

Dear Parents and Students:

We hope that this student planner will provide you with information to help make the school year a successful one.

Included, month by month, are all of the currently scheduled activities. Please incorporate these dates into your family calendar.

Also, you will find our student handbook in the front of this student planner. Please be sure that your child is knowledgeable of all expectations, policies, and procedures. We anticipate each student's voluntary compliance with our rules and regulations.

We encourage all parents to familiarize themselves with this planner. It is a valuable reference and you will find a great deal of information.

The purpose of our guidelines is to help create a safe and healthy environment where each student can experience a successful year focused on spiritual, personal, and academic growth.

Very truly yours,

The Administration, Faculty and Staff of Sacred Heart

NOVENA TO THE SACRED HEART

O most Sacred Heart of Jesus, fountain of every blessing, I adore you, I love you, and with a lively sorrow for my sins, I offer you my heart. Make me humble, patient, pure, and wholly obedient to your will. Grant, good Jesus that I may live in You and for You. Protect me in the midst of danger. Comfort me in my afflictions. Give me health of body, assistance in my temporal needs, Your blessing on all that I do, and the grace of a holy death. Amen

**MISSION STATEMENT
SACRED HEART HIGH SCHOOL**

The mission of Sacred Heart High School is to educate students of diverse backgrounds in a strong Catholic tradition in order to empower these students to be moral and productive members of society.

Sacred Heart High School:

- Integrates the teaching of Jesus Christ into every facet of school life.
- Challenges students to embrace their call to service within the larger community.
- Promotes a strong partnership with parents to enhance the student learning experience.

- Creates a safe and supportive environment to facilitate the learning process.
- Provides a quality education for students of all ability levels.
- Fosters higher level thinking skills and intellectual curiosity to enable students to become life-long learners.
- Motivates students to fulfill their God-given potential spiritually, intellectually, and socially.

OUR VISION

A vibrant, diverse Catholic learning community inspiring students to fully develop as persons of faith and share their talents for the good of all God's people.

PURPOSE AND VISION STATEMENT OF THE ARCHDIOCESE OF HARTFORD CATHOLIC SCHOOLS

Catholic schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups, and socio-economic backgrounds. The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;
- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote a lifelong learning that advances the development of the whole person – mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

ACADEMIC POLICIES

CLASS RANK: Class Rank is a listing of students by class year in the order of their academic standing based on the grades received in core curriculum courses. To determine Class Rank, courses are assigned a weight factor ---1.0 for CP1, 1.05 for CP2, 1.10 for H, 1.15 for AP. Valedictorian and Salutatorian are determined after final exams of senior year. To be considered, a student must have been in attendance for a minimum of four semesters at SHHS.

COURSE SELECTION

Students select courses during the second semester for the following school year. The choice of proper courses is the responsibility of the student. Consultation with parents, counselors, and teachers is advised. The assignment of times, rooms, teachers, etc. is the responsibility of the administration.

GRADUATION POLICY

It is the expectation of SHHS that students who participate in the graduation ceremony will have earned twenty-four credits by JUNE of the graduation year. Those students who do not have the correct number of credits or have not completed the required community service component will not receive their diploma at the graduation ceremony. Diplomas will be withheld from students with missing credits, failures in any required course or who present a discipline problem. Finally, no diploma or final transcript will be issued to any student owing outstanding tuition or in possession of school property.

COMMUNITY SERVICE POLICY

Students must complete 50 hours of community service during their 4-year high school career as part of their graduation requirement. Students will complete a minimum of 10 hours each year in the 9th and 10th grades and 15 hours each year in the 11th and 12th grades. All hours must be logged with the Director of Guidance, who will be serving as the Community Service Coordinator. Community Service hours must be completed by the end of each school year.

FAILURE POLICY

Sixty-five is the passing grade. In the event that a student does fail a course for the year, it is the policy at SHHS that this course is to be successfully made up in an approved program before the student is allowed to begin classes the following year. Any student who has three or more failures, or loses more than two credits, may be asked to withdraw from school. Students who go to summer school will receive credit as long as they pass the summer school course. The number of hours recommended for tutoring is 20 to 25. The Principal determines the correct procedure for the make-up of any credits.

ACADEMIC PROBATION

Students who fail two or more classes during any quarter may be placed on probation. This consists of:

PHASE I- student's progress is monitored by guidance, mandated extra help classes, and tutoring if possible.

PHASE II- any student still failing two classes after one quarter of probation will follow the same guidelines as Phase I plus possible removal from all extra-curricular activities and sports.

PHASE III- a student who does not show any progress over the school year will be evaluated by Administration to determine whether he/she will be allowed to remain at SHHS.

HONOR ROLL

Students receive High Honors if they have a grade average (unweighted) of 89.5 or better, with no grade below 75. Students will receive Honors if they have the grade average (unweighted) of 84.5 or better, with no grade below 70. Students who have grade average (unweighted) of 79.5 or better will receive Second Honors. Students who receive a failure or an incomplete grade are not eligible for the Honor Roll.

HOMEWORK

Students should expect homework each night relevant to his/her course of study.

CHEATING

Any student who improperly uses material that is not his/her own will be penalized at the discretion of the teacher and/or Administration. Each student will sign an “acceptable use policy” for the proper use of technology.

INCOMPLETES

An incomplete grade means that the student must finish assignments before a numerical grade can be given. It is the student’s responsibility to complete this work within the allotted time frame.

RECORDS

In accordance with the Buckley Amendment, we will make unofficial records available to a non-custodial parent. However, it is the responsibility of the custodial parent to provide the school with any special court documentation.

MEDICAL/HEALTH INFORMATION

A Registered Nurse is assigned to SHHS and is responsible for all health aspects in the school. She is on duty daily from 7:30-1:30 (or as provided by the City of Waterbury) in the Health Room to provide first aid and care for illness or injury.

HOMEBOUND INSTRUCTION

Arrangement for instruction at home when a student is unable to participate in the regular school program should be directed through the Guidance Office and Nurse's Office. This may be implemented only during long-term illnesses, and in cooperation with the town of the student's residence.

IMMUNIZATION

Each student must have a complete immunization record. The Health Record must show dates for at least:

- Oral Polio-3 doses- one on or after 4th birthday
- DT-DPT- 3 doses- one on or after 4th birthday and booster every 10 years
- 3 Hepatitis B doses
- Varicella- either 1 dose or proof of immunity
- MMR- 1 dose

If a student is exempt from any immunization, then a **WRITTEN CERTIFICATE** is required from the physician.

MEDICATIONS

State Law states that no student is allowed to take any medication whatsoever in school. Students must not carry medication on their person unless written permission is given by a Medical Doctor and the school nurse. If it is absolutely necessary to take medication during the school day, special forms are available in the Nurse's Office. These forms must be filled out and signed by both the parent and the doctor, and then be approved by the Health Director for the City of Waterbury.

PHYSICAL EXAMS

A physical exam is required upon entering SHHS. If a student is to participate in any school sport(s), a physical exam is required every year. Parents are asked to report all communicable diseases (i.e. strep throat, infections mononucleosis, chicken pox, scarlet fever, hepatitis, etc.) to the school nurse. Students with disclosed rashes will be dismissed from school and must obtain a note from his/her physician before returning to school.

CRUTCH POLICY

No student can be allowed in the building with crutches without a **WRITTEN DOCTOR'S ORDER**. The student must report to the nurse before attending any classes. She will review the nature of the injury, review doctor's recommendations, evaluate the student's use of crutches, develop a plan for arrival and dismissal, class changes, gym, emergency exits, etc. Students are to report to the front desk and wait until the nurse can evaluate the recommendations.

REPORTING A STUDENT ABSENT

Each time a student is absent from school, a parent must notify the school before 9 AM to explain the nature of the student's absence. If a doctor has seen a student, it is advisable to provide the office with a written statement from the doctor concerning the dates of illness. Parents may be asked to verify in writing a student's absence. When notifying the school, the parent/guardian should give: the student's name, year in school and homeroom, the caller's relationship to the student and the specific reason for the absence. To be considered "present", a student must be in attendance for 4 hours.

STUDENT ILLNESS DURING THE SCHOOL DAY

Students who become ill in school should request a pass to the Nurse's Office from the teacher or proctor. NO student who is ill may go to the cafeteria or leave the building during the school day without permission. Students returning to class from the Nurse must have a pass. If the Nurse or Health Aide determines that the student should be sent home, the parents must be notified before the student can be dismissed. Students should not call their parents prior to going to the Nurse's Office; that is the responsibility of the school.

STUDENT INSURANCE

Athletes are covered through a policy with Colonna Associates of Hamden. It is an Excess Policy that activates after family health coverage. There is a \$100 deductible. The Catholic Mutual Group protects schools of the Archdiocese of Hartford. Medical payments for students are excluded in the Archdiocese Certificate of Insurance. Medical expenses resulting from any injury received at school or during participation in a school sponsored event should be referred to the family's medical insurer.

ATTENDANCE

There is positive correlation between regular attendance and academic achievement. Therefore, students are expected to attend school and all classes each and every day. Parents have a legal obligation to see that the student attends school regularly. While SHHS will honor excusable absences, we must impose penalties on the inexcusable. Personal illness or emergencies in the immediate family are considered the only legitimate excuses.

No student will be permitted to participate in school activities on a day of absence or suspension. All work missed is the STUDENT'S personal responsibility to make up. **Any student who is absent from class for any reason for 20 days (10 for ½ year class) may lose**

academic credit for the year. Each tardy to class is equal to 1/3 of an absence.

The Administration reserves the right to take necessary action to ensure proper attendance including detention, suspension and probation. Absences/Tardies remain part of a student's permanent records.

EARLY OR SPECIAL DISMISSAL

If a student must request permission to be absent from school for a day or any part of a day due to personal circumstances, he/she should present a written note of request to the Principal. This note shall explain the reason for the request, be signed by a parent/guardian, and be presented at least a day in advance of the requested date. Students are required to inform their classroom teachers in advance that they will miss class and must sign out in the Main Office before departing. No student will be dismissed to a non-parent/guardian without written permission in advance. **Students leaving before 11:30 AM or arriving after 9:30 AM will be considered absent for the school day.**

EARLY DISMISSAL FOR SENIORS

This privilege is extended to seniors ONLY, and only on those days when they are not scheduled for last period class, activity, detention, assembly, etc. Seniors must leave the building immediately and quietly. They are not to loiter on school grounds. Any abuse of this privilege and/or failure to abide by school policies may result in the suspension of this privilege and other disciplinary action. No other students may leave the building before regular dismissal time.

FUNERALS

SHHS encourages students to render Christian support to bereaved family and friends by attendance at wakes and certainly by their prayers. Due to the disruption to the educational process, only student council members and/or class officers will be allowed to attend funerals. The school does reserve the right to determine the number of students who will represent the school under special circumstances.

SCHOOL CANCELLATIONS AND DELAYS

In the event of inclement weather, SHHS will follow the decision of the Waterbury Public School System. Such decisions will be announced on Channel 3, & Channel 4. A phone message will also be sent to each household from the school. Please do not call the school.

TARDINESS

Students entering the school after 7:35 AM are considered late and must report for a late pass. Lateness due to oversleeping, transportation

problems, etc. is not acceptable. **Any student whose tardiness exceeds 1 hour must be accompanied by a note or phone call from a parent or guardian.**

After a student is tardy more than 3 times in a Marking Period the student will receive detention for the 4th and 5th tardy and an **out of school suspension** for each subsequent tardy. Moreover, the grade from the first class of the day may be affected.

Students who do not receive a tardy pass from the Main Office upon entering the school will receive an Out of School Suspension. Repeated offenses will result in possible removal from extracurricular activities. Every third tardy is an absence. Tardiness to class more than 15 minutes will be noted as an absence.

CUTS

If a student is not absent from school, but is absent from class without permission, this absence is considered a “cut.” Any cut will result in an Out of School Suspension and a parent will be notified. All work missed will be made up at the teacher’s discretion.

ADMISSIONS

Sacred Heart High School does not discriminate on the basis of race, religion, sex, national or ethnic origin.

SACRED HEART HIGH SCHOOL RULES POLICY

Self-discipline is the best kind of discipline; it should be evident in a Christian society. However, policies are necessary in order to deal with individuals who violate the rights and freedoms of others, or who manifest a lack of maturity and/or sense of responsibility. Respect for others, maintaining a safe and clean environment, and intellectual curiosities are hallmarks of today’s students.

The primary responsibility for proper grooming and behavior rests with the student and parent. Although it is assumed that a Sacred Heart student is mature enough to conduct himself/herself properly, the discretion of the School’s Administration will be final regarding any violations of school rules and/or codes. The SHHS Administration follows Archdiocese policies, and is the final interpreter of school rules, and legalistic word games over interpretation will not be entertained. The Administration has the right and responsibility to make any and/all decisions to effect the proper running of the school. Any actions in school which appear to constitute both a violation of

school rules and a violation of law will be referred to appropriate legal authorities, in addition to being resolved according to school policy.

ILLEGAL SUBSTANCES

The use, sale, or possession of alcohol/drug substances by pupils (on their person or in lockers, desks, vehicles or any other place on school property, school vehicles and school related/sponsored functions) is prohibited.

Penalties for use, possession, or sale of alcohol/drug substances on or around school property shall be enacted through the authority and discretion of the SHHS Administration. This will include, but not be limited to, immediate notification of local law enforcement agencies and notification of parent. The student is liable for suspension and expulsion. Such penalties may also apply to students apprehended by police authorities on or off school grounds.

These students will be suspended out of school and may be brought before the Discipline Review Board.

Use of tobacco is a dangerous activity in a school building or bus, and cannot be allowed for safety and health reasons. Any SHHS staff member may refer a student for tobacco use anywhere on or around school property.

A student will receive an Out of School Suspension for the first offense, and the parent will be notified that more serious actions may be taken for any further offenses.

VIOLENCE

Committing physical violence against another student(s) cannot be tolerated in an academic environment. The offending student(s) will be suspended and placed on probation. The parent(s) of the student(s) shall meet with the Administration, if necessary, following the conclusion of the suspension, and be notified that counseling may be recommended and more serious actions taken by the school.

“Violence” also refers to instigating a situation, which turns violent, or any action that places students in danger on or around SHHS property or activities. This section includes all aspects of physical, verbal, and/or sexual harassment. For a second fighting offense, the students will be brought before the Review Board.

TECHNOLOGICAL/ELECTRONIC DEVICES

Use of any technology oriented device in school must have an educational focus and purpose and be approved by the Administration before use. The use of electronic communication devices during

normal school hours is prohibited. Upon entering the building and until the last bell, any electronic device carried by a student **MUST** not be visible and must be kept in the OFF position. Any electronic device that is confiscated by a staff member will remain in the custody of the Administration for 24 hours, after which time a parent/guardian must pick up the device. A second infraction will result in a 48-hour confiscation, with a pick up by parent or guardian. A third offense will require that the student leave the electronic device in the school office each day for the remainder of the school year. The school assumes no liability for technological or electronic devices that may be confiscated, lost, or stolen from the classroom, school grounds, or school events.

Any student who refuses to follow this policy (ex. refusal to surrender electronic device when asked) loses the privilege to carry this device in school and will be subject to disciplinary consequences by the Administration.

INTERNET ENGAGEMENT

Engagement in online blogs or postings, such as, but not limited to, MySpace.com, Xanga, Friendster, Facebook, YouTube, etc. shall result in disciplinary actions, including expulsion, if the contents of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

USE OF ELECTRONIC COMMUNICATION

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

OTHER VIOLATIONS WHICH MAY WARRANT EXPULSION

1. Verbal and/or physical abuse/threats towards any SHHS faculty, staff member, or student.
2. Falsification/alteration of school records, documents, identification.
3. Violation of probation.
4. Any violation beyond level 4 of the discipline code.

5. Falsely sounding a fire alarm.
6. Threats, use, purchase, sale, or possession of weapons, fireworks, or “prop” weapons.
7. Vandalism, theft, arson, or unauthorized entry of SHHS property.
8. Repeated violation of school regulations.
9. The verbal, written, or displayed promotion of any doctrine (racism, Satanism, etc.) which is in conflict with the values of SHHS.
10. Going to another school to cause or be involved in any disturbance.
11. Apprehension by police authorities for any offense on or off school grounds.
12. Any actions, which the Administration determines, would endanger in any way the welfare of SHHS students or the good of the school.

OFFICE DETENTION

May be issued by a member of the Administration for violations such as:

1. Failure to comply with instructions of faculty/staff
2. Repeated misbehavior
3. Obscene language
4. Excessive tardies to class/school
5. Any other behavior so deemed by the Administration.

Repeated offenses may result in Out of School Suspensions.

HOMEROOM/CLASSROOM DETENTION

May be issued by the homeroom/classroom teacher and are to be served with that teacher on the next school day, after a call to a parent.

Violations include, but are not limited to: no book, assignment(s) incomplete, class behavior, food or drink in class, excessive noise or other disruptive behavior. Failure to serve a detention may result in a Discipline Referral.

POINTS OF CLARIFICATION

School rules apply to all SHHS classes, buildings, property, transportation, home or away sporting events or activities, field trips, dances, assemblies, school functions, etc. A student is liable for disciplinary action, even if involved in a passive manner. Examples would be: being in the presence of those who use, purchase, sell, or possess alcohol/drugs, fire arms; encouragement of violence or disruptive behavior; assisting or condoning vandalism/damage to school or student property.

Students and parents will be held financially and/or legally responsible for any vandalism/damage to the property of SHHS, its staff or students. An estimate of the cost of restoration of property shall be made, and a bill sent to the student(s) parents. Other disciplinary measures will be taken as deemed appropriate by the Administration.

SOCIAL PROBATION

Failure of a SHHS student to conduct himself/herself in a proper manner may result in removal from extra curricular/sport activities for a time determined by the Administration. Any student given an OSS is banned from the school campus and all extra curricular/sports activities until the time of reinstatement.

CODES OF CONDUCT EXPECTED OF SHHS STUDENTS IN SPECIFIC AREAS

Cafeteria staff, school property, and food are to be respected at all times. Due to health codes no food or beverages are permitted outside the cafeteria.

1. Any student arriving after the passing time will be considered late by the café proctor.
2. No student shall leave the café without a pass.
3. Tables and the café are to be left in a clean and orderly fashion for the incoming people, with all trash disposed of properly.
4. No card playing/gambling, loud noise or music is allowed.
5. Classrooms: as soon as students enter the classroom, they should be seated. The opening and/or closing of doors/windows are the teacher's responsibility. If a teacher has not arrived, one student should notify the office. Students may not leave class. When a teacher is absent, a substitute teacher will conduct class. Students are to be present for all scheduled classes.
6. Corridors: Corridors should be cleared within the three-minute passing time, and no students should be in the hall after this time without a pass. Irresponsible behavior such as a loud noise, pushing, or loitering will not be tolerated.
7. Library: Students are to respect the quiet of a library environment. The librarian may withdraw the library privilege if a student's conduct in the library is unsatisfactory.

DANCES

School dances are regularly scheduled and students are encouraged to attend.

- Dances will be scheduled between 7:00 PM and 10:30 PM on Friday evenings or the evening before a vacation day. Students must be present in school during the day in order to attend a dance at night.
- All school rules are in effect.
- Students will conduct themselves as ladies and gentlemen toward supervisory personnel, and other students.
- No loitering.
- Once a student has left, he/she will not be readmitted.
- Dances, including the Junior and Senior Proms, are special events. Only the dances themselves are school-sponsored activities. The school does not assume responsibility for any before or after dance activities.
- Students must be present in school to attend any school function.

FIELD TRIPS

All students going on approved field trips must have the school permission slip. The school dress code applies for all trips unless appropriate changes are granted by the Administration at the request of the teacher in charge. All school rules are in effect throughout the trip. Students may be denied for academic or disciplinary reasons.

FIRE DRILLS

Directions for fire drills are posted in each room, and students should learn these directions for each room in which they are scheduled. When the alarm is sounded, students should file out in a prompt and orderly fashion without running. The last person out of a room will close the door.

MEDIA

No student or parent may represent SHHS in the newspaper, television, radio, or at public appearances without the specific approval of the Principal.

HAZING/INITIATIONS/HARRASSMENT/BULLYING

Hazing, initiations, harassment, or bullying is not acceptable, and any practice of this type of behavior will not be tolerated. Actions such as but not limited to (taunting, teasing, bullying, and harassment) of this type may be subject to disciplinary measures.

PARKING

SHHS provides no student parking. Students parking on the street may not leave the building to pay meters. The school can not be held liable for any loss or damage. Any student who is parked illegally in the school's parking lot **WILL BE TOWED IMMEDIATELY**. Parking illegally is also defined as blocking an individual car, or blocking the entrance to the parking lot. Students will not be warned of this policy prior to towing. The cost of towing the vehicle will be incurred by the student.

LOCKERS

Students will be assigned lockers and combinations on a yearly basis, and are expected to use only their locker and not to share. Lockers are to be kept clean, and the school is not responsible for lost or stolen items. Students are to be aware that School Administrators have the legal right to co-access any locker.

TELEPHONE

Students may not use the office phone, and office personnel will only deliver messages to students in emergency situations. Arrangements should be made at home for appointments, etc.

VISITORS

Student visitors will not be allowed in the school without a pass from the Administration. A visitor's pass must be requested in writing at least one day prior to the intended visit. Student guests must be an applicant of SHHS, and must sign in at the office. The SHHS student is responsible for the guest's behavior, and is also expected to introduce the guest to each teacher prior to the beginning of class. All visitors must report to the main office receptionist and receive a Visitor's pass.

COLLEGE BOARD EXAMS

SAT's and **ACT's** will be administered at SHHS. Some of the more competitive institutions require SAT II. Students should check the college catalogues of the institutions they are interested in attending. The PSAT's will also be administered to the juniors and sophomores.

SACRED HEART HIGH SCHOOL DRESS CODE POLICY

School is a place where young people formulate correct habits of dress and behavior, as well as education. A well-groomed individual presents an image of maturity and self-assuredness, but also of pride in self and one's school. Any student who comes to school out of uniform is considered unprepared for class. Any student who is sent to the office due to a uniform violation may be sent home and given a day of Out of School Suspension. An Administrator will determine such

disciplinary action and parent will be notified. Violation may include untucked shirts, earrings for males, short skirts, inappropriate shirts and pants, unshaven and inappropriate footwear. The Administration reserves the right to determine the legitimacy of any uniform violation. If deemed appropriate, the student will receive a pass, which must be presented to his/her classroom teacher before class.

STUDENTS ARE TO ENTER AND EXIT THE BUILDING IN UNIFORM --- TIES, SHOES, ETC. ARE NOT TO BE CARRIED INTO THE BUILDING OR KEPT IN LOCKERS.

UNIFORM CODE

ALL UNIFORM ITEMS WILL BE PURCHASED FROM DENNIS/NEIL ROBERTS, INC. AND HAVE A SACRED HEART LOGO

SHIRTS – For boys, white or pale blue collared shirts must be worn with ties. Boys may wear burgundy or white SHHS golf shirts up to October 1, and after April 1. For girls, white or navy polo long or short sleeve shirts with the SHHS logo must be worn. Sacred Heart maroon, white or navy mock turtlenecks may also be worn. All shirts worn under the uniform shirts must be navy blue or white in color and must be tucked in.

PANTS AND SKIRTS – For boys, khaki dress pants, and for girls, khaki or plaid skirts, or khaki pants all purchased from Dennis/Neil Roberts with the Sacred Heart logo are required.

SHOES – soft soled, brown, black, or tan shoes or deck shoes are required **SOLID COLORS ONLY!!** (NO SNEAKERS, or BOOTS) are allowed. Girls may not wear high-heels, platform shoes, sandals without backing, slippers, flip-flops or sneakers. Solid colored shoes, Vans or Toms are acceptable (Black, Tan, Navy). Boys must wear solid colored socks, and girls must wear socks or solid colored hosiery. Fishnet stockings or socks above the knee of any kind are not allowed.

HAIR – to be clean and well kept with no extremes in style or color. Boys may not wear facial hair. Hair must not fall below the top of the collar. Hats, coats, caps, etc. are to be kept in lockers and not worn inside the school at any time (this includes team jackets.)

SWEATERS – only sweaters and fleece bearing the Sacred Heart logo may be worn. Shirts or turtlenecks **MUST** be worn under sweaters. Sweatshirts of any kind may not be worn in school. Sport jerseys may be allowed on game days during the season of that particular sport. Students must wear their uniform skirt, shirt, tie and pants along with the jersey.

POINTS OF CLARIFICATION

- A. Cosmetics: Women may wear make-up that is in keeping with fashion and applied in a moderate way.
- B. Glasses: Due to safety and insurance factors, sunglasses may not be worn inside the building. Upon receipt of a doctor's authorization, prescription sunglasses will be allowed.
- C. Hair: No extreme styles. Boys may not dye or bleach their hair; girls' hair color must be consistent with natural hair colors. Boys may not have facial hair, including long/wide sideburns or hair long enough to make ponytails, braids, or mohawks. No headgear of any kind may be worn.
- D. Jewelry: No excessive or ostentatious jewelry or body piercings of any kind. Girls may not wear dangling earrings or space holders. Boys may not wear earrings of any kind including space holders.
- E. Shirts: All boys must wear shirts tucked in, with top button closed and tie all the way up. Tee shirts worn under the uniform must be white or navy blue and may not have printing, and long-sleeved tee shirts may not be worn under short-sleeved uniform shirts.
- F. Pants must be worn at the waist with belt buckle visible, no oversized pants; no ripped seams, no cargo pants.
- G. Skirts: Girl's skirts must be of modest length --- no more than 3 inches above the knee; waistbands may not be rolled.
- H. Visible tattoos or body piercings are forbidden.
- I. All jackets and other outerwear must be kept in lockers.
- J. Students may be sent home if they are out of uniform.
- K. Occasionally a "casual day" may be used for fund-raising activities. On those days, uniform dress will be relaxed. Clean jeans, shorts that fall below the tip of the student's fingers and sneakers may be worn. However, there are to be no concert/picture T-shirts, halter/tank tops, mini-skirts, short shorts, spandex clothing, torn/dirty clothing, hooded sweatshirts, or earrings for men.
- L. Team sports jackets may be worn during that particular sport season and on game days only. Jackets must be fully unzipped at all times.

PARENTS' CLUB

The Parents' Club is open to all SHHS parents/guardians, and sponsors numerous events throughout the year. Parents are encouraged to become involved with the school through the Parents Club, visitation nights, College Night, and support for events.

STUDENT COUNCIL

This is an umbrella organization that coordinates and evaluates activities, and has a voice in determining student life. Four representatives will be elected from each of the four classes and four officers will be chosen. Sacred Heart High School offers students a wide range of interests to enhance their academic, social, and athletic development. All students are encouraged to become as active as possible in promoting school spirit.

REPORTING COMPLAINTS

Any student/parent who has concerns regarding issues with another student should report this information to the Principal. Any student/parent who has concerns regarding issues with a teacher should report this information to the Principal.

DISCIPLINE LEVELS

DISCIPLINE LEVEL	OFFENSES MAY INCLUDE	POSSIBLE ACTION TAKEN
1	Uniform violations, excessive tardies, cutting class, smoking, cutting, detention, cheating	Office detentions 1-3 days OSS
2	Disrespect to school staff or other students, vandalism, repeated level 1 offenses, bullying, cutting school	3-5 days OSS
3	Drinking alcohol at school function, fighting, vandalism, repeated level 2 offenses	5-10 days OSS Probation
4	Multiple level 2-3 offenses, use of illegal drugs, stealing	Review Board Probation (180 days), Expulsion
5	Violation of Probation	Expulsion

**The level is determined at the discretion of the Administration

PHOTO LIKENESS/ACCEPTABLE USE POLICY

Parents are to sign documents regarding these policies before the start of the school year.

HANDBOOK CONCLUSION

The Administration reserves the right to evaluate the overall record of any student who displays significant difficulty in any facet of school life. Depending on this evaluation, a student may be asked to leave the school during the year or at the end of the year. Continued enrollment at Sacred Heart is not automatic; it must be earned by honoring and fulfilling the values and expectations of our community on a daily basis. Since it is impossible to establish policies for every scenario, the Administration can interpret and apply the underlying principles of this handbook in a consistent fashion. Finally, as the Administration takes seriously its legal, professional and moral obligations to protect the safety of the entire school community, other actions not herein outlined may be taken as necessary.

FINANCIAL POLICIES

1. You may cancel your tuition agreement in writing on or before July 15th in which case you will be released from the tuition obligation, but will forfeit the comprehensive fee. Incoming freshmen families will also forfeit the comprehensive fee, as well as the original non-refundable \$100 tuition payment.
2. Financial aid awards will be applied to the final tuition payment unless the family has selected a monthly payment arrangement, in which case the award will be pro-rated to your payment plan.
3. No student may enter on opening day unless the tuition account is up to date.
4. No student may take mid-term examinations or begin the second semester unless the tuition account is up to date.
5. No student may take final examinations or be enrolled for the following school year unless the tuition account is up to date.
6. Students' receiving financial aid must raise a minimum net profit of \$100.00 annually. Students who fail to raise the required amount will be assessed the balance not raised.
7. A student who does not have the textbook that was assigned to him/her at the beginning of the school year will be allowed to take his or her midterm/final exam, however the cost of the lost textbook must be paid in full prior to the grade being released.

8. REFUNDS:
- May 15th payment --- not refundable after July 15th
 - July 15th payment --- not refundable after Sept 1st
 - Sept 15th - not refundable after start of 1st marking period

 - Nov 15th - not refundable after start of 2nd marking period
 - Jan 15th - not refundable after start of 3rd marking period
 - Mar 15th - not refundable after start of 4th marking period.
9. Any student who leaves Sacred Heart with an outstanding balance will receive incompletes for all grades and no credit will be issued until the outstanding balance has been paid.
10. Enrollment during a marking period, or any fraction thereof, will be considered a full marking period in calculating refunds due. There is no prorating during a marking period. Book rental fee is non-refundable after Sept 1st. Parish Subsidy Fee is the responsibility of the student if the parish does not pay. This fee is in addition to tuition and not a credit against any tuition owed.
11. LATE ENTRANCE: The appropriate percentage of total tuition will be calculated. Any fraction of a marking period will be considered an entire period.
12. A \$25 service charge will be added to the tuition account for any returned checks.
13. All financial aid is need based and is offered on a year by year basis. The following conditions must be met in order to receive or renew Financial Aid or Scholarships

To receive/renew Financial Aid, a student must:

- Maintain a GPA of 75 or above
- Not be on Academic Probation
- Not be on Discipline Probation
- Must promote the good name of SHHS by supporting school activities

To maintain a Principal's Scholarship, a student must:

- Maintain a GPA of 80 or above
- Not be on Academic Probation
- Not be on Discipline Probation

To maintain a Student of Excellence Academic Scholarship (Sisters of Mercy), a student must:

- Maintain a GPA of 85 or above
- Not be on Academic Probation
- Not be on Discipline Probation
- Must promote the good name of SHHS by supporting school activities

ASBESTOS POLICY

In compliance with AHERA Sacred Heart High School maintains a yearly Asbestos Inspection report. This report is on file in the Principal's office for review. Requests to view this file must be directed to the principal.