

A Student's Prayer

Come Holy Spirit,
great Teacher and Guide,
be with me as I begin
this new school year.

I ask You to please
help me...study hard,
learn much,
make new friends,
respect my teachers,
and help my classmates.

Walk with me,
Holy Spirit,
and lead the way.
Shine through me
and deepen my faith
so that everyone I meet
this year
may know that I am
Your follower and friend.

Amen

Bell Schedule (Grades 6-12)

7:20	Teacher Arrival
7:45	First Period
7:50	Tardy to First Period
7:50-8:47	First Period
8:50-9:37	Second Period
9:40-10:27	Third Period
10:30-10:40	7 th -12 th Grade Break
10:43-11:30	Fourth Period
11:33-12:22	Fifth Period
12:25-12:55	Lunch (Upper Level)
12:58-1:47	Sixth Period
1:50-2:45	Seventh Period
2:45	Dismissal

Bus riders will be dismissed at 2:40.

Note: Grades K3 through 5th will follow their own individual classroom schedules for the day. Their class schedules will begin at 7:45 and any student arriving after the 7:50 tardy bell must be signed in at the main office before reporting to class.

Holiday Schedule

2011-2012

August 10 th	First Day of School - 1 PM dismissal
August 11 th	1 PM dismissal
September 5 th	Labor Day Holiday
September 16 th	Inservice (JCCHS)
October 17 th -21 st	Fall Break
November 11 th	Veterans' Day Holiday
November 23 rd -25 th	Thanksgiving Holidays
December 20 th	1 PM Dismissal
December 21 st - January 2 nd	Christmas Holidays
January 16 th	Martin Luther King, Jr. Holiday
February 10 th	Weather Day/Parent-Teacher Conferences
February 20 th	Presidents' Day
April 26 th -30 th	Spring Break
April 5 th	1 PM Dismissal
April 6 th	Good Friday Holiday
May 25 th	Last Day of School* (11 AM Dismissal)
May 38 th	Memorial Day Holiday

(unless we need to make up days for inclement weather)*

Grading Periods

September 15 th	Progress Reports
October 14 th	End of First Quarter
October 27 th	Report Cards
November 22 nd	Progress Reports
December 14 th -19 th	Upper School Semester Exams
December 20 th	End of First Semester
January 3 rd	Second Semester Begins
January 5 th	Report Cards
February 9 th	Progress Reports
March 9 th	End of Third Quarter
March 15 th	Report Cards
March 14 th -16 th /19 th -21 st	IOWA/Writing/Math Assessments
April 19 th	Progress Reports
May 21 st -23 rd	Upper School Semester Exams

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FOREWORD

The purpose of this school handbook is to supply the basic information concerning the philosophy, history, policies and procedures of the Sacred Heart of Jesus Catholic School educational program so that the major elements of the school - faculty, parents, and students - may function most effectively. This handbook will find greatest use among those familiar with Sacred Heart of Jesus Catholic School, but it should be read by all each year to avoid misunderstanding and to achieve the maximum degree of cooperation.

This school handbook has been reviewed and approved by the Superintendent of Catholic Schools for the Diocese of Birmingham, the Sacred Heart Administration, and the Sacred Heart School Board. Information about the Sacred Heart School Board is available in the school office.

MISSION STATEMENT

The formation and education of children into mature witnesses of Christ are the fundamental reasons for the existence of Sacred Heart School. Because of this belief, we hope to aid students towards efforts in Christian commitment by providing an atmosphere where teachers and students live the message of the Gospel and cultivate the spirit of service to God and neighbors.

POLICY OF NON-DISCRIMINATION

Every Catholic school in the school system of the Diocese in Birmingham shall admit students of any sex, race, color, national or ethnic origin to all rights and privileges, programs, and activities generally accorded or made available to students at school. Schools shall not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

COOPERATING WITH PARENTS

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration to Sacred Heart of Jesus Catholic School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between Sacred Heart Catholic School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through conservative dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of Sacred Heart Catholic School or, by word or action, is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from Sacred Heart Catholic School.

ADMISSION

Sacred Heart of Jesus Catholic School, accredited by the Southern Association of Colleges and Schools, maintains an open admissions policy. No discrimination is made on the basis of race, creed, sex, national origin or disability (if with reasonable accommodation on the part of the school, the disabled person

can be accommodated.) Admission is open to all students who can learn and develop within the curriculum offered by the school. Students will be accepted according to the following priority schedule approved by the school board:

1. Current students and siblings
2. Children of faculty and staff
3. Parishioners (this includes children from neighboring parishes as well as Catholic families new to the area)
4. Non-parishioners.

Former students will be re-admitted on a case-by-case basis. No student will ever be re-admitted if any tuition or fees are owed from a previous enrollment.

Students that are newly admitted to Sacred Heart School will be admitted on a probationary basis. These students will be on academic and behavioral probation for one complete grading period. During this period, the student will be evaluated to ensure they are able to meet the academic demands of the school. Students will also be evaluated on their social interactions with other students and faculty to ensure they can manage themselves appropriately in the Christian setting of Sacred Heart School. The probationary period may be extended if there is a reason for further evaluation.

REGISTRATION

Official registration at Sacred Heart of Jesus Catholic School is accomplished when each of the following is received:

1. A completed registration form signed by a parent or guardian;
2. Payment of the non-refundable registration fee;
3. A transcript, withdrawal notice and discipline record from former school (withdrawal must be in good standing);
4. A completed application;
5. A completed enrollment form for the electronic debit system;
6. A certificate of immunization from the Alabama Department of Health (blue form) verifying that the student has received all legally required vaccinations OR a certificate of exemption from the state of Alabama. No copies will be accepted;
7. A student Social Security Card and Birth Certificate;
8. An administrative interview;
9. Receipt of the Parent and Student Handbook;
10. Selection of grade level course of study (grade 7-12);
11. Construction of student schedule (grades 7-12);
12. General counseling, graduation requirements (grades 7-12);

The admission process is not considered complete until each step indicated above is accomplished.

CHILD CUSTODY AND THE SCHOOL

The parents should be aware of the problems caused to the school's administration when a student's parents are divorced or separated, or when a student is in the custody or care of another person. The parents or custodian must deliver to the principal of the school, a copy of the Court Order or agreement as is applicable to the custody and visitation rights of the divorced or separated parents, or of the custodian. The principal and the student's teachers are entitled to deem that, if there is no divorce decree, or separation decree, or written custody agreement (signed by the parents) presented to the school, the teachers, and the principal are entitled to deal with each parent equally.

Report cards and notices for the student's disciplinary problems that are sent home by the teacher or by the principal will always be sent to the parent/guardian with whom the student resides. Whenever there is any change in the custodial rights of a parent or other custodian (whether permanent or temporary,) the school must be notified immediately in writing; otherwise, the school will be entitled to continue to rely upon the original written arrangement on file in the school office. In the case of PTO (Parent-Teacher Organization) meetings or other social activities at the school, when parents are invited to attend, both parents (whether or not separated or divorced) of the student are welcome to attend.

When a student is to be picked up at school, during school hours, for an illness, or to be taken to a doctor, or for other bona fide reasons, such must be done by the parent, or by the parent who has custodial rights, or by the custodian of the child, or by a person designated in writing by the custodial parent to do so. The same applies to a student who is to be picked up from school when it has let out for the day. The school staff must not be placed in the position of having to decide who is the proper party to pick up the child.

In situations where the parents are unable to settle their difference or disputes between themselves as to the conduct and the activities of their child/student and if this creates a problem for the school, the school is authorized to exclude that student, whether it be at the end of the term or during the term.

FINANCIAL INFORMATION

A registration fee, which is not applicable to tuition, is payable in full at registration. A student does not complete the registration process until the registration fee is paid in full. *THIS FEE IS NON-REFUNDABLE.*

No semester examinations will be given to any student who owes any amount to the school, either through tuition, day care, library or any other fees. No transcripts or official school records will be released until all financial obligations have been satisfied.

TUITION

Tuition is collected on the 15th day of every month through SmartTuition, which is a tuition collection agency that we are using this year. There will be a \$43 fee, per family, debited to your account. If an automatic payment is attempted, but fails, due to insufficient funds a \$20 fee will be assessed. If a successful payment is not resolved (within number of grace period days) an additional follow-up fee will be debited to your account. When, and if, the family is 2 months in arrears, the student(s) must leave school and will not be allowed to return until the balance of the tuition for the remainder of the year is paid in full.

If a student withdraws, any prepaid tuition will be refunded for the unused months upon written request. If a student attends 3 days of a month, tuition will be due for the entire month. Request for a tuition refund will not be considered until a records request has been received from another school. **No refunds for prepaid tuition will be given to families of students who are expelled from Sacred Heart School.**

If you ever have any questions or concerns about your account feel free to contact SmartTuition at 1-888-868-8828 or e-mail accounts@smarttuition.com.

ACTIVITY AND BOOK FEES

Activity and Book Fees are included in the registration payment.

AFTER-SCHOOL CARE PROGRAM

2:45 PM - 5:30 PM

After-school care is available for regular or occasional use under the supervision of a qualified provider for students in grades K3 through 8th. It begins at 2:45 PM and closes at 5:30 PM. Students may bring a snack and are encouraged to do homework before playing. A late fee of \$1.00 per minute (by the school clock) will be due at the time of pick-up for any student still in after-school care after 5:30 PM. A parent, guardian, or other pre-approved individual must sign out every student who leaves after-school care.

AFTER-SCHOOL CARE FEES DUE DAILY

The charge for after-school care is \$6.00 per child, per day, regardless of the amount of time a student is in the program. Since the after-school care program must be financially self-sufficient in order to continue operating, it is important that all fees be paid DAILY. Parents who send their students to after-school care every day (or almost every day) may request approval to defer their payment until Friday of each week. No invoices will be distributed and no extensions will be provided. Payment must be made DAILY or WEEKLY. If a family knows they will not be at after-school care on Friday, they must make their payment on Thursday.

After-School Care Program, cont'd

At the beginning of each week, any family who owes fees to the after-school care program from the previous week may NOT send students to after-school care. The family must make arrangements for their students to be picked up at dismissal.

A late pick-up fee of \$1.00 per minute (by the school clock) will be due for any students picked up after 5:30 PM. That late pick-up fee is due at the time the students are picked up.

Official grades will not be released to families who owe after-school care fees or late pick-up fees.

GRADUATION FEE

A graduation fee of \$100 is charged to all seniors. It includes the cost of diplomas and covers, awards, caps and gowns, and miscellaneous expenses related to the baccalaureate and graduation exercises. *THIS FEE IS NON-REFUNDABLE and is due by the end of the first quarter.*

PARKING FEE

Students in grades 10 and up may drive to school. The parking fee is \$20.00 and is due when the student begins driving to school, even if it is during the second semester. A valid Driver's License and proof of insurance is required.

RETURNED CHECKS

There will be a \$25 service fee for all returned checks. If a family has three returned checks, they will be placed on a cash-only basis with the school for payment of all fees, materials, and other non-tuition charges. In addition to actual cash, certified checks or money orders may be used.

SCHOOL BOARD

The Sacred Heart School Board is an advisory board that meets monthly. Anyone wishing to address the board must contact the president one week in advance of the meeting to be included on the agenda. The School Board consists of appointed/delegated members appointed to three year terms. Our school board is an advisory committee, not a decision-making board. A current list of School Board members may be obtained in the school office.

PARENT/TEACHER ORGANIZATION

Meetings are held monthly and are listed on the school calendar. All parents are urged to participate in order to ensure their awareness of school policies and upcoming events. Elections for PTO officers are held at the end of the school year. A list of PTO meeting dates and times will be available at open house.

VOLUNTEERS

Volunteers are always needed for the library, computer lab and as Reading Buddies. If you have any spare time, please call the school.

All volunteers must sign in at the main office to pick up volunteer badges.

ALL visitors/volunteers MUST be accounted for by the main office personnel.

CERTIFIED MAIL COSTS

Sacred Heart must be reimbursed any cost, such as certified mailings, that we incur in the process of collecting late tuition payments, after-school care fees or any other fees due to the school.

POLICIES AND PROCEDURES

ALCOHOL/DRUGS

The use and/or possession of alcohol, drugs, or drug paraphernalia by a Sacred Heart student on school property or at any school event is strictly forbidden. The presence of any student in any state of intoxication at any school activity, on or off campus, is strictly forbidden. Failure to observe either of these regulations will result in possible expulsion.

Furthermore, any student involved in the sale or distribution of alcohol or drugs will be immediately expelled. The administration of Sacred Heart reserves the right to search the person, locker or vehicle as well as require a drug/alcohol evaluation of any student suspected of the possession or use of either drugs or alcohol.

The constant teaching and Tradition of the Catholic Church upholds the sanctity of life and the dignity of the human person. As Catholics, we believe that men and women are made in the image and likeness of God. We believe that our bodies are temples of the Holy Spirit. The Fifth Commandment, "Thou shall not kill," forbids the abuse of alcohol, tobacco, and drugs that alter our consciousness and harms our bodies. This profound and overarching belief in the dignity of the human person and the sanctity of life is the foundation of the following Diocesan Policy pertaining to alcohol, tobacco, and drugs:

It is strictly forbidden for any student to use, possess, or distribute drugs and alcohol, including, but not limited to tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug paraphernalia, or controlled substances as defined by federal or state law for which the student has no prescriptions from a duly recognized medical authority or use of another person's prescription on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity. Students found using or possessing alcohol or drugs or who arrive at school or

any school function under the influence of drugs or alcohol shall be subject to disciplinary action as outlined by the school's policies and regulations.

ATTENDANCE

School Hours

Classes begin at 7:45 AM and a tardy will incur at 7:50 AM. Tardies not only hurt your child but also disrupts the entire class. Students may go to their classrooms at 7:35 AM. Students arriving before 7:35 AM should report to the lunchroom which will be monitored.

School dismisses at 2:45 PM for all grades. Please arrange for timely transportation. Students who are not picked up by 3:15 PM will be sent to after-school care and charged the regular fee. **Please do not instruct your students to avoid after-school care fees. If they have not been picked up by 3:15 PM they MUST go to after-school care.** **NO students are allowed unsupervised in the school classrooms or hallways after school.**

Students in grades 9 and up may not attend after-school care. They must be picked up by dismissal. They may not stay in the school building after 3:00 PM unless they are under the supervision of a coach for sports practice or teachers for school-related activities.

The attendance policy for all upper level (grades 7-12) students attending Sacred Heart School is clearly explained in the policies and procedures. Information contained in the section of the Sacred Heart School handbook applies only to Sacred Heart School students.

Absences

Students are expected to attend each class in order to obtain the maximum achievement in the class. In addition to attending class, students are expected to be in class, with all necessary supplies, on time. Absences are not only accrued based on an absence from school, but from a class period. Therefore, a student may have perfect daily attendance and still receive absences from missed classes.

As a general rule, the following are examples of excused absences: sickness, death in the family, health treatment, pre-approved vacations, etc. Work missed by a student during a class absence can be made up **ONLY** if a student has a documented excused absence.

As a general rule, the following are examples of unexcused absences: extended weekends, job interviews, work obligations, suspensions, disciplinary actions, etc. Students who have an unexcused absence are not allowed to make up missed work. Any assignments missed due to an unexcused absence will receive a zero (0).

PLEASE NOTE: *It is the student's responsibility to find out what work has been*

missed and to complete the work within a reasonable amount of time.

According to the Catholic Schools Office of the Diocese of Birmingham, a student who is absent from school for more than **ten (10) days in a semester** is liable to have credit withheld. If a student reaches ten absences in one semester, they will be placed on attendance probation. At this point, the student and parents will be required to meet with the principal to discuss the causes of the absences and the terms of the probation. Except in the case of extreme or catastrophic circumstances, a student who exceeds fifteen (15) absences in one semester will not be issued credit for that semester. Any absences over 10 days per semester must be made up in Saturday Attendance School. The cost is \$25.00 per day for Saturday School. Dates for Saturday Attendance School will be announced at a later date. Students are considered absent from class if more than one-half of **any class period** is missed.

Obtaining Excused Absences

1. A student's parent is to notify the school as early as possible on the day of the student's absence.
2. Upon returning to school, the student **MUST** present to the front office with a note, signed by the parent, which includes the student's name, the reason and the date(s) of the absence(s), and a telephone number where the parent can be reached. The student will then receive an admit slip allowing him/her to attend classes. Failure to present a proper note will result in an unexcused absence. In the event that a student is absent five (5) or more consecutive days, a doctor's certificate or a meeting with the student's parent may be required before the student will be readmitted to school.
3. Except in the case of a pre-approved absence, a student may neither attend nor participate in an athletic event, practice, or attend an extra-curricular school activity on the day of his/her absence. To be considered present, a student must attend at least four (4) academic classes. Should a student have an unexcused absence on a Friday (or the last day of the week,) he/she may neither attend nor participate in such activities over the weekend without approval from the principal.

Tardy to School or Class

The school day officially begins at 7:45 AM. The tardy bell for 1st period will ring at 7:50 AM. Students who arrive at school after 7:50 AM are considered tardy.

Adequate time is allowed for change between periods. Consequently, tardiness will not be allowed unless a student is detained by a teacher, by office personnel, or because of a late bus.

When one of the above reasons exists for a student to be late, the student must

have a pass from that conferencing teacher, or the student must see an administrator for a pass. The pass must be dated and have on it the exact time it was written. The student will then have three (3) minutes to appear at his/her assigned class. Failure to accomplish this will result in a tardy and subsequent assignment to T.E. area for the duration of the class period.

Students who are tardy to class should report to T.E. promptly with a pass from the assigning teacher. Failure to report promptly will result in an additional period of T.E. for the tardy student.

Students who arrive at school after the tardy bell should report to the T.E. area. This rule also applies to students who check in during the school day. Four (4) check-ins and four (4) tardies are allowed per semester. Excessive tardies (after 4th) will result in a one day Transitional Education (T.E.) assignment. Each subsequent tardy or check-in could result in an additional day of suspension. Parents/students will be given written notification after the third tardy or check-in.

A student who accrues two tardies in a single day will be assigned to T.E. for one day.

Although students placed in Transitional Education are counted present in school, students and parents should remember that absences from class due to tardies are unexcused and could impact unfavorably on the student's academic progress. Students who are tardy to a class may receive a zero (0) for work assigned during that period, including tests.

Ten (10) Day Rule

Students should note that any combination of absences, whether excused or unexcused, that total more than ten (10) days per semester, will result in no credit assigned to affected classes. This rule applies to ALL students.

An absence, for whatever reason, is still an absence and counts toward the limit of ten per semester. This includes absences for such reasons as funerals, sickness, legal matters, medical/dental appointments, etc.

Students should be aware that checking out of school, regardless of the reason, constitutes an absence in any class missed. This, too, counts towards the limit of ten days per semester. While the school requests that documentation be provided after each absence, it is not the responsibility of the school to retain a file of said documentation. Therefore, it is imperative that students or parents make and retain copies of all excuses and other documentation. This documentation may be required at the time of exemption application.

Recommendation for exemption to absences exceeding ten days:

Reason for exemption must be catastrophic in nature (hospitalization of stu-

dent or bereavement due to death in the immediate family.)

It is the student's responsibility to obtain and complete the "Over Ten Day Exemption Form." This form must be turned into his/her homeroom teacher by the announced deadline date.

Any exemption must be approved by the Administrative staff of Sacred Heart School.

Teachers must bear in mind that this rule and all rules in this handbook must be applied consistently and evenly. Teachers may not make arbitrary decisions regarding the application of rules.

Transitional Education (T.E.) and Out of School Suspension (O.S.S.)

Being assigned to T.E./O.S.S. constitutes an unexcused absence. Students assigned to T.E. may make up test and class work (unless T.E. has resulted from a tardy.) Students who are assigned to O.S.S. are not allowed to make up any work. Work assigned while a student is in T.E. must be submitted by the student upon readmittance to class or at a time designated by the teacher. Assignments to O.S.S. constitutes an absence from school and from individual absences.

Early Check-Out

Parents are asked not to make appointments that would require the student to miss any class time. If there are conditions in which no other alternative is available, the procedure for an early dismissal is as follows:

1. A note, signed by the parent, giving the reason for the early dismissal, is presented to the front office **before** the school day begins.
2. The student will be given an early dismissal slip that will allow him/her to leave class at a specified time. The student must present the early dismissal slip to their teacher **before** the start of the class in which they will be leaving early.
3. At the specified time, the student presents the early dismissal slip at the front office and signs out to leave school.
4. When a student returns to school, either the same day or the following day, he/she must report to the front office and receive an absence slip for the classes missed due to early check-out. The absence slip will state whether the absence is excused or unexcused. The absence slip must be obtained by the student **before** the start of class.
5. All assignments due that day must be turned in **prior** to dismissal or credit will not be received.
6. All assignments missed during the absence may only be made up if the absence is excused.

NOTE: A telephone call from the parent is not a viable substitute for a written early dismissal note. Students arriving at school without a written early dismissal note will not be allowed to leave, except in the case of a true emergency, unless personally picked up by the parent or person(s) on the student's emergency contact list.

Unless it is an emergency, parents should not attempt to check students out between 2:30 PM and 2:45 PM. Teachers and students are very busy at this time getting ready for dismissal. Early check-outs only add to the hectic nature of this time.

Student Sign-In Procedures

Students who arrive late, regardless of time, will report to the main office to sign in.

Students who check-in prior to first period will remain in T.E. during first period.

Students who check-in during the school day will spend the remainder of the period in T.E.

Students who sign-in with fewer than 15 minutes left in a period will remain in T.E. the rest of that period and all of the next period.

EXCEPTION: Students checking in with dental, medical, or legal documentation will remain in T.E. for the rest of that period only.

NOTE - Failure to report to Transitional Education (T.E.) or to check-in properly could result in a disciplinary action.

Illness During the School Day

During the school day, students who are too ill to remain in class should inform their teacher of their condition and report to the front office. The front office will attempt to contact the parents who **must personally** come sign the student out of school. (If the parents are unavailable, the person(s) listed on the student's emergency contact list on the student's registration form may personally come check the student out of school.)

A fever of 100.5 is considered high enough to call home. Emergency numbers must be on file for every student. The State of Alabama requires that a student be fever-free for 24 hours before returning to school. If a student has a written note from a doctor stating that the illness is not contagious, the student may return to classes.

CAFETERIA

Sacred Heart offers a full lunch each day to students. Students may bring lunch from home, but all lunches must be eaten in the cafeteria.

It is the policy of Sacred Heart School not to sell lunches (or snack) on credit.

All students must either bring lunch money daily or maintain a debit balance on their lunch cards. Please make sure that money designated for lunch is clearly marked as such and is not combined with payment for any other account.

Each morning a lunch count will be taken. Parents will be promptly contacted for any student(s) who requested a lunch but lack sufficient funds on their lunch cards. Parents must make arrangements to pay for the lunch or provide a lunch for the student prior to the scheduled lunch period. *NO STUDENT WILL BE ALLOWED TO "CHARGE" A LUNCH. Students checking in after lunch count has been submitted are responsible for notifying the lunchroom if they intend to order lunch for the day.*

The following is a list of cafeteria rules. Failure to observe cafeteria rules will result in disciplinary action.

1. Serving lines are to be orderly. No student is to break into line ahead of another student.
2. Lunch trays, utensils and garbage are to be taken to the disposal area.
3. Table and floor areas are to be left in clean condition for others. Each class is required to clean up their portion of the cafeteria for the next group of students. Teachers will assign the students who are to clean on particular days.
4. Food should not be thrown at others.
5. Talking will be allowed within the time limits agreed upon by the individual teachers. All conversation should be in a normal tone.
6. Students are to be seated properly at the tables.
7. All students in grades K3 through 12th grades are required to eat all food in the cafeteria.
8. No student is allowed to leave the cafeteria during lunch or snack without permission.
9. Only **bottled water** is allowed to be taken from the lunchroom after snack/lunch.

<p><i>FAST FOOD LUNCHES MAY NOT BE DELIVERED TO STUDENTS. THIS IS A VIOLATION OF FEDERAL GUIDELINES.</i></p>

CELL PHONES/ELECTRONIC DEVICES

Cell phones must be turned in to the classroom teacher at the beginning of each class. If student fails to turn in phone and is caught with phone in class, their phone will be confiscated and student will no longer be allowed to bring a phone to school. ***Texting or other use of the cellphone during instructional time is prohibited.***

Upon the first offense, the student may obtain the item from the principal's

office. Should a student have a second offense, his/her parents must request the item from the principal's office in person. Items may be used before/after school only with the permission of the principal/teacher/activity director who is responsible for the student at that time. The above pertains to cell phones, radios, pagers, tape players, televisions, and cameras, but is not limited to these items. An electronic device is allowed if it is part of a classroom presentation and cleared by the teacher.

CHEATING

There are standard regulations affecting all testing - students have no extraneous material on their desk, they keep their eyes on their own paper, they stop writing when told to do so, etc. These regulations are made to assure the validity of the testing. All irregularities during testing are failures against these standard regulations and indications of possible dishonesty. All irregularities during testing have both an academic and a disciplinary penalty. Where, in the judgement of the teacher/principal, cheating/testing irregularity has taken place, commensurate punishment is assigned and the offender receives a zero/"F" on the test or assignment on which the cheating/testing irregularity occurred. The penalty for cheating/testing irregularity is suspension.

COLLEGE AND CAREER

Realizing that a student's senior year is a transitional year into a potential career or higher education, Sacred Heart School allows certain seniors the opportunity to explore such experiences during the normal hours of school operation. The college and career period allows qualifying seniors the opportunity to end their school day two periods prior to the current school population. To qualify, a student must be classified as a senior and must be enrolled in the proper number of classes for graduation. In addition, a student must not currently be a member of an extra-curricular activity that routinely meets or practices during that semester (softball, baseball, football, cheerleading, etc.)

Students who wish to participate in the college and career periods may do so only with their parent and counselors permission pending final approval by the principal. By allowing students to participate in the college and career period, parents are assuming all responsibility for supervising their student once they leave Sacred Heart School. No credit is given of college and career period, as it represents a shortened school day and not a formal course. This is a privilege and those students who do not follow correct procedures are subject to a complete schedule change. Students involved in College and Career must be off campus five minutes after their last class ends and may not return to campus without checking in with the main office.

COMMUNICATION

Communication and support between parents and teachers is important. Par-

ents are asked to notify the school immediately whenever there is a change of address or telephone number so that our records are correct at all times in case of emergency.

A monthly calendar is prepared, which lists important upcoming events, including days that the school will be closed for holidays or teacher in-services. This calendar is available on the school website or can be requested by those who do not have Internet access.

Materials, such as order forms or fundraising information, are sent home with students. Other information about school activities, events, etc., can be found on the school website. It is the policy of Sacred Heart School to send only school-related information home to parents. We will not distribute materials for any other organization.

Conferences with teachers are by appointment only. Please call the school when you need a conference and one will be scheduled at a time that is mutually agreeable. If this meeting is not satisfactory, parents may meet with the principal and/or the school counselor. If, for any reason, problems remain, parents may address the school board. The pastor is the final authority in the parish.

If a parent or a relative harasses any member of the Sacred Heart staff, either verbally or physically, the student will be dismissed (expelled) immediately.

COMPUTER/INTERNET ACCESS AND USE POLICY

Sacred Heart School provides a variety of computer hardware and software for student use, including the Internet. Each student assumes the responsibility to avoid acts which may interfere with another student's ability to use the system. A student is allowed to use school-installed programs to access, modify or delete his/her own data in his/her assigned area. All other use is prohibited. A student will be held responsible (financially and with disciplinary action) for acts which access, modify, damage, or delete hardware, software and other data and programs other than their own.

Any student using a computer on school property must have permission from a faculty member, and must be supervised at all times by a faculty member. Unauthorized use of computer equipment will result in disciplinary action.

The Internet is provided as an educational tool for students. All Internet use must be authorized and supervised by a faculty member. ***No student is allowed to conduct personal business on the Internet (sending or receiving personal e-mails, shopping, making purchases, chat rooms, updating personal websites or blogs, etc.) or use the Internet for activities that involve peer-to-peer file sharing, music or video sharing.*** Inappropriate use of the Internet system will result in disciplinary action and the loss of Internet privileges. The user specifically agrees to indemnify Sacred Heart School for any losses, costs,

or damages, including reasonable attorney's fees, arising from any breach of contract.

Each upper level student and guardian will be required to sign off on the Sacred Heart School Internet Use Agreement.

CYBERBULLYING AND INTERNET HARASSMENT

Cyberbullying is defined as the use of electronic means by someone to torment, threaten, harass, humiliate, embarrass or otherwise target another person. This includes, but is not limited to, email, IM, texting, and personal websites and social websites (Facebook, YouTube, MySpace, etc.). Students who cyberbully other students or staff will be subject to disciplinary action.

DANCE POLICY

Students attending school-sponsored dances will be signed in at the entrance. Students will be limited to the dance room, restroom area, and the hallway joining the dance room and the entrance. Any student leaving the dance area for any reason will not be allowed to return to the dance and will be required to leave the property at that time. Attire worn at dances/proms/etc., should be appropriate for a Christian school event and must be approved by the administration.

Prom Dress Code

Ladies: Dresses may be strapless or include spaghetti straps. Bare or open backs are acceptable but dresses with excessively low backs should not be worn. Bare abdomens or midriffs are not permitted. Two-piece dresses and cutouts are not allowed. Sheer or see-through fabrics over bare areas are not permitted. Undergarments should not be visible. See-through apparel and dresses with slits that are above the mid-thigh (4" above the knee) are not permitted. Garments that are tight or low-cut in the front are not acceptable.

Gentlemen: Formal prom attire may be classified as a tuxedo or dress suit, including a dress shirt, bow tie/tie, coat and appropriate-fitting pants. Vests or cumerbunds may be worn, if desired. Dress shoes should be worn at all times.

Students' and their guests' attire must be approved by the administration.

DISCIPLINARY ACTION

Sacred Heart School promotes a safe and healthy Christian environment that is conducive for all students to achieve the optimum level of education that is capable of each student. Each student is encouraged to grow and develop into mature, responsible, well-educated individuals. In order to provide this type of environment, it is important that the discipline policy be strictly enforced.

Unacceptable behavior, disobeying rules and regulations of the school, showing disrespect for teachers, or other acts of discourtesy will not be tolerated.

Parents will be notified of serious violations. The administration feels very strongly that parents, teachers and students should work together to achieve these common goals.

The teacher is the source of authority and discipline in the classroom. In this role, the teacher manages problems of a non-threatening, non-disruptive nature. For example, the teacher will handle all problems related to non-preparedness, gum chewing, sleeping and other non-grievous infractions. The disposition of such matters may be accomplished through a system of parent contacts involving the issue of discipline notices, telephone calls, and face-to-face conferences. In cases where students have been cautioned repeatedly or where parent contacts/conferences have proven fruitless, referral to a school administrator may be necessary.

First Office Visit - Conference with an administrator. The administrator will, at this time, decide on the action warranted.

Second Office Visit - Parent/guardian contact by discipline notice. Student placed in Transitional Education (T.E.) for a prescribed period of time.

Third Office Visit - Parent/guardian contacted by phone call and written notice. Student will be placed in Transition for a prescribed period of time. A parent/teacher conference will be held during the teacher's planning period.

Students who accrue an inordinate number of discipline referrals, even of a minor nature, may be assigned to T.E. or O.S.S. A school administrator will determine when the student shall be assigned to T.E./O.S.S. The assignment may be a minimum of one day per offense.

Subsequent office visits will be evaluated as to the seriousness and pattern of class disruption. Referrals may be made to the principal and/or superintendent and the student placed on disciplinary probation pending possible expulsion.

In all cases involving serious offenses, i.e. violence, drug, or weapons possession, excessive or unauthorized absence from school, periodic reports are made to Juvenile Court for review and possible sanctions.

Any students who are referred to discipline twice in a single day may be assigned to a day of T.E.

The responses above are minimal. Specific discipline episodes may dictate a sterner disciplinary response.

In all cases, students are responsible for the delivery of disciplinary notices to their parents.

Sacred Heart School reserves the right to search any student or student's belongings, if deemed necessary.

DISCIPLINARY PROBATION

A student placed on Disciplinary Probation must meet all of the following list of conditions. Failure to do so may result in immediate suspension, expulsion, or withdrawal from the school.

- No major discipline violation.
- Attendance of 90% or greater.
- Passing grade in all academic subjects
- No office referrals.

Note to Parents/Guardians: A reasonable effort will be made to contact a parent/guardian when persistent or serious discipline problems occur. In the event telephone contact cannot be made at the moment, it will be the responsibility of the student to present written notice of the event and action taken to the parent/guardian. In such an event, it will be necessary for the parent/guardian to sign the notice and return the signed notice to the referring administrator. *The school assumes no obligation to anyone except the person, or persons, who have legal custody of the student.*

The faculty and staff at Sacred Heart School take pride in creating and maintaining a school environment that contributes to academic and social growth. In order to accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision. As responsible young adults, all students are expected to behave in a manner that is acceptable to everyone concerned - other students, teachers, administrators, and to society in general. All students are under the authority of the principal, teachers, and staff. Behavior on the part of any student that is disruptive is not permitted at Sacred Heart School or at any school-sponsored event (e.g. dances, athletic events.) Rules that apply to students during the school day also apply to students at school functions and events, regardless of time or location. Parents and students should be reminded that in addition to mandatory compliance to school rules, students are also subject to the laws of the State of Alabama, including the Criminal Code. Students are subject to arrest and prosecution for violation of Alabama laws while in school.

When students enter Sacred Heart of Jesus Catholic School, they understand and agree that the school reserves the right to exclude them at any time if their conduct, attitude or academic standing is regarded by the school administration as unacceptable. It is understood and agreed that Sacred Heart of Jesus Catholic School, or any of its administrative officers or faculty, shall not be liable in any way whatsoever for such exclusions.

FIELD TRIPS

Field trips are an important part of education, providing variety and hands-on

Sacred Heart School 2011-2012 Calendar

X = NO SCHOOL
/ = 1:00 DISMISSAL

July					
M	T	W	T	F	F
					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

4 July 4th Holiday
22 - Principal's Meeting
27-28 New Teacher Workshop

January					
M	T	W	T	F	F
X	3	4	5	6	
9	10	11	12	13	
X	17	18	19	20	
23	24	25	26	27	
30	31				

2 - Teacher In-Service
3 - Second Semester Begins
5 - Report Cards
16 - MLK, Jr. Holiday

August					
M	T	W	T	F	F
1	2	X	X	X	
X	X	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

3-9 - Teacher Inservice
8 - Open House
10-11 - 1PM Dismissal

16 Days of School

February					
M	T	W	T	F	F
		1	2	3	
6	7	8	9	X	
13	14	15	16	17	
20	21	22	23	24	
27	28	29			

9 - Progress Reports
10 - Weather Day/
Parent-Teacher Conferences
20 - Inservice/President's Day
22 - Ash Wednesday
25 - Mardi Gras Gala

September					
M	T	W	T	F	F
			1	2	
X	6	7	8	9	
12	13	14	15	X	

5 - Labor Day Holiday
15 - Progress Reports
16 - JCCHS Inservice

20 Days of School

March					
M	T	W	T	F	F
				1	2
5	6	7	8	9	
12	13	14	15	16	

9 - Third Grading Period Ends
14 - Writing & Math Assessment
and IOWA Demographics
15 - Report Cards

17 Days of School

19	20	21	22	23
26	27	28	29	30

October				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
15	16	17	18	19
24	25	26	27	28
31				

16 Days of School

- 12 - PSAT
- 14 - First Grading Period Ends
- 17-21 - Fall Break
- 27 - Report Cards

19	20	21	22	23
26	27	28	29	30

April				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20 Days of School

- 5 - Holy Thursday/1:00 Dismissal
- 6 - Good Friday
- 19 - Progress Reports

November				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

19 Days of School

- 11 Veteran's Day/1PM Dismissal
- 22 - Progress Reports
- 23-25 Thanksgiving Holidays (No School)

May				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
26	27	28	29	30

20 Days of School

- 18 - Kindergarten Graduation
- 21-23 Semester Exams
- TBA High School Graduation 6:30 at Sacred Heart Church
- 25 - Last Day of School and End of Second Semester (11AM Dismissal)
- 28 Memorial Day Holiday
- 29-6/1 - Teacher In-Service

December				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

14 Days of School

- 14-19 - Semester Exams
- 20 - First Semester Ends (1:00 Dismissal)
- 21-1/2 Winter Break

June				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

First Semester - 85 Days

Second Semester - 95 Days

learning.

Drivers should follow important safety precautions on field trips. Drivers should NEVER exceed the speed limit, and all passengers must wear seat belts at all times. All chaperones must refrain from smoking while in close proximity to students. Additionally, all persons driving on field trips must adhere to the insurance guidelines set up by the Diocese of Birmingham. No side trips or unscheduled stops are allowed.

No siblings or other family members outside the class may attend field trips, even if the other parent is a volunteer driver.

Behavior should be that befitting a Catholic school student. Students involved in serious misbehavior will be sent back to the school, if possible, and may be barred from attending future field trips.

Whenever a student is to leave school during school time for a field trip conducted by a faculty member or whenever a student travels to represent the school, either alone or with other students as part of a team or club outside of school time, then a permission form is obtained from the school and the parents or guardians of the students are required to fill in the necessary information and sign their names. The signed permission form must contain certain basic information includes the following: a) the note must indicate that the parents clearly know where the student is going; b) the mode of travel and the person with whom the student will travel; c) the limitations, if any, which the parents wish to attach to the travel must be clearly spelled out on the permission form. Any student failing to provide a permission slip at the time of the field trip departure will remain at school and will complete an assigned project or will perform clean-up duties around the school.

Students will be required to wear uniforms on all field trips.

FIGHTING

Christian concern and love for one another demand that we respect one another as a human person. Differences of opinion, personal harassment or other situations, which result in physical violence, or psychological harassment are considered extremely serious and are dealt with accordingly. Where reasonable doubt exists as to the aggressor, all of those involved will receive the same punishment. The penalty for fighting is five (5) days of out of school suspension. Any student suspended for fighting will return to school under probation.

FINAL EXAMS

Comprehensive exams (finals) will be given before Christmas and at the end of the year. These are important times of learning and review. Students must take the exams as scheduled unless special arrangements are made with the teacher one week in advance. All tests and exams require honesty on the part of the

student. Cheating will result in an automatic “F” on the test involved and possible suspension.

FRATERNITIES, SORORITIES, SOCIAL CLUBS AND GANGS

By the regulations of the Diocese of Birmingham, membership in fraternities, sororities, social clubs and gangs is forbidden; therefore, the wearing or displaying of associated symbols is strictly prohibited.

GRADING POLICY

Sacred Heart School issues grade reports quarterly. On these reports are grades, absences, and teacher comments. In addition, interim progress reports are provided at mid-quarter for all students.

Grading System

Interpretation of the grading system for K and 1st grade is as follows:

G	(90-100)	Good
S	(80-89)	Satisfactory
I	(70-79)	Improving
NI	(60-69)	Needs Improving
U	(0-59)	Unsatisfactory

Interpretation of the grading system for grades 2-12 is as follows:

A	(90-100)	Excellent
B	(80-89)	Above Average
C	(70-79)	Average
D	(60-69)	Below Average
E	(0-59)	Failing

Quarter Grades

Quarter grades are determined by averaging major tests, quizzes, projects, papers, homework and class work (including participation), etc.

Semester Grades

Semester grades are based on the average of the quarterly grades (each counting two-fifths) and the semester exam (which counts as one-fifth.)

Students who receive an “F” as a semester grade for the first semester of a year-long course must make a “C” or better second semester to receive credit for the year. Those students receiving an “F” in both semesters of a year-long course must repeat the course.

If a student receives an “F” for the year, that student must attend summer school to make up the credit. Generally, the number of credits that can be made up are two per year.

Students who have an excused absence, and need to make up their semester exam(s), will have two weeks after the initial exam to take their exam(s.) If exams have not been completed at the end of this time, students will receive an

“F” on the exam(s.)

Students who have an unexcused absence from a semester exam will receive an “F” on the exam.

Academic Probation

Any student in grades 9-12 who receive a failing grade in any subject at the end of the school year must be able to make up the credits in summer school at their own financial expense, must be able to be placed into a schedule for the upcoming school year, and will be placed on Academic Probation and will be ineligible to participate in extracurricular activities while on Academic Probation.

Students on Academic Probation will have ONE semester to obtain satisfactory grades. Any failiures during first semester will result in dismissal from school. If the student receives satisfactory grades, Academic Probation will be lifted for second semester.

For students in grades 6-8, any student who has TWO failing grades at the end of the school year will be retained in the current grade level. If a student has ONE failing grade, remediation will be required in that subject area only.

Academic Dismissal

Students who have been withdrawn from Sacred Heart due to unsatisfactory academic progress are ineligible to reapply for admission for one year (two semesters.)

Accommodations

If any educational accommodation is need for you Sacred Heart student, written documentation must be provided to the school counselor within two weeks of the start of school. A meeting of teacher, parents, and school counselor may be necessary to arrange minor accommodations. Sacred Heart reserves the right to refuse a student admission whose accommodation needs we are unable to meet.

GUIDANCE SERVICES

The primary concern of the school counselor is the welfare of the student. The counselor is available to assist the students in every way possible to achieve the greatest degree of academic, spiritual, emotional, and social growth. The counselor, in conjunction with the principal, also addresses social and behavioral concerns.

GUM/CANDY

Due to the unsightliness and the accompanying litter, ***gum chewing is forbidden on school premises, including the cafeteria, before, during, and after school.*** Candy may be eaten only in the cafeteria during lunch periods.

HAZING/HARASSMENT

Harassment or hazing in any form is contrary to the Catholic philosophy of Sacred Heart School. Any personal harassment or hazing is considered extremely serious. The penalty is suspension/expulsion.

Sexual Harassment

Sexual Harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:

- Are directed at a person because of his or her sex;
- Are uninvited, unwanted and unwelcome;
- Cause a person to feel uncomfortable or offended;
- Create an environment that makes learning difficult;
- May be repeated or may be very offensive on a one-time basis.

*(From **Teens and Sexual Harassment**, copyright 1994)*

At Sacred Heart, proven sexual harassment results in suspension. In the case of prolonged or repeated incidents, the penalty will be expulsion.

HOMEWORK

Sacred Heart considers homework, both study and written as well as out-of-class independent work, to be integral to the student's academic progress. The purposes of homework are:

- a. To preview material for the next class
- b. To provide general review of reading
- c. To reinforce the acquisition of concepts of the course being studied
- d. To provide independent study skills and confidence in becoming a self-learner
- e. To stimulate creative intellectual activity through problem solving and self-expression in such activities as compositions, journals, and other projects.
- f. Homework does not have to be written assignments.

Satisfactory completion of homework is essential for students to keep up with the sequential development of the course and ultimate mastery of the material. Failure to do homework results in probable weak acquisition of knowledge as well as poor performance or participation in class. One of the most challenging mentalities that educators and parents confront in some students is "if there is no written work, there is no homework." It is important to note that this is not necessarily true. Reading and reviewing notes nightly are important homework activities.

ZAP (ZEROS AREN'T PERMISSABLE) PROGRAM

Sacred Heart School has adopted a policy that will target students in grades 6 through 12 who do not complete or turn in homework/classwork or turn in failing grades for these assignments. Homework and classwork are necessary to

reinforce comprehension and retention of the subjects and skills that are taught in class. These assignments can positively or negatively influence students' overall grades. The "Zeros Aren't Permissible," or ZAP Program, is designed to hold students accountable for missing assignments and encourage them to be responsible students.

In this program, students who do not complete homework/classwork or score below 50% on an assignment will get ZAPPED. The student will receive a slip of paper to take home to notify their parent/guardian about the zero or failed assignment and must be signed and returned. The student will have an opportunity to turn in the assignment to Mr. Maniscalco or Mr. Henderson, along with the signed ZAPPED form, before 7:45 am the morning after receiving the form. If a student fails to turn in the completed assignment and signed ZAPPED form the next morning, they will be assigned to ZAP on the following day after school from 2:45-4:00 pm, where the assignment will be completed. *Students will not be allowed to leave ZAP early and a parent is responsible for picking up the student promptly at 4:00 pm.*

** Assignments completed and turned in by the next day can receive up to 90% of the total points possible.*

** Assignments completed during the after-school ZAP assignment can receive up to 75% of the total points possible.*

HONOR CODE

Purpose

Sacred Heart of Jesus Catholic School believes that a constructive Christian community cannot function without trust and honor. The Honor Code is an expression of this belief and seeks to instill in and remind each member of the Sacred Heart Catholic community of the principles of decency and self-discipline. These, along with honesty, integrity, and respect, are the Gospel values that should permeate the entire learning process. Therefore, the Honor Code serves as a constant reminder of our responsibility as Christians to try and live better lives in accordance with the ideals shown to us by Christ.

Honor Code Statement

The Sacred Heart of Jesus Catholic School community is built upon relationships of trust and understanding between students, parents, administrators, and faculty. This trust is to be guarded for it makes those relationships productive and rewarding. Therefore, the Honor Code attempts to preserve the honest academic and personal relationships that should exist between students and their teachers. The following is the standard statement that is to be used: "On my honor, as a Sacred Heart of Jesus Catholic School student, I pledge that this work (assessment/assignment/project/quiz/etc.) is solely my own."

Maintaining the Honor Code

All students enrolled at Sacred Heart of Jesus Catholic School are automatically subject to the Honor Code. It will be the responsibility of each student to:

- 1) Uphold the honor and integrity of the student body of Sacred Heart of Jesus Catholic School.
- 2) Promote a Christian atmosphere where students can develop character, scholarship, citizenship, and an understanding of the value of hard work.
- 3) Fulfill their responsibility and accountability by:
 - a) Reporting any violations of the Honor Code to any faculty member and/or subsequently the Principal.
 - b) Recognizing a moral obligation to testify before the Principal/Dean of Students when requested.
 - c) Cooperating fully in all other capacities necessary to the implementation of the Honor Code.
- 4) Write and sign the Honor Code pledge statement for any assessment/assignment/project/quiz/etc., as required by their instructors.

Breaking the Honor Code

It is understood that students and faculty have a Christian, moral obligation to themselves and to the members of the Sacred Heart of Jesus Catholic School community to report any violations of the Honor Code of which they are aware. The following are examples of Honor Code violations:

- 1) Plagiarism - copying another student's homework to turn in as your own (or copying online documents to turn in as your own work.)
- 2) Giving and/or receiving answers on in-class tests or quizzes.
- 3) Lying to any faculty member about an academic or disciplinary concern.
- 4) Cheating of any kind.

Any and all reports of Honor Code violations are strictly confidential. All parties involved will be summoned discreetly and/or questioned privately by the Principal. Violators of the Honor Code, as determined by the Principal, are subject to the disciplinary actions outlined in this handbook.

INCLEMENT WEATHER

Parents can get up-to date information concerning school closings by watching TV station ABC 33/40/TV 24, listening to K98 FM, or visiting our website at www.sacredheartcardinals.org. Updates by email will be made as soon as decisions are made.

LIBRARY

Each class is assigned scheduled library periods during the week. Books can be checked out for one-week intervals. Books may be renewed each week. Late fees may incur for a book not returned or renewed each week.

All damaged books are returned to the librarian for repair. The student must

pay for a book damaged beyond repair or lost by the student before library privileges will be resumed. No report card will be issued to a student who has not settled accounts with the library.

LICE

If a child has nits or live lice, the parent will be called and student must be treated immediately. When live lice are found, the student must be immediately checked out of school. After treatment, if the student has nits, they will be allowed to stay at school, but any live lice will result in the student having to be check out of school. Parents must have proof of treatment.

MAKE-UP WORK

Single Day Absence - When a student is absent one day before or the day of a test, quiz, etc., the student will make up the work/test the day he/she returns to class.

Multiple Day Absences - Students will be allowed the number of absent days plus one day to make up work missed. For example, a student missing three (3) consecutive days of class will make up all work within four (4) days

The responsibility for make-up work rests with the student. Upon returning to school, the student must make arrangements to make up any missed tests or assignments. A student may request missed assignments through the front office if the absence exceeds three consecutive school days. All work missed due to unexcused absences or tardies may not be made up and the student will receive a (0) on missed assignments.

MEDICATION (Prescription and Over-the-Counter)

Any student requiring medication, both prescription and over-the-counter, for any reason, must turn the medication in at the front office. A note from the parent must accompany medication stating the frequency, dose, and reason for taking medication. The student will report to the front office to take the medication. Any medication found in the student's possession that has not been authorized by a school administrator, will result in the student receiving disciplinary action.

PLAGIARISM

Plagiarism is to use and pass off someone else's ideas, inventions, writings, etc., as one's own. This not only includes copying another student's homework or test paper, it also includes taking information verbatim off the Internet or out of a book and not identifying where the information originated. When completing any assignment it is required that students put all information in their own words and give the original author of the information credit. All assignments requiring information to be looked up, in any capacity, must cite where the information was obtained. If it is necessary to use a passage verbatim from

another source, that passage must be placed in quotation marks, and the original author must be acknowledged. Failure to supply such citations will result in a plagiarism offense. Plagiarism offenses will result in a zero (0)/“F” on the assignment.

PROFANITY

Profanity is a major violation at Sacred Heart School and could result in immediate suspension.

PROGRAM OF STUDIES (CURRICULUM)

The program of studies at Sacred Heart of Jesus Catholic School is consistent with the philosophy and the objectives of the school. A very definite attempt is made to provide courses that meet the needs and interests of all students; however, the primary accent is on college preparatory courses.

High school students follow the state requirements for four years of math, science, social studies, and English. Two back-to-back years of a foreign language and advanced mathematics and English courses are required for advanced diploma. Students choose from a variety of electives to complete the 27 credits, 7 of which must be considered College Preparatory, while maintaining a 2.5 GPA, will receive an Advanced Studies Diploma. All students will complete an approved service project as a requirement for their graduation.

Class Rank/Valedictorian/Salutatorian

Sacred Heart School does not rank its senior class. Only grades for academic subjects will be considered when deciding Valedictorian and Salutatorian. Only grades through the third quarter of the senior year will be considered when deciding Valedictorian. The student must be on the Advanced Diploma Program to qualify for Valedictorian and Salutatorian.

Bishop’s Trophy

The Bishop’s Trophy is described as the highest award given to a Sacred Heart Catholic student and is presented to the senior who has attended Sacred Heart for at least four years and exhibits outstanding leadership, character, and school spirit. The trophy is awarded at graduation.

ADVANCED STUDIES DIPLOMA

Theology.....	4.0	Foreign Language.....	2.0
English.....	4.0	Computer.....	0.5
Science.....	4.0	Physical Education.....	0.5
Math.....	4.0	Electives.....	4.0
Social Science.....	4.0		

TOTAL CREDITS NEEDED: 27

REGULAR DIPLOMA

Theology.....	4.0	Social Science.....	4.0
English.....	4.0	Computer.....	0.5
Science.....	4.0	Physical Education.....	0.5
Math.....	4.0	Electives.....	5.0

TOTAL CREDITS NEEDED: 26

Advanced Studies Diploma

The designation of Advanced Studies is attached to the diploma of the student who earns a total of ten credits (grades 9-12 only) in the following areas: Foreign Language (must include two consecutive years of the same language), College Preparatory Math (must include Algebra I, Geometry, and another higher level Math Course), College Preparatory English, and College Preparatory Science (must include Biology and Chemistry.) Students working toward the Advanced Studies Diploma must maintain a minimum of a 2.5 grade point average in academic courses.

Honors Diploma

The designation of Honors is indicated on the diploma cover of the student who maintains an overall 3.25 grade point average in academic courses.

High Honors Diploma

The designation of High Honors is indicated on the diploma cover of the student who maintains an overall 3.8 grade point average in academic courses.

Because the requirements of Sacred Heart may differ from other schools, there will be a waiver of ONE credit for every high school year (9th-11th) that a student has not attended Sacred Heart. For example, a student transferring into Sacred Heart for his 11th grade year would not be required to have 24 credits for graduation; only 22 credits would be required. The main reason is that students coming from public institutions should not be penalized for the lack of religion courses offered at those schools. However, minimum core course requirements will still be required to graduate with a diploma.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection (i.e., hugging, kissing, hand holding, etc.) are considered inappropriate behaviors and are not permitted at any time. Violations will result in disciplinary action.

RECORDS

All students registered at Sacred Heart will have a complete file containing his/her school record, various standardized test results, attendance records, subjects taken and grades, class rank and date of graduation.

RELIGIOUS EDUCATION

Catholic education, its instruction and internalization, requires both intellectual stimulation and outward expression for spiritual growth. To this end, a formal program of studies in Religion is provided, which covers a general study of the Catholic faith with Jesus as its center, as well as in-depth probing of current issues. To complement their spiritual development, a well-rounded program of religious activities is offered for all students.

A school-wide Mass is held every Wednesday. Class Masses are held in the chapel at 8:10 a.m. on Monday, Tuesday, and Thursday. All seniors are required to complete a service project for graduation.

SCHEDULE CHANGES

Ordinarily, once students have received and reviewed a class schedule, that schedule is considered permanent and may not be changed without approval. A request for a change in schedule must be submitted by the student with a parent signature within one week of the start of class. The request should include the class to be dropped/added and a reason for the schedule change. Requests will be reviewed and a decision will be made as to whether the change will be allowed.

The following is a list of possible reasons for a schedule change:

- Student is misplaced academically.
- Student is given an alternative elective other than those listed on the final course request form.
- Student wishes to substitute an alternative semester course.

The following is a list of reasons a student will not be granted a schedule change:

- Student wishes to withdraw from a class because it is too hard and will possibly affect the GPA or Class Rank.
- Student does not get along with the teacher.
- Student does not like the class.
- Student's schedule interferes with a job or extracurricular activity.

Class schedule changes for legitimate reasons must be made within one week (five school days) of the beginning of each semester. Students seeking a schedule change should do so with the help of their counselor in the guidance office.

SERVICE PROJECT

The service project program consists of 50 hours of direct services to others. Completion of the 50 hours is a requirement for graduation from Sacred Heart School. See school website for required forms and approved agencies.

SPORTS PROGRAMS

Through our membership in the Alabama High School Athletic Association (AHSAA), students are welcome to participate in our sports programs. Upon joining a team, each student is expected to follow rules and show respect to fellow teammates and coaches. Students must be academically eligible, according to AHSAA standards for grades, in order to play and must attend all practice sessions and games, even during final exams. If a student is placed on Academic Probation, he or she may not be allowed to attend practice or games until grades improve.

Coaches will inform students of the practice schedule. If there are any questions about location of practice, transportation to or from practice, practice times, cancellation due to inclement weather or any other sports-related questions, please contact the coach directly. Please do not call the office.

Students will have opportunities to participate in fundraising for athletic fees or they may choose to pay a \$100 athletic fee to participate. For multiple children, second child and beyond are \$50 each to participate. These fees go to pay the cost of the athletic program.

STUDENT VEHICLES

Only students in 10th grade and above may drive vehicles to school. All student vehicles must be registered with the front office and a fee of \$20 must be paid. The office will need a copy of the student's insurance and a copy of the student's drivers license.

Students must leave the parking lot immediately upon arrival at school. Students must park in their designated parking space. No student will be allowed to return to the parking lot during school hours unless permission is obtained from the office. Sitting in or on parked vehicles is prohibited at all times. Students must observe all Alabama safety regulations. Driving, deemed by a teacher, to be reckless will result in a major violation. ***Sacred Heart administration reserves the right to search student vehicles at any time.***

TELEPHONE USE

The school phone should be reserved for calls that are of the utmost importance. Students will not be called out of class to take a telephone call. Only emergency messages will be conveyed to your student. ***Students will not be permitted to use the phone except in cases on an emergency.***

Please be certain that your student has all of the information that he or she needs before coming to school. Any student who is uncertain about transportation home will be sent to after-school care (see After-School Care for fee info.)

TEXTBOOKS

Students must exercise care when handling books. Textbooks must be covered at all times (stretchy book covers, which last all year, can be purchased in the Cardinal's Nest School Supply Store.) Textbooks **MUST NEVER** be covered with contact paper or any other type of sticky paper. This is considered defacing. Writing in textbooks, or defacing them in any way, will result in the student being charged full replacement cost for the books.

TOBACCO

The use or possession of tobacco is not permitted at school or within a two-block radius of school. No cigarettes or tobacco products of any kind may be carried on one's person during school hours. The use of tobacco in any form is not permitted at any school affair or athletic event, after school, on field trips, etc. Violations will result in suspension.

TORNADO/FIRE DRILLS

Regular fire and tornado drills are held in accordance with state and Diocesan regulations. These drills are to give students practice in using precautions that should help them avoid possible injuries. There is to be no talking during the evacuation procedure and all of the students should remain in their assigned areas throughout the drills.

In the event of a tornado warning, the Emergency Management Agency (EMA) notifies the school via phone and sirens. The EMA then maintains radio contact with the school throughout the event. Students will not be allowed to leave the building during a tornado warning at any time, even dismissal, unless the parent/guardian checks the student out of school. During a tornado warning, parents are encouraged to wait with their students inside until the warning is lifted.

TRANSCRIPTS

Transcripts are provided by the guidance office. A student wishing a transcript of his/her grades sent to another institution should do the following:

- a. Obtain a Transcript Request Form from the guidance office and fill it out completely;
- b. Attach a fee of \$3 to the Transcript Request Form and return it to the guidance office.

The first transcript requested and the supplementary transcript, which consists of the second semester senior grades, will be sent at no charge. No transcripts are sent unless financial obligations to the school are satisfied. Transcripts for underclassmen are sent only after withdrawal forms are completed.

Transfer Students

Official transcripts for transfer students entering Sacred Heart School will be reviewed by the Guidance Counselor and the Principal. Students will receive the credit (Carnegie units) granted by all accredited schools. Letter grades will be transferred to the Sacred Heart transcript with no changes. Numeric grades will be converted to letter grades based on a scale provided by the previous school(s.) If no scale is provided, numeric grades will be converted to letter grades and quality points will be assigned based on the Sacred Heart scale.

TRANSITIONAL EDUCATION (T.E.)

A student assigned to T.E. for an entire school day must report to the T.E. area upon arrival at school. Students must have with them all needed books and materials.

Students assigned to T.E. will remain there, under supervision, for the specified length of time. The students will perform class work all day. This procedure is in effect for every day of the T.E. assignment. The student's teachers will provide work.

MISBEHAVIOR IN T.E. MAY RESULT IN OUT-OF-SCHOOL SUSPENSION!

Other acts of misbehavior deemed disruptive to the normal instructional process may result in a student being assigned to the Transitional Education program at the discretion of the administrator.

Students assigned to the T.E. program WILL REPORT TO THE T.E. AREA UPON ARRIVING ON CAMPUS.

There will be two breaks during the day for restroom lunch. Students will have lunch separate from the regular lunch sessions and will report to the lunchroom as a group.

Students must complete all assigned time in the Transitional Education program before being permitted to return to the regular classroom.

Credit for any daily work completed will be given; tests missed will result in zero (0) until the work is made up. Tests may be sent to T.E. to be administered. Students in T.E. must make arrangements for make-ups within one (1) school day of returning to class.

Students must have a signed admission slip from the referring principal or T.E. instructor before resuming their class schedules. NO STUDENT will be allowed in class without this clearance.

Students assigned to T.E. for a day or more are not allowed to participate in extra-curricular activities on any day they are assigned to more than four (4) periods of T.E..

UNIFORM POLICY

All uniforms must come from Zogbby's

*Parents: Please make sure that your student is wearing the proper uniform to school.
The school reserves the right to request that parents bring the proper uniform to school prior to the student being allowed into class.*

***** BOYS - GRADES 1-6 *****

Pants, shirts, and outerwear

- Classic khaki pants or walking shorts with maroon collared shirts.
 - Gray or maroon Sacred Heart sweatshirt or uniform jacket.
 - Shirts should be plain with no logo except the school logo. Sleeves from shirts worn under the uniform shirt may not be visible.
 - Pants must have a belt line and be worn at the waist; not below the waist (slacking.) Pants may not be cargo, corduroy, jeans, stirrups, stretch fabrics or have obvious logos.
 - Belts (brown or black) are mandatory, 1 or 2 inch width. No biker type belts with multi holes, any cloth or patterned belts or large belt buckles. Belts must be visible at all times.
 - Non-uniform coats or jackets may not be worn inside the classroom during school hours.
 - Shirts must be long enough to keep tucked in comfortably.
 - All undershirts must be white.
- PE uniforms are required for 1st - 6th grades.***

Jewelry

- Boys may not wear any jewelry except a watch and a religious medal.

Shoes

- Shoes must be tennis shoes, athletic shoes, dress shoes, or loafers. Boots, sandals, clogs, open toe shoes, open back shoes, or shoes with heels are NOT allowed. ***Shoes must be natural colored where attention is not drawn to individual.***
- Maroon, Navy, or white crew socks.
- Athletic shoes must be provided for PE.

Grooming

- Hair should be neat and not distracting. No beads, wraps, or rows. No spikes, streaks, patters, or tips. Hair color should look natural.
- Hair must be above the eyebrows and above the collar in the back.
- If a student is told to get a haircut, he has ONE WEEKEND to get it done.

Outerwear - Pants, Shorts, Shirts, Skirts, Skorts, and Jumpers

- Classic khaki pants, skort or walking shorts with maroon collared shirts.
- Maroon (school) plaid skirt with white Oxford or maroon collared shirts. Skirts must be the school plaid.
- Gray or maroon Sacred Heart sweatshirt or uniform jacket.
- Shirts should be plain with no logo except the school logo.
- Pants must have a belt line and be worn at the waist; not below the waist (slacking.) Pants may not be cargo, corduroy, jeans, stirrups, stretch fabrics, or have obvious logos.
- Belts (brown or black) are mandatory. 1 or 2 inch width. No biker type belts with multi holes, any cloth or patterned belts or large belt buckles. Belts must be visible at all times.
- Non-uniform coats or jackets may not be worn inside the classroom during school hours.
- Shirts must be long enough to keep tucked in comfortably.
- All undershirts must be white.
- No sweatpants are allowed under skirts. Blue, maroon, and gray leggings *are* allowed.

***The hem for all skirts and jumpers must reach the top of the knee.
P.E. uniforms are required for 1st - 6th grades.***

Jewelry

- Girls may wear a watch and gold, silver, or pearl stud earrings (no larger than 5mm in diameter.)
- Only one earring is permitted per earlobe.
- A religious medal may be worn.

Shoes

- Shoes must be tennis shoes, athletic shoes, dress shoes, or loafers. Boots, sandals, clogs, open toe shoes, open back shoes, or shoes with heels are NOT allowed. ***Shoes must be natural colored where attention is not drawn to individual.***
- Maroon, navy or white crew socks.
- Athletic shoes must be provided for PE.

Grooming

- Hair should be neat and not distracting. No beads, wraps, or rows. No spikes, streaks, patters, or tips. Hair color should look natural. Hair must not be worn in the eyes. If a student is told that her hair color or style is inappropriate, she will have ONE WEEKEND to remedy the situation.
- No nail polish or makeup.

Pants, shirts, and outerwear

- Classic khaki pants or walking shorts with navy collared shirts.
- Gray or navy Sacred Heart sweatshirt or uniform jacket.
- Shirts should be plain with no logo except the school logo. Sleeves from shirts worn under the uniform shirt may not be visible.
- Pants must have a belt line and be worn at the waist; not below the waist (slacking.) Pants may not be cargo, corduroy, jeans, stirrups, stretch fabrics or have obvious logos.
- Belts (brown or black) are mandatory, 1 or 2 inch width. No biker type belts with multi holes, any cloth or patterned belts or large belt buckles. Belts must be visible at all times.
- Non-uniform coats or jackets may not be worn inside the classroom during school hours.
- Shirts must be long enough to keep tucked in comfortably
- All undershirts must be white.

PE uniforms are required for 7th - 9th grades.

Jewelry

- Boys may not wear any jewelry except a watch and a religious medal.
- No earrings are allowed.

Shoes

- Shoes must be tennis shoes, athletic shoes, dress shoes, or loafers. Boots, sandals, clogs, open toe shoes, open back shoes, or shoes with heels are NOT allowed. ***Shoes must be natural colored where attention is not drawn to individual.***
- Maroon, navy or white crew socks.
- Athletic shoes must be provided for PE.

Grooming

- Hair should be neat and not distracting. No beads, wraps, or rows. No spikes, streaks, patters, or tips. Hair color should look natural.
- Hair must be above the eyebrows and above the collar in the back.
- Sideburns no longer than the top of the earlobes.
- Beards and/or facial hair will be permitted as long as they are well-groomed and not distracting. If a student is told his beard or facial hair is distracting or not well groomed, he will have ONE DAY to remedy the situation.
- If a student is told to get a haircut, he has ONE WEEKEND to get it done.

Other

- No visible tattoos will be permitted.

***** GIRLS - GRADES 7-12 *****

Outerwear - Pants, Shorts, Shirts, Skirts, and Skorts

- Classic khaki pants, skort or walking shorts with navy collared shirts.
- Navy (school) plaid skirt with white Oxford or navy collared shirts. Skirts must be the school plaid.
- Gray or navy Sacred Heart sweatshirt or uniform jacket.
- Shirts should be plain with no logo except the school logo.
- Pants must have a belt line and be worn at the waist; not below the waist (slacking.) Pants may not be cargo, corduroy, jeans, stirrups, stretch fabrics, or have obvious logos.
- Belts (brown or black) are mandatory. 1 or 2 inch width. No biker type belts with multi holes, any cloth or patterned belts or large belt buckles. Belts must be visible at all times.
- Non-uniform coats or jackets may not be worn inside the classroom during school hours.
- Shirts must be long enough to keep tucked in comfortably.
- All undershirts must be white.
- No sweatpants are allowed under skirts. Blue, maroon, and gray leggings *are* allowed.

The hem for all skirts and jumpers must reach the top of the knee.

PE uniforms are required for 7th - 9th grades.

Jewelry

- Girls may wear a watch and gold, silver, or pearl stud earrings (no larger than 5mm in diameter.)
- Only one earring is permitted per earlobe.
- A religious medal may be worn.

Shoes

- Shoes must be tennis shoes, athletic shoes, dress shoes, or loafers. Boots, sandals, clogs, open toe shoes, open back shoes, or shoes with heels are NOT allowed. ***Shoes must be natural colored where attention is not drawn to individual.***
- Maroon or white crew socks.
- Athletic shoes must be provided for PE.

Grooming

- Hair should be neat and not distracting. No beads, wraps, or rows. No spikes, streaks, patters, or tips. Hair color should look natural. Hair must not be worn in the eyes. If a student is told that her hair color or style is inappropriate, she will have ONE WEEKEND to remedy the situation.
- Girls may wear clear or transparent pink nail polish
- Girls may wear light makeup.

Other

- No visible tattoos will be permitted.

***** ALL STUDENTS *****

“Letter” Jackets - Sacred Heart “Letter” jackets and cheerleading jackets are considered as uniform. These may be worn at any time, but they should be in good condition.

Appropriate Mass Attire - On days of the week when Mass is offered, students should come to school in proper attire. Boys in grades 7-12 can either wear a white button down shirt with a tie and khaki pants or the normal uniform. Girls in grades 7-12 should wear the normal uniform.

Non-Uniform Days - In the event of a non-uniform day at school, students should attend school in tasteful, appropriate attire. Jeans and slacks may be worn, as long as they are not tight fitting or of the “hip hugger” or low-waist styles. Shorts may be worn as long as they are a walking short style, and do not come more than 3-4 inches above the knee. Shirts may not be tight fitting and should have sleeves (short sleeves are acceptable.)

Prom Attire - See DANCE POLICY on page 20

VIOLENCE IN SCHOOLS - ZERO TOLERANCE

Sacred Heart maintains a zero-tolerance policy for any mention of violence under our roof. **Students who make threats against the school or against any faculty or staff member, whether real or joking, and/or students who make references to weapons of any sort will be immediately suspended for a minimum of three (3) days.** If such threats or references to weapons and/or implied violence are repeated, the student will be expelled.

We pride ourselves on teaching students to respect one another. Bullying another student in any way will not be tolerated. Likewise, any parent who attempts to threaten or bully a teacher or staff member at Sacred Heart School will be asked to place their student in another learning environment more suitable to their needs.

VISITORS

All visitors must sign in at the office upon arriving at the school. No one may disturb or interrupt classrooms once the school day has begun. Parents may drop off forgotten items (lunches, athletic clothes, etc.) in the front office.

WEAPONS

Any form of weapons on school grounds or at a school event will constitute immediate suspension or expulsion from school. (Weapons include guns, knives, sharp objects, toy weapons or any other devices that could cause harm to another student.)

WEBSITE

Sacred Heart’s web site, www.sacredheartcardinals.org, offers our community an easy and convenient way to find information about our school. Visit the site to view the current calendars, check on upcoming events, get contact information, and learn about student or parent clubs and organizations.

Notice of Receipt of the Sacred Heart School Student and Parent Handbook

I have been provided a copy of the Sacred Heart of Jesus Catholic School 2010-2011 Student and Parent Handbook. By receiving a copy of the handbook, I understand that I am responsible for becoming familiar with all content.

Parent Name (print): _____

Parent Signature _____

Parent, please have each student in your family to sign below:

COMPUTER /INTERNET USE STUDENT AGREEMENT

Every student, regardless of age, must read and sign below.

I have read, understood, and agree to abide by the terms of the COMPUTER/INTERNET ACCESS AND USE POLICY found in this Handbook. Should I commit any violation or, in any way, misuse my access to the school's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student's Name (Print Clearly)

Home Phone

Student's Signature

Address

Date

Place an "x" in the correct space: _____ I am 18 years old or older.
_____ I am under 18.

If I am signing this policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and I agree to abide by this policy.

Student's Signature