

SACRED  
HEART  
SCHOOL

*Faith-based education for lifelong success*

519 N. Center Ave. Miles City, Montana 59301

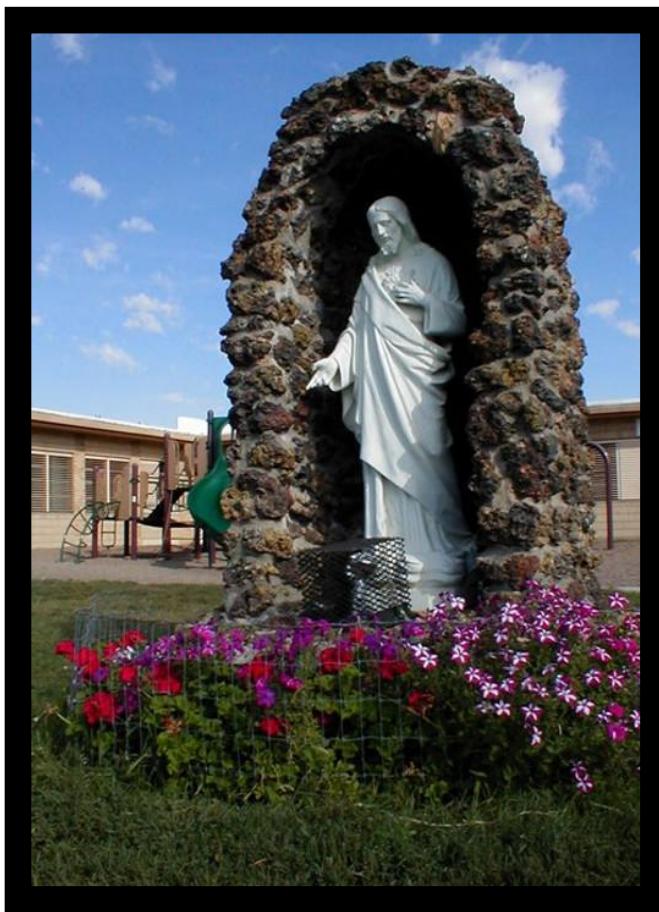
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**Student  
Behavior and Expectations  
Handbook  
2025-2026**

This behavior and expectation plan is designed to support a positive, respectful, and faith-based learning environment. It aligns with the school's Catholic values, focusing on teaching students self-discipline, responsibility, and respect for others.

Each teacher will send home their classroom behavioral and homework expectations within the first week of school.



**Sacred Heart of Jesus we put our trust in you.**

## **SCHOOL BEHAVIORAL EXPECTATIONS**

- Demonstrate courtesy — even when others do not.
- Treat everyone with respect and dignity.
- Follow directions as given by the supervisor.
- Behave in a responsible manner with self-discipline.
- Respect the rights, privileges, and property of others.
- Do not disrupt the orderly flow of school activities or instruction.
- Running and scuffling is not permitted in the classrooms or hallways.
- No snowballs, rocks, or other items to be thrown around school property.
- Use appropriate language. Do not tease, cause harm, name-call, or bully.
- Vandalism is not tolerated. Writing on desks, lockers, etc., and other non-permanent defacement of property will result in cleaning the property and/or detention. Willful damage or destruction of property will result in restitution.
- Student must meet school standards of grooming and dress as detailed in the handbook. The appearance of the student is the responsibility of that individual and their parent/guardian. Students will have an opportunity to correct the violation on their own. If they cannot, a parent/guardian will be notified to assist with correcting the violation.
- Appropriate dress also means dressing appropriately for the weather, as students will be going outside for recess and walking to church. As a rule of thumb, students will be outside if the wind chill is above zero.
- A Blue Pass is required to leave the building, for any reason, during school hours. A parent/guardian will need to contact the school for a Blue Pass to be given to student(s).

## **CHURCH RULES & EXPECTATIONS**

- Quietly enter the church and participate respectfully and reverently.
- No talking or disruptive behavior during Mass.
- When Mass has ended, quietly gather belongings, any trash (i.e., used tissues) and walk quietly out with your class.
- Students must sit with their class. Exceptions are made for family celebrations.

## **HALLWAY RULES & EXPECTATIONS**

- Walk quietly down the hallways, with your class, on the right side of the hallway. No rough housing.
- Keep hands to self. Do not touch the lockers, walls, ceilings and doorways along the way.
- Keep your locker door closed and leave nothing on the floor. (Storing snow boots under lockers is allowed).

## **RESTROOM RULES & EXPECTATIONS**

- Use the restroom appropriately and keep the restroom clean.
- No loud talking or rough housing in the restroom.
- Return immediately to your class after using the restroom.

## **RECESS RULES & EXPECTATIONS**

- No running out the doors to recess. Wait until you are off the steps.
- Use the right-side door of the double doors to enter and exit. Younger classes have the “right-away.” Wait for classes to pass, do not try to cut in between students as they are walking as a class.

- Play by the rules, take turns, include others, no rough housing.
- Use the slides appropriately. Sitting on the slide going down- never climbing up.
- No food or littering on the playground.
- Recess/games end when the bell rings. Quickly gather what you brought out and line up in designated spots.

## **CAFETERIA RULES & EXPECTATIONS**

- Enter the cafeteria with your class. Listen and be respectful to cafeteria staff members.
- Do not gather in groups that block other students from getting around.
- Respectfully wait in line to get your lunch.
- Use appropriate behavior while eating. Do not throw food, utensils, or garbage.
- Clean up after yourself.
- No food, drink, utensils or water cups etc. to be taken from the lunchroom. Lunches brought from home should be repacked and stored in your locker.
- Talk using an inside voice (no yelling).
- Do not climb on or under the tables.
- Do not touch or take food from another student's lunch.
- Class use of the microwave will be at the teachers' discretion. Parents/guardians keep in mind that students need to be able to use the microwave on their own and be aware of what can and cannot be placed in the microwave.

## CONSEQUENCES

Unacceptable behaviors will be addressed in the following ways:

- **Misconduct slips:** Will be written up, copies given to the office and sent home to be signed and returned.
- **Loss of privilege:** Could include silent lunch, recess detention, loss of school privileges (i.e., field trips).
- **Conference:** Discussion involving students, parent/guardian, teacher(s) and principal.
- **Detention:** Parents will be notified. Students must report for detention the following day. 4th-8th grades will have morning detention at 7:00 a.m.. 1st-3rd will serve detention after school. A student who is not cooperative or is tardy for detention will receive no credit for the time served.
- **Student sent home (same day):** In cases where behavior is too disruptive or repetitive, administration may request that a parent/guardian pick the student up from school and not return until the following day.
- **In-School Suspension (ISS):** Parents/guardian will be notified. The suspension is served on school grounds under the supervision of school personnel, not in their homeroom classroom. The student is responsible for completing all assigned work.
- **Out-of-School Suspension (OSS):** Parents will be notified and the student will be dismissed from school. The student serving OSS is prohibited from attending all school activities or being on school grounds. Zeros will be given for missed work. The student and parent/guardian will meet with the principal and/or pastor for possible readmittance or permanent dismissal.
- **Expulsion\Dismissal:** When the student has repeatedly failed to correct their unacceptable behavior, or when required by law, the student will be removed from school.

# SACRED HEART SCHOOL Misconduct Report

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Grade: K 1 2 3 4 5 6 7 8  
Location: \_\_\_\_\_  
Offense: 1 2 3 Level: 1 2 3

Our students are expected to maintain a Christian learning environment characterized by respect for people, seriousness in their studies and understanding of school regulations. You have broken one of our school behavior expectations. We are letting your parent/guardian know so they can talk with you about this problem. The misbehavior(s) is checked below.

<input type="checkbox"/> inappropriate language	<input type="checkbox"/> physical contact	<input type="checkbox"/> computer misuse
<input type="checkbox"/> disrespect to a teacher	<input type="checkbox"/> lying/cheating	<input type="checkbox"/> property damage
<input type="checkbox"/> disrupting class	<input type="checkbox"/> computer, cell phone or	<input type="checkbox"/> theft
<input type="checkbox"/> dress code violation	smart watch violation	<input type="checkbox"/> other _____

Incident: \_\_\_\_\_

Teacher Action: \_\_\_\_\_

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

Dear Parent/Gaurdian: This is to let you know there was a behavior issue at school. I request that you discuss this issue with your child. Please sign below and have your child return this to their homeroom class. Questions or concerns can be written on the back.

Parent/Gaurdian signature: \_\_\_\_\_



WHITE- OFFICE COPY   YELLOW- TEACHER COPY   PINK- PARENT COPY

This is a copy of the misconduct report that will be sent home to be signed by a parent/guardian and returned to homeroom teacher.

## DISCIPLINARY ACTIONS

Level 1 discretions will be treated as a 1st offense. Level 2 discretions will be treated as an automatic 2nd offense and Level 3 will result in automatic 3rd offense discipline. Misconduct slips will be written up for all levels and recorded in 90-day periods, from the date of the 1st offense to the 2<sup>nd</sup>. Any additional misconduct that falls within that 90-day period would be considered a 2<sup>nd</sup> and 3<sup>rd</sup> offense.

<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
<ul style="list-style-type: none"><li>• cursing</li><li>• minor pushing, shoving or rough housing</li><li>• non-compliance dress code violation</li><li>• minor class disruption</li><li>• minor computer misuse</li><li>• cell phone/ smart watch violation</li></ul>	<ul style="list-style-type: none"><li>• major pushing and shoving<ul style="list-style-type: none"><li>• disrespect</li></ul></li><li>• insubordination<ul style="list-style-type: none"><li>• major classroom disruption.</li></ul></li><li>• major tantrums student verbal altercations<ul style="list-style-type: none"><li>• theft</li><li>• habitual discipline</li></ul></li><li>• constant name calling or teasing.</li><li>• lying/cheating</li></ul>	<ul style="list-style-type: none"><li>• major computer misuse</li><li>• bullying<ul style="list-style-type: none"><li>• threats</li></ul></li><li>• vandalism<ul style="list-style-type: none"><li>• arson</li></ul></li><li>• possession of weapons, drugs, tobacco, nicotine products or alcohol on school grounds.</li></ul> <p>**Students will receive immediate suspension or expulsion.</p>

**FOR GRADES 1st-3rd**

**1st offense** in a 90-day period. Student talks with the involved teacher(s), and acknowledges their actions and signs their misconduct slip, which will be sent home to be signed by parent/guardian and returned to the homeroom teacher. Misconduct may result in a loss of privilege.

**2nd offense** in a 90-day period. A parent/guardian will be called about the student's behavior and a misconduct slip will be sent home to be signed and returned to the homeroom teacher. Misconduct will result in a loss of privilege and/or a detention.

**3rd offense** in a 90-day period. The student and their parent/guardian will meet with the principal. A misconduct slip will be filled out and signed, and will result in a detention and loss of privileges.

## **FOR GRADES 4<sup>th</sup>- 8<sup>th</sup>**

**1st offense** in a 90-day period. Student talks with the involved teacher(s), and acknowledges their actions and signs their misconduct slip, which will be sent home to be signed by parent/guardian and returned to the homeroom teacher. Misconduct may result in a loss of privilege.

**2nd offense** in a 90-day period. A parent/guardian will be called about the student's behavior and a misconduct slip will be sent home to be signed and returned to the homeroom teacher. Misconduct will result in a loss of privilege and/or a detention.

**3rd offense** in a 90-day period. The result will be a 7:00 a.m. detention the next day with staff. Any student who does not show up, uncooperative or tardy for detention will receive no credit for the time served. The student and their parent/guardian will meet with the principal.

## Philippians 4: 8-9

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable- if anything is excellent or praiseworthy- think about such things. Whatever you have learned or received or heard from me or seen in me- put it into practice. And the God of peace will be with you.

Please remember that everything outlined in this Student Behavior and Expectations Handbook and our school handbook is to set the tone for high expectations that we expect of our staff and students at Sacred Heart School. Sacred Heart School expects to revise and update this handbook as needed. You will be notified of any changes.

### Receipt of Handbook

*"I have received and completely reviewed the **Sacred Heart Behavior and Expectations Handbook** for 2025-2026. I understand that I will be held accountable for my behavior and will be subject to the disciplinary consequences outlined in the handbook."*

**Print name of Student:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please cut this signed signature page out  
and return it to the homeroom teacher,  
by September 2, 2025.**

