessed with the details of other people's lives, shamelessly given over to morbid curiosity, the Church must look more closely and sympathetically at others whenever necessary. In our world, ordained ministers and other pastoral workers can make present the fragrance of Christ's closeness and his personal gaze. The Church will have to initiate everyone – priests, religious and laity – into this "art of accompaniment" which teaches us to remove our sandals before the sacred ground of the other (cf. Ex 3:5). The pace of this accompaniment must be steady and reassuring, reflecting our closeness and our compassionate gaze which also heals, liberates and encourages growth in the Christian life.
170. Although it sounds obvious, spiritual accompaniment must lead others ever closer to God, in whom we attain true freedom. Some people think they are free if they can avoid God; they fail to see that they remain existentially orphaned, helpless, homeless. They cease being pilgrims and become drifters, flitting around themselves and never getting anywhere. To accompany them would be counterproductive if it became a sort of therapy supporting their self-absorption and ceased to be a pilgrimage with Christ to the Father.
171. Today more than ever we need men and women who, on the basis of their experience of accompanying others, are familiar with processes which call for prudence, understanding, patience and docility to the Spirit, so that they can protect the sheep from wolves who would scatter the flock. We need to practice the art of listening, which is more than simply hearing. Listening, in communication, is an openness of heart which makes possible that closeness without which genuine spiritual encounter cannot occur. Listening helps us to find the right gesture and word which shows that we are more than simply bystanders. Only through such respectful and compassionate listening can we enter on the paths of true growth and awaken a yearning for the Christian ideal: the desire to respond fully to God's love and to bring to fruition what he has sown in our lives. But this always demands the patience of one who knows full well what Saint Thomas Aquinas tells us: that anyone

can have grace and charity, and yet falter in the exercise of the virtue because of persistent “contrary inclinations”. In other words, the organic unity of the virtues always and necessarily exists in habitu, even though forms of conditioning can hinder the operations of those virtuous habits. Hence the need for “a pedagogy which will introduce people step by step to the full appropriation of the mystery”. Reaching a level of maturity where individuals can make truly free and responsible decisions calls for much time and patience. As Blessed Peter Faber used to say: “Time is God’s messenger”.

172. One who accompanies others has to realize that each person’s situation before God and their life in grace are mysteries which no one can fully know from without. The Gospel tells us to correct others and to help them to grow on the basis of a recognition of the objective evil of their actions (cf. Mt 18:15), but without making judgments about their responsibility and culpability (cf. Mt 7:1; Lk 6:37). Someone good at such accompaniment does not give in to frustrations or fears. He or she invites others to let themselves be healed, to take up their mat, embrace the cross, leave all behind and go forth ever anew to proclaim the Gospel. Our personal experience of being accompanied and assisted, and of openness to those who accompany us, will teach us to be patient and compassionate with others, and to find the right way to gain their trust, their openness and their readiness to grow.
173. Genuine spiritual accompaniment always begins and flourishes in the context of service to the mission of evangelization. Paul’s relationship with Timothy and Titus provides an example of this accompaniment and formation which takes place in the midst of apostolic activity. Entrusting them with the mission of remaining in each city to “put in order what remains to be done” (Tit 1:5; cf. 1 Tim 1:3-5), Paul also gives them rules for their personal lives and their pastoral activity. This is clearly distinct from every kind of intrusive accompaniment or isolated self-realization. Missionary disciples accompany missionary disciples.

II. The Meaning and Purpose of Human Sexuality

The meaning of and purpose of human sexuality can be unveiled by asking a few questions.

How do you want to be loved? Temporarily or permanently?
 How do you want to be loved? Unfaithfully or faithfully?
 How do you want to be loved? Unfruitfully or fruitfully and in a life-giving way?
 How do you want to be loved? Partially or totally?
 How do you want to be loved? Conditionally or unconditionally?

Deep down, we all want to be loved permanently with a love that lasts forever. We want to be loved faithfully by someone who will never betray us. We want to be loved fruitfully in a way that gives us life. We want to be loved totally. We want to be loved with the other’s whole heart. We want to be loved unconditionally, no matter what happens. This is how Jesus loves us. His love is everlasting. God is love, and he will never stop loving us. His love is faithful, he will never betray us. His love is total, he gave himself completely for us when he died on the cross. His love is unconditional. He died for us, even though we are sinners.

We are created in the image and likeness of God, and by his grace we are called to love as God loves. Human sexuality has this meaning and purpose. It is meant to express a love that is permanent, one’s whole life long; a love that is faithful, a love that is open to the gift of life, a love that is total and unconditional, “for better or for worse.”

The Sacrament of Matrimony, the marital covenant, is a permanent partnership of one man and one woman ordered to the procreation and education of children and the good of the spouses (c. 1055). Christian spouses are strengthened by the grace of this sacrament to love each other with the love of Jesus Christ. Only in the context of marriage between one man and one woman can sexual intercourse express a love that is permanent, because they have given their whole lives

to each other by the promises that they made to each other on their wedding day. Outside of marriage, sexual activity cannot express permanent love.

Key to understanding human sexuality is the fundamental body-soul unity of the human person. Our bodies are integral parts of us. What we do to the body we do to the person. If we experience a loving embrace, the person is embraced, not just the body. If, tragically, one experiences bodily violence, the person is wounded, not just the body.

Because our bodies are integral parts of us, so is our fertility. A man and woman, therefore, cannot give themselves to each other totally in love, unless they also give their fertility to each other. Thus, only sexual intercourse that is open to life can express a total and fruitful love. Only sexual relations between a man and a woman can conceive children. Though children are not conceived in every act of intercourse and a man and woman may have struggles with infertility, their sexual relations are still acts of the procreative kind. Children could come to be if all the conditions were right.

Sex between persons of the same sex can never reflect total and fruitful love because they cannot give and accept each other's fertility. Such acts can never conceive children. They are not acts of the procreative kind and cannot participate in the expression of God's total and fruitful love (CCC, 2357).

III. General Approaches to the Accompaniment of Persons with Same-Sex Attraction and Gender Dysphoria.

Our fundamental approach to persons with same-sex attraction and persons with gender dysphoria is pastoral accompaniment: a loving, interpersonal encounter along the road to deeper faith in Jesus Christ. See the appendices below for a list of Church documents to inform our pastoral accompaniment. A list of other helpful resources is also found in the appendices.

Human persons are created in the image and likeness of God. We are beloved sons and daughters of the Father. Jesus Christ died for us, which shows the depths of our human dignity. Thus, we are to treat persons with same-sex attraction and gender dysphoria with dignity and respect and all unjust discrimination is to be avoided (CCC, 2358).

We are not defined or identified by our sexual attractions or conflicts about sexual identity. Our fundamental identity is as a beloved son or daughter of God. Thus, it is best to avoid identifying persons merely using labels such as "gay" or "transgender". It speaks more to our fundamental identity and dignity as persons to speak of persons with same-sex attraction or persons with gender dysphoria.

A. Same-Sex Attraction

It is for us to engage in pastoral accompaniment to help others live according to the true meaning of human sexuality while we also strive and seek help from others to do the same. If we are honest with ourselves, during our life we experience desires to live in a way that is contrary to the true meaning of human sexuality. This is due to original sin. Yet, living in accord with the truth leads us to happiness and the love that we truly desire. How important it is for us to encourage and strengthen each other on the way! All human persons are called to live chastely which means using our gift of sexuality according to its God-given meaning and purpose.

Experiencing feelings and desires that are not in accord with the true meaning and purpose of sexuality is not sinful. To commit a sin, we must know that something is wrong and freely choose to do it. We commit a sin if we freely and deliberately act on disordered desires, that is, desires that are not ordered according to God's wisdom and our true good and happiness. In this light, we speak of homosexual desires as disordered (CCC, 2357) because they can lead us to sin if we act on them. Yet the desires are not sinful in themselves. Homosexual acts are sinful.

Because of original sin we all experience some disordered desires. It is important for us to be aware of the disordered desires that arise in our heart. For example, do we often lose our temper because of disordered anger? Do we struggle to eat moderately because of a disordered desire for food? Do we drink too much because we have a disordered desire for alcohol? Do we have a disordered desire for money or material things? Do we struggle with lust? It is for us followers of Jesus to accompany each other and help each other on the journey of faith so that we do not give in to our disordered desires. When we stumble and fall along the way, we are to help each other rise by the grace of God and start again. As we accompany persons with same-sex attraction, we acknowledge that we too need accompaniment. As Catholics, we

see in our brother or sister with same-sex attraction not only someone whom we can help, but also a friend, someone who can help us with our struggles.

B. Gender Dysphoria

Persons with gender dysphoria are also in need of our care and pastoral accompaniment. Because of the fundamental body-soul unity of the human person, the sex of the person and the sex of the body are the same. Every one of us is created as either male or female. Thus, to live according to the truth of our human nature, we are to embrace our bodily sex. It is a gift given to us. Those who experience incongruence between their bodily sex and what they perceive their sex to be deserve our love, compassion, and our care. A good analogy is how we would help persons who are suffering from anorexia nervosa. In this disorder there is an incongruence between how the persons perceive themselves and their bodily reality. They may perceive themselves as overweight when they are quite thin. Just as we would refer a person with anorexia to an expert to help him or her, let us also refer persons with gender dysphoria to a qualified counselor to help them while we show them the depth of our love and friendship.

IV. Guidance for Select Pastoral Circumstances

In the various pastoral situations discussed below, if a decision is made to delay the celebration of a sacrament, withhold Holy Communion or the other sacraments, or determine that a person is not disposed to exercise a liturgical ministry or position of leadership (e.g., reader, extraordinary minister of

Holy Communion, catechist, parish finance or pastoral council member, etc.), the following words of Pope Francis provide a helpful guide:

“Naturally, if someone flaunts an objective sin as if it were part of the Christian ideal, or wants to impose something other than what the Church teaches, he or she can in no way presume to teach or preach to others; this is a case of something which separates from the community (cf. Mt 18:17). Such a person needs to listen once more to the Gospel message and its call to conversion. Yet even for that person there can be some way of taking part in the life of community, whether in social service, prayer meetings or another way that his or her own initiative, together with the discernment of the parish priest, may suggest.” (*Amoris Laetitia*, 297)

In such circumstances, pastoral accompaniment might entail inviting the person to attend a meeting of a prayer group or a Bible study in a non-leadership capacity, or assist in the parish’s outreach to the poor, etc. They are encouraged to participate in Mass while making a spiritual communion and refraining from the reception of Holy Communion.

It is also important to weigh the potential of scandal in making decisions whether to delay the celebration of a sacrament, withhold Holy Communion or the other sacraments, or determine that a person is not disposed to exercise a liturgical ministry or position of leadership. “Scandal is an attitude or behavior which leads another to do evil” (CCC, 2284). If a person is publicly manifesting behaviors that are objectively gravely sinful, allowing him or her to receive the sacraments or exercise leadership may cause scandal.

A. Sacraments of Initiation

- a. Children under the care of a couple in a same-sex union or with a Catholic parent who is in a same-sex union may be baptized, provided that there is a well-founded hope that the children will be raised and educated in the Catholic faith (c. 868; cf. CDF, *Pastoralis actio*, 30) — including the Church’s teaching on marriage and family. Unlike a man and woman who are cohabitating or in an invalid marriage, the status of same-sex couples can never be regularized, which presents a particular pastoral concern. To avoid scandal, the baptism should be celebrated privately, and care should be taken to avoid the impression of accepting the redefinition of marriage and parenthood.
- b. A baptized child under the care of a couple in a same-sex union or who has a Catholic parent in a same-sex union may be admitted to the sacraments of Confirmation and the Eucharist if the child is properly prepared and disposed.
- c. A person who is publicly living in a same-sex sexual relationship (or in any sexual relationship outside of an ecclesiastically recognized marriage between one man and one woman) may not serve as a sponsor or a Christian witness for the Sacraments of Baptism and Confirmation.

- i. Similarly, a person who publicly identifies as a different gender than his or her biological sex or has attempted “gender transitioning” may not serve as a sponsor or a Christian witness for Baptism and Confirmation, unless the person has repented. Repentance does not require reversing the physical changes to the body that the person has undergone. The experience of incongruence in one’s sexual identity is not sinful if it does not arise from the person’s free will, nor would it stand in the way of the person serving as a sponsor or a Christian witness. However, deliberate, freely chosen, and manifest behaviors to redefine one’s sex do constitute such an obstacle.
- d. A person who is publicly living in a same-sex sexual relationship (or in any sexual relationship outside of a marriage between one man and one woman) may not be Baptized, Confirmed, or received into full communion in the Church, unless the person has repented and withdrawn from the relationship. In danger of death, if there is evidence of repentance, these rites may be celebrated without withdrawal from the relationship if formal separation is not possible or is gravely inconvenient.
- e. Similarly, a person who publicly identifies as a different gender than his or her biological sex or has attempted “gender transitioning” may not be Baptized, Confirmed, or received into full communion in the Church, unless the person has repented. Repentance does not require reversing the physical changes to the body that the person has undergone. The experience of incongruence in one’s sexual identity is not sinful if it does not arise from the person’s free will, nor would it stand in the way of Christian Initiation. However, deliberate, freely chosen and manifest behaviors to redefine one’s sex do constitute such an obstacle.

B. Reception of Holy Communion and the Anointing of the Sick

- a. Persons who are living in a same-sex sexual relationship (or in any sexual relationship outside of an ecclesiastically recognized marriage between one man and one woman) should not present themselves for Holy Communion (c. 916). Pastors should address such situations privately with the persons and advise them that they should not present themselves for Holy Communion unless they have withdrawn from the relationship and have received the Sacrament of Penance. If the relationship is public and if they obstinately persist in it, they are not to be admitted to Holy Communion (c. 915). Such persons may be given Holy Communion in danger of death if they express repentance (c. 921). The benefit of the doubt falls to administering the Sacrament.
- b. Similarly, persons who identify as a different gender than their biological sex or have attempted “gender transitioning” should not present themselves for Holy Communion (c. 916). Pastors should address such situations privately with the persons and advise them that they should not present themselves for Holy Communion unless they have repented and received the Sacrament of Penance. Repentance does not require reversing the physical changes to the body that the person has undergone. The experience of incongruence in one’s sexual identity is not sinful if it does not arise from the person’s free will, nor would it stand in the way of the reception of Holy Communion. However, deliberate, freely chosen and manifest behaviors to redefine one’s sex do constitute such an obstacle. If the behaviors are public and if the persons obstinately persist in such behaviors, they are not to be admitted to Holy Communion (c. 915).
 - i. The above also applies to the reception of the Sacrament of the Anointing of the Sick (c. 1007). If there is danger of death and the person is unresponsive, evidence that he or she at least wished to die as a Catholic is sufficient to administer the sacrament. In a case of doubt, the sacrament is to be administered.

C. Marriage

- a. Marriage is a permanent partnership of one man and one woman ordered to the procreation and education of children and the good of the spouses. Persons of the same sex invalidly attempt marriage. So-called “gender transitioning” does not alter one’s sex.
- b. Catholic ministers may not bless or otherwise solemnize a same-sex union (CDF, Responsum ad dubium, 22 February 2022). Church facilities may not be used to bless or otherwise solemnize a same-sex union, nor be used for a reception after such a blessing or solemnization.

D. Liturgical Ministries and Leadership Roles

- a. A person who is publicly living in a same-sex sexual relationship (or in any sexual relationship outside of an ecclesiastically recognized marriage between one man and one woman) may not exercise a liturgical

ministry or position of leadership including but not limited to reader, extraordinary minister of Holy Communion, catechist, member of the parish finance or pastoral council, etc., unless the person has repented and withdrawn from the relationship.

- b. Similarly, a person who publicly identifies as a different gender than his or her biological sex or has attempted "gender transitioning" may not exercise a liturgical ministry or position of leadership including but not limited to reader, extraordinary minister of Holy Communion, catechist, member of the parish finance or pastoral council, etc., unless the person has repented. Repentance does not require reversing the physical changes to the body that the person has undergone. The experience of incongruence in one's sexual identity is not sinful if it does not arise from the person's free will, nor would it stand in the way of exercising a liturgical ministry or position of leadership. However, deliberate, freely chosen and manifest behaviors to redefine one's sex do constitute such an obstacle.

E. Sacramental Records

- a. Contact the Chancellor of the Diocese of Marquette for direction regarding sacramental records related to these matters.

F. Catholic Schools and Religious Education

- a. The parents and those taking the place of parents and the students are to abide by the Covenant for Catholic Schools and Parish Faith Formation Programs, which is included as an appendix to this instruction for your convenience.
 - i. Students under the care of persons living in a same-sex sexual relationship
 - ii. Students under the care of persons living in a same-sex sexual relationship are not to be denied admission to Catholic Schools and catechetical programs on that basis. Parents and those taking the place of parents are to be informed that the children will be instructed according to the Church's teaching on marriage and sexuality in an age appropriate manner.
 1. To avoid scandal, a same-sex relationship is not to be presented in a way that gives semblance to marriage. Great care is to be taken so that the other students are not led into error regarding the nature of marriage and parenthood.
 - iii. Students experiencing same-sex attraction
 - a. Students experiencing same-sex attraction are to be treated with compassion and respect. All unjust discrimination is to be avoided. Bullying of students must not be tolerated. Pastoral accompaniment is to be exercised to lead the student into a deeper union with the Blessed Trinity and to help them embrace and live according to the Church's teaching on sexuality.
 - b. All students are to live chastely.

IV. Conclusion

For several years, I served as a Courage chaplain. Courage is a Catholic apostolate to persons with same-sex attraction. It was a privilege to accompany the Courage members on our journey of faith to a deeper union with the Blessed Trinity. I remain inspired by their faith and desire to live chastely. It was one of the most joyful and meaningful ministries that I had as a priest, and a true exercise of spiritual fatherhood. May you who accompany persons with same-sex attraction or gender dysphoria be inspired by them, as was I, to follow Jesus Christ more faithfully and with deeper love.

Given at the Curia of the Diocese of Marquette, July 29, 2021, the Memorial of St. Martha.


 Most Reverend John F. Doerflinger, STD, JCL
 Bishop of Marquette


 MaryAnn Bernier, Vice Chancellor

APPENDIX C: CHURCH DOCUMENTS

Congregation for the Doctrine of the Faith. “*Responsum* of the Congregation for the Doctrine of the Faith to a *dubium* regarding the blessing of the unions of persons of the same sex,” February 22, 2021. [Responsum of the Congregation for the Doctrine of the Faith to a *dubium* regarding the blessing of the unions of persons of the same sex \(22 February 2021\) \(vatican.va\)](https://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_con_cfaith_d oc_20210222_dubium_homosexual-unions_en.html)

Congregation for the Doctrine of the Faith. “Considerations Regarding Proposal to Give Legal Recognition to Unions Between Homosexual Persons,” March 28, 2003. http://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_con_cfaith_d oc_20030731_homosexual-unions_en.html

Congregation for the Doctrine of the Faith. “Some Considerations Concerning the Response to Legislative Proposals On the Non-Discrimination of Homosexual Persons,” July 23, 1992. http://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_con_cfaith_d oc_19920724_homosexual-persons_en.html

Congregation for the Doctrine of the Faith. “Letter to the Bishops of the Catholic Church on the Pastoral Care of Homosexual Persons,” October 1, 1986. http://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_con_cfaith_d oc_19861001_homosexual-persons_en.html

Congregation for Catholic Education. “‘Male and Female He Created Them’ Towards a Path of Dialogue on the Question of Gender Theory In Education,” February 2, 2019. [rc_con_ccatheduc doc_20190202_maschio-e-femmina_en.pdf](https://www.vatican.va/roman_curia/congregations/ccatheduc/documents/rc_con_ccatheduc_doc_20190202_maschio-e-femmina_en.pdf) (vatican.va)

United States Conference of Catholic Bishops. *Ministry to Persons with a Homosexual Inclination: Guidelines for Pastoral Care*, 2006. <http://www.usccb.org/issues-andaction/human-life-and-dignity/homosexuality/upload/ministry-persons-homosexualinclination-2006.pdf>

Appendix 2: Pastoral Resources

Below you will find select resources to assist you in the art of pastoral accompaniment.

Marriage Unique for a Reason: <https://marriageuniqueforareason.org>

Courage: <https://courage.org>

Person and Identity: <https://personandidentity.com>

The Marriage Reality Movement: <http://takebackmarriage.org>

Sexuality and Gender: Findings from the Biological, Psychological and Social Sciences
The New Atlantis: A Journal of Technology and Society
 Lawrence Mayer, M.B., M.S., Ph.D. and Paul R. McHugh, M.D. Number 50 – Fall 2016
<https://www.thenewatlantis.com/issues/no-50-fall-2016>

APPENDIX D: Diocesan Covenant

DIOCESE OF MARQUETTE COVENANT RELATIONSHIP FOR CATHOLIC SCHOOLS & PARISH FAITH FORMATION PROGRAMS

Introduction:

Throughout Scripture, we read about covenant relationships between God and God's people. Understanding what a covenant relationship is, is pivotal to understanding what our relationship of love with God should look like. Understanding what makes up a covenant relationship can also help us understand the relationship that members of our parish and school communities should have with one another.

Moses came down from the mountain and recited for the people the Ten Commandments. They responded, *"We will do everything that the Lord has told us."* The Commandments were more than a mere contract. A contract protects both parties from one another with obligations, rights, and liabilities. A covenant, on the other hand, opens both parties to a very important promise and sacred bond.

Moses sealed the Old Covenant by sprinkling the people with the blood of the sacrifice. At the Last Supper, Jesus made a new and eternal covenant with us through His blood. By our reception of the body and blood of Jesus at communion, we ratify or agree to be faithful to God. Our reception of communion is not a suggestion, but a commandment. Jesus clearly said, *"Do this in memory of me."*

How is it that we enter a covenant? By an oath, like swearing to our testimony in court. An oath pledges our fidelity until death that we uphold something that we believe in. The Latin word for oath is *sacramentum*, or sacrament. We, therefore, enter a covenant relationship with our God through the first sacrament, baptism, and renew it each time we approach the other six sacraments. Just as the Old Covenant between God and Israel was sealed through blood sprinkled on the altar and the people so the New Covenant between Christ and His Church is sealed with the body and blood we receive in the Eucharist.

It is important to know that a covenant relationship is one that is made in love. It is a voluntary and mutual pledge to grow together in relationship. A covenant, since it represents a loving relationship, allows members room to grow in generosity and mutual support.

The relationship between God and us, and between you and your parish school community or parish faith formation program, is a covenant agreement to be members of God's family in a growing relationship of love with God and with each other.

CATHOLIC SCHOOL COVENANT

Sacred Heart, St. Ann, and Most Holy Name of Jesus Parish(es) School Family Covenant

We invite each of our school families to enter a covenant relationship with our parish(es) school community. It is our hope that this relationship will be characterized by mutual care and generosity for the growth of all.

Sacred Heart, St. Ann, and Most Holy Name of Jesus Parish(es) School Pledge:

- To provide opportunities for both children and their families to grow in faith and friendship with Jesus Christ and to learn to share the joy of this relationship with others.
- To offer an excellent educational program that provides the necessary fundamentals for student academic success and virtue formation.
- To provide a Catholic Christian school environment where children are safe and enjoy growing into young adulthood.
- These parishes **Sacred Heart, St. Ann, and Most Holy Name of Jesus** offer a parish subsidy to assist families to provide their children with a Catholic school education.
- To commit to work in partnership with families to live out our covenant relationship in mutual care and generosity.

As parents of children in Sacred Heart School, our family pledges:

- To understand and support the teachings of Jesus as taught by the Catholic Church, which will be part of my child's education and formation.
- To support the moral and social doctrine of the Catholic Church as taught to our children in our Catholic School to ensure consistency between home and school.
- To take an active part in the religious education of our children both at home and church.
- To commit to work in partnership with school staff and teachers to live out our covenant relationship in mutual care and generosity.
- To financially support the mission and ministry of Sacred Heart School through tuition, volunteer and fundraising support.
- (For Catholics) To do my best to live as a member of the Body of Christ in our parish and our school community.
- (For Non-Catholics of other faiths) To do my best to live as a member of the Body of Christ in my church and our school community.

We enter this covenant freely and with a firm determination to fulfill our responsibilities.

Signed:

Parents _____

School _____

Parish _____

PARISH FAITH FORMATION COVENANT

Sacred Heart, St. Ann, and Most Holy Name of Jesus Parish Faith Formation Family Covenant

We invite each of our faith formation families to enter a covenant relationship with our parish community by modeling the faith through providing opportunities in our home for our children to experience:

- family prayer.
- celebrations of religious and family traditions.
- works of care and service.

Sacred Heart, St. Ann, and Most Holy Name of Jesus Parish Faith Formation Pledge:

- To provide opportunities for both children and their families to grow in faith and friendship with Jesus Christ.
- To ensure catechists model the faith we seek to share with the children in our programs.
- To offer a faith formation program that provides the necessary fundamentals for the youth entrusted to our care.
- To provide a Catholic Christian environment where children are safe, treated with dignity and respect.
- To provide an adequate budget and facilities to ensure a quality program of catechesis for all children of the parish.
- To commit to work in partnership with families to live out our covenant relationship in mutual care and generosity.

As parents of children in Sacred Heart, St. Ann, and Most Holy Name of Jesus faith formation program, our family pledges:

- To understand and support the teachings of Jesus as taught by the Catholic Church, which will be part of my child's education and formation.
- To support the moral and social doctrine of the Catholic Church to ensure consistency between home and parish faith formation program.
- To take an active part in the religious education of our children both at home and church.
- To commit to work in partnership with parish staff and catechists to live out our covenant relationship in mutual care and generosity.
- To support the mission and ministry of **Sacred Heart, St. Ann, and Most Holy Name of Jesus** through participation in faith formation activities and meetings, volunteer support, and parish financial support.
- To do my best to live as a member of the Body of Christ in our parish.

We enter this covenant freely and with a firm determination to fulfill our responsibilities.

Signed:

Parents _____

Parish _____