

Sacred Heart of Jesus Catholic School

Student Handbook
2017-2018



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www.shcards.org

Handbook Disclaimer

This Handbook is for the convenience of the parents and students of Sacred Heart of Jesus Catholic School. Its contents are based on policies established by the Diocese of Birmingham in Alabama, its School Board, and the School Administration. Every effort is made to keep policies as listed. The Handbook is intended to serve as a guide to help everyone at Sacred Heart come to know our programs and opportunities as well as set forth expectations and agreements. Take the time to familiarize yourself with the contents. Several sections will require your certification of receipt and review. Sign the copy provided for you in the Handbook and return it to the Front Office.

The Handbook will answer many questions you may have about your role in the academics, discipline, school rules, athletics and various other topics associated with the school. No set rules or guidelines can cover every conceivable situation that may arise at a school. The guidelines, rules and policies set forth in this Handbook are intended to apply under normal circumstances. From time to time there may be situations that deviate from the normal rules and procedures set forth in this Handbook. In those cases, each situation will be handled in a manner deemed most appropriate by the Administration, taking into consideration the best interests of Sacred Heart, its faculty and staff, students, and overall school community. This handbook may also be revised or updated periodically, even during the school year. Stakeholders will be advised of any changes as they are made either electronically (email) or by mail. Such changes become effective when published. Final interpretation of policies and procedures is at the discretion of the Administration. All questions about any Handbook policy or statement should be directed to the appropriate administrator.

Sacred Heart of Jesus Catholic School

By the Diocese of Birmingham in Alabama

Sacred Heart has met the requirements established by the AdvancED Accreditation Commission and is accredited by the Southern Association of Colleges and Schools and is member of the National Catholic Educational Association.

Governing Leadership

Most Reverend Robert J. Baker, S.T.D.
Bishop of Birmingham in Alabama

Dr. David Anders, Director
Catholic Education and Lifelong Formation

Ms. Fran Lawlor, Superintendent of Schools
Diocese of Birmingham in Alabama

Dr. Jeremiah Russell, Principal
Ms. Frances Shipp, Assistant Principal

Advisory School Board

Anna Allen
Tia Barr
Dr. Timothy Kerper
Noreen Pettitt
Cory Salley
Dr. Dawn Wilczek
Fr. Charley Alookaran, *ex officio*

Mission Statements

Diocese of Birmingham in Alabama

The mission of the Diocese of Birmingham Catholic School System is to educate our students to seek God in Truth and for loving service by teaching the message of the Gospel, forming a community of faith, providing the whole child with a Catholic and Christ-centered environment, and inspiring all to reach their full academic and spiritual potential.

Sacred Heart of Jesus Catholic School

Our Mission

The formation and education of children in mature witnesses of Christ are the fundamental reasons for the existence of Sacred Heart School. Because of this belief, we hope to aid students toward 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.

Our Vision

The vision statement of Sacred Heart of Jesus Catholic School is to provide a secure environment in which to challenge the mind, nurture the soul, and enlighten the spirit within a Christ-centered atmosphere; while at the same time providing guidance and direction to support individual goals and needs of each student.

Our Values

Service

We practice the teachings of the Catholic Church and call each member of our community to a life of ministry and service.

Honor

We cultivate a moral life by honoring God, one another, and our ourselves.

Scholarship

We promote the highest standards of achievement in academics, arts, athletics, and spiritual formation.

Office of the Principal

Dear Parents and Students,

The Sacred Heart faculty and staff consider it a sincere privilege and a crucial responsibility to encourage, challenge and aid our students to prepare for success and develop their unique talents and gifts. Our strong community of students, faculty, staff, parents, alumni, and sponsors actively work toward realizing these goals for each individual in every respect of his or her school years—spiritual, academic, artistic, and athletic.

Sacred Heart is a comprehensive PK-12 Catholic school, sponsored by the Diocese of Birmingham in Alabama. The school primarily serves Calhoun County, though we do have students from surrounding counties. We serve students with diverse cultural, religious, socio-economic, and educational backgrounds that add to the richness of our entire community. There are many members of the Body of Christ at our school.

Over the last sixty plus years, we have come to realize that we achieve our mission as a school through our three core values—Service, Honor, and Scholarship. At the foundation of our school is an invitation to our students to discipleship in Christ through faith formation. Academic excellence is an achievable goal, as each student learns and grows according to individual talents. A strong program in fine arts and athletics provides students with the further opportunity to develop their God-given gifts and talents as leaders in the community. Numerous extracurricular activities offer learning and leadership opportunities for our students. We believe that a commitment to community service moves our students from self-reflection and growth to action in a world in need of Christ's love.

At the 2013 World Youth Day in Rio, Pope Francis shared “there is no cross, big or small, in our life, which the Lord does not share with us.” Let us pray this school year that every member of our community knows that the Lord walks with them every day.

In Christ,

Jeremiah Russell, Ph.D.

Student Calendar

Tentative Sacred Heart School 2017-2018 Calendar

Red = NO SCHOOL
Yellow = EARLY DISMISSAL

July						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 - July 4th Holiday
11 - New Principals' Meeting
19 - New Teachers' Meeting
21 - Principals' Meeting

20 Days of School

2 - Teacher Inservice
3 - Second Semester Begins
11 - Report Cards
15 - MLK, Jr. Holiday
29-2/2 - Catholic Schools Week

January						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 Days of School

3-9 - Teacher Inservice
8 - Orientation
10 - First Day of School
10-11 - 1PM Dismissal

19 Days of School

TBA - CSW Mass
3 - Mardi Gras Gala
8 - Progress Reports
9 - 1PM Dismissal/
Parent-Teacher Conferences
1-4PM
14 - Ash Wednesday
16 - Religious Inservice

February						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

September						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 Days of School

4 - Labor Day Holiday
7 - Progress Reports
8 - 11AM Dismissal/
Parent-Teacher Conferences
11AM-4 PM
15 - JCHS Inservice
27-29 - Principals' Retreat

17 Days of School

9 - Third Grading Period Ends
15 - Report Cards
26-30 - Spring Break

March						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Days of School

6 - First Grading Period Ends
12 - Report Cards
16-20 - Fall Break

20 Days of School

TBA - ACRE
1 - Easter
TBA - ITBS
19 - Progress Reports
20 - Weather Day/Inservice

April						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19 Days of School

9 - Progress Reports
10 - Veteran's Day
1PM Dismissal
22-24 - Thanksgiving Holidays
(No School)

19 Days of School

18 - Kindergarten Graduation
21-24 - Semester Exams
22 - 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 Inservice

May						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 Days of School

13 - "Dead" Day -
No projects/exams
14-19 - Semester Exams
20 - First Semester Ends
(11:00 Dismissal)
21 - Jan 2 - Christmas Break

4-8 - Summer School Sem 1
11-15 - Summer School Sem 2

June						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

First Semester - 85 Days

Second Semester - 95 Days

Last updated on February 27, 2017.

Daily Schedules

Regular Day

Time	Class
7:50-8:47	Period 1
8:50-9:37	Period 2
9:40-9:50	6 th -12 th Grade Break
9:53-10:40	Period 3
10:43-11:30	Period 4
11:33-12:55	Period 5*
12:58-1:47	Period 6
1:50-2:45	Period 7

*Lunch Schedule: PK3-2nd Grade (10:45-11:15), 3rd Grade-5th Grade (11:15-11:45), Middle School (11:45-12:10), and High School (12:25-12:55)

Mass Schedule

Time	Class
7:45-8:00	Period 1
8:00-9:00	Mass
9:03-9:45	Period 1
9:47-9:57	6 th -12 th Grade Break
10:00-10:37	Period 2
10:40-11:17	Period 3
11:20-11:57	Period 4
12:00-1:10	Period 5*
1:13-1:50	Period 6
1:53-2:45	Period 7

*Lunch Schedule: PK3-2nd Grade (10:45-11:15), 3rd Grade-5th Grade (11:15-11:45), Middle School (12:00-12:30), and High School (12:40-1:10)

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Our Catholic School Policy

Sacred Heart of Jesus Catholic School is a comprehensive PK-12 school sponsored by the Diocese of Birmingham. The mission of the school is to bring forth Christ to the people in the school communities – students, faculty, staff, parents, alumni, and those in the surrounding area. We, the administration, faculty, and staff commit ourselves to the mission of the spiritual, intellectual, social, affective, and physical development of our students.

We view education in terms of message, community, worship, and service. The students and faculty are inspired to appreciate the faith in their lives, to understand community in a global as well as local sense, to experience personal and communal prayer, and to realize that service to others is basic to the gospel message of Jesus. By these means, students and faculty will grow in their understanding and experience as disciples of Jesus. In ministering to this community, the teacher has a responsibility to foster, by both word and example, Christian values which mirror the belief in the special dignity given to each person by Jesus Christ.

We view academic excellence as an achievable goal for all students as each one learns and grows according to individual talents. We believe that the total education of each student necessitates the positive collaboration of faculty and an active commitment to the development of partnerships with parents for the student's benefit. Ongoing evaluation of our program and progress helps to ensure that we are properly responding to the genuine needs of our students.

We encourage the participation of each student in a well-developed program of faith formation, academics, fine arts, athletics, and extra-curricular activities. The entire school is committed to the progressive fostering of self-discipline and independence while maintaining the primary importance of providing an environment in which all students can learn to become educated, contributing citizens of the world.

Parents as Partners

Parents are the *primary educators* of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, and psychologically. Your choice to send your child to Sacred Heart of Jesus Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in the school are not well rooted in your child unless they are nurtured by your example of good Christian morality and by your relationship with God.

Once you have chosen to enter into a partnership with Sacred Heart, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from parents, administration, and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she can become.

As partners in the educational process, we ask parents:

- To set rules, times, and limits so that your child gets to bed early on school nights, arrives at school on time and is picked up on time, is dressed according to the school dress code, completes assignments on time, and has lunch money or a nutritional snack each day;
- To actively participate in school activities, such as the Parent-Teacher Organization (PTO);
- To notify the school with a written note when the student has been absent or tardy;
- To notify the Front Office of any change of address or phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding your child's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in your child's education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat administration and faculty with respect and courtesy in discussing student problems.

Volunteer at Sacred Heart of Jesus Catholic School

Volunteers are needed to foster an environment of collaboration between parents, teachers, students, school administrators and the community of Sacred Heart. Volunteers enhance the learning experience and faith of each student by providing assistance to teachers in the classroom, coaches in athletic venues, raising funds, supporting school and family social interaction, and providing subject matter expertise of the administration as needed.

To become a volunteer, the following is required:

1. A Diocesan Adult Volunteer Application. This application also is a volunteer inquiry release form. All volunteers are submitted for a background check through the Diocese of Birmingham in Alabama.
2. Youth Protection I Training Course. Once completed, print out the Certification of Completion and bring it to the Front Office, along with the Volunteer Application.
3. Any volunteer, who will be transporting students on a school sponsored activity, must complete a Diocesan Driver Information Form and provide a copy of their driver's license and current insurance policy to the school office.

All families, particularly those who receive a financial scholarship or tuition assistance, are strongly encouraged to give a minimum of twenty (20) hours of service to the school each year. Volunteers are encouraged to track their hours. The school will keep records that demonstrate the faithful commitment of our volunteers, and these records will play a role in future decisions regarding financial assistance.

Spiritual Formation and Christian Service

Religious Formation

The Religious Formation Program at Sacred Heart of Jesus Catholic School is designed to aid each student in developing his/her faith within the support of a Christian community. Along with religion courses, which cover the content of the Roman Catholic faith tradition, religious activities help students grow spiritually as they celebrate in prayer and liturgy, and perform community service. Religion is not just a subject that students are required to take but is infused in all that we do.

Celebration of the Eucharist

The school celebrates the Eucharist as a community each week. Attendance is mandatory. All students are expected to act with reverence and respect. Students may participate in the liturgy as lectors, servers, ushers, musicians, and other liturgical ministers.

Sacrament of Reconciliation

The school offers the sacrament of reconciliation at least twice a year, typically during Advent and Lent.

Spiritual and Campus Ministry Activities

To assist in the development of a Catholic faith community with Jesus as the model, Sacred Heart students and faculty organize and direct the spiritual activities of the school community. These activities include student retreats, community liturgies, penance services, community prayer, personal conferences, adoration, and Christian service to the surrounding community.

Prayer

After the example of our Lord, our community is held together with prayer. Therefore, as part of a Catholic system of education, Sacred Heart students have the privilege of praying together during the school day. Prayer is recited before morning announcements, before eating their meals, and at the end of each school day.

St. Mary's Chapel

St. Mary's Chapel is open to all for personal prayer and reflection. The Blessed Sacrament is present and a respectful attitude is expected from those entering the chapel. No food, drink, or gum is allowed in the chapel.

Community Service Projects

Service to God by serving others is at the heart of spiritual education at Sacred Heart. Our service program is rooted in the Gospel call and reflects our Catholic identity. It is our goal to assist each student to embrace the values of the common good, which come from serving others, and to instill the desire for a life-long commitment to community service. Sacred Heart students complete at least fifty (50) hours of service as a graduation requirement.

Students are encouraged to choose service projects sponsored by pre-approved agencies. Projects for organizations that are not approved must be approved by an Administrator before any work is begun.

Opportunities with individual agencies are announced at school and posted on the school website. Service hours are not considered as complete until the appropriately signed form is on file in the Counseling office.

Other Spiritual Opportunities

Other spiritual activities include Stations of the Cross and Eucharistic Adoration.

Admissions

Sacred Heart of Jesus admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to everyone at the school. It does not discriminate on any race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

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 priorities, pending a background check, placement test, and principal interview:

1. Parishoners (this includes members of Sacred Heart Catholic Church, as well as members of neighboring parishes)
2. Non-Catholics

Former students will be re-admitted on a case-by-case basis.

Registration Process

- Complete the New Student Application, which is found either on-line or in the Front Office.
- New students, K5 through 11th grade, are required to take a placement test, determined by the school.
- New students applying for 7th through 12th grade also need to schedule an individual interview with the Principal.
- Parents will be notified regarding acceptance and grade placement following the placement test and interview.
- If your child has been accepted, complete the New Student Enrollment Form and Tuition Agreement. At this time, you are required to pay a non-refundable registration fee. Your child's spot in a class for the upcoming year is not secure until his/her admission has been approved and the registration fee has been paid.
- Before your child is registered, you must provide the following:
 - a. A transcript, withdrawal notice, and discipline record from former school (withdrawal must be in good standing).
 - b. Official 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. No copies will be accepted.
 - c. The child's Social Security Card and Birth Certificate.
- For tuition payment processing, you will need to enroll in Smart Tuition at www.enrollwithsmart.com to make monthly or bi-annual payments. If you plan to pay tuition for the entire year, you may pay with cash or check in the Finance Office.

Probationary Period

All new students are given a trial period of no less than one semester in which to prove himself/herself both socially and academically. If during this trial period, there are any problems, a student may be asked to withdraw his/her enrollment at Sacred Heart. The recommendation and decision of the Administration is final. Sacred Heart is limited in its resources and will make every attempt to reasonably accommodate for learning differences when possible. The school cannot, however, accommodate students who have extraordinary learning differences.

Honor Code

*On my honor, as a Sacred Heart Catholic student, I pledge
that this work is solely my own.*

Code of Conduct

In order to instill the spirit of trust that is necessary for honor to be maintained, it is essential that the Honor Code be supported by all students, parents, faculty, staff, and administration. Thus each group in the school community holds a responsibility to ensure that a culture of integrity is upheld at all times.

The development of self-worth, respect for others, and responsibility for one's actions cannot occur without the individual's acknowledgement that honor must be respected at all times. Respectable and honorable conduct both on and off campus is expected from everyone at Sacred Heart. Students are encouraged and expected to adopt an ethical attitude in all academic and personal undertakings, and to only claim that which is rightfully theirs.

Failure to maintain these standards of honor will result in a breakdown of the spirit of community and the spirit of trust. Students and parents acknowledge this expectation and pledge to uphold their honor.

Student Conduct Policies

Expectations and Responsibilities

We believe that a disciplined and structured atmosphere is necessary for students to achieve their potential academically, physically, socially and spiritually. The purpose of discipline is to maintain a safe, honest, and caring environment for students to thrive. Families with students at Sacred Heart are expected to be committed to and supportive of our behavior philosophy.

Each Sacred Heart Student will be held to the following expectations:

- Treat adults and peers with courtesy and respect.
- Show respect for all people regardless of gender, ethnicity, culture, religion, and socio-economic background.
- Show respect for the property of others.
- Show respect for the environment by maintaining the cleanliness of the building and surrounding campus.
- Help maintain a positive learning atmosphere in the classroom with appropriate behavior.
- Be responsible for honest/ethical behavior in academic pursuits.
- Promote the safety and well-being of all students.
- Accept responsibility for all personal actions.

A student's conduct, away from school, at school-related activities, and on social media (including networking sites, internet websites, or other published media) reflects upon Sacred Heart, and may affect the student's standing as a member of the school community. Behavior which in any way discredits the school or is threatening to other students or employees will be addressed following established school policies.

Classroom Conduct

Students are expected to participate in classroom exercises, lessons, and discussions. Furthermore, they are expected to contribute positively to the classroom learning environment and to facilitate classroom management and discipline. Teachers will handle minor discipline infractions with the full support of the Administration. Any major offense or excessive minor offenses will be referred to the Administration.

Behavioral Infractions and Disciplinary Consequences

To ensure the well-being of our school community, inappropriate or unacceptable behavior will result in disciplinary actions from the Administration. Inappropriate or unacceptable behavior infractions and consequences are shown in the following chart. Consequences may be adjusted depending on the severity of the infraction. There are extremely serious infractions (e.g., possession of a weapon) resulting in immediate expulsion. The school reserves the right to expel, at any time, a student whose attitude or conduct is judged harmful to himself/herself and/or others. In each instance, the Principal's final action will be based on an investigation, evidence, and consultation with the student and parents. The Administration will determine appropriate consequences for any behavior not addressed in this handbook. Repeated instances of the same behavioral infractions suggest a student's unwillingness to follow the rules and may result in more serious consequences.

Infractions and Consequences

Offense	1 st Offense	2 nd Offense	3 rd Offense
Dress Code Violation	--	--	Weekday Detention
Minor Classroom Disruption	--	--	Weekday Detention
Minor Behavior Infraction	--	--	Weekday Detention
Unexcused Tardy (counted per semester)	--	--	Weekday Detention
Cell Phone/Electronic Device Violation	Device confiscated (1 day)	Device confiscated (1 day)	Device confiscated (1 week)
Public Display of Affection	--	--	Weekday Detention
Parking Violation	--	Weekday Detention	Loss of Driving Privilege
Reckless Driving	Weekday Detention	2 Week Driving Suspension	Loss of Driving Privilege
Inappropriate Language/Profanity	--	Weekday Detention	ISS
Cheating	Zero for assign/Parents notified	Zero for assign/Admin referral	ISS/Possible Expulsion
Plagiarism	50% credit for rewritten assign/Parents notified	Zero for assign/Conference	ISS/Possible Expulsion
Fighting	OSS	Expulsion	--
Insubordination	ISS	OSS	Expulsion
Abusive Language/Defamation	ISS	OSS	Expulsion
Truancy/Leaving School Without Permission	ISS/OSS	Expulsion	--
Forgery/Fraud	ISS/OSS	Expulsion	--
Gambling	ISS	OSS	Expulsion
Obscenity/Sexual Harassment	Indefinite OSS	Expulsion	
Theft	Indefinite OSS	Expulsion	--
Vandalism/Damage of Property	Indefinite OSS; Reimbursement for repair	Expulsion	--
Alcohol/Tobacco Use or Possession	Indefinite OSS	Expulsion	--
Drug Use/Possession	90 Probationary Period	Expulsion, if tested positive	--
Bullying (whether verbal, written, or electronic)	Indefinite OSS	Expulsion	--

Note: Local law enforcement will be contacted if an illegal act has been committed on school grounds or at a school function.

Detention

Weekday detention addresses repeated minor infractions of school rules. Parents are notified via email if a student receives detention. Detention occurs once a week from 3:00-3:30 pm.

- Students must arrive no later than 3:00 pm.
- Students who are late to detention will receive a 2nd detention.
- Detention must be served when it is assigned. In extreme cases, detention may be reassigned if the student has a verified professional appointment, illness, or family emergency (Administration has the final approval for reassigning detention.)
- No use of electronic devices, talking, eating, or sleeping will be permitted during detention.

Suspension

Students who either fail to correct behavior problems or who seriously violate school rules will be suspended. Suspension may affect student's ability to receive Tuition Assistance the following year. Suspension may be in-school or out-of-school.

In-School Suspension (ISS)

- Students report to the Front Office at 7:45 am and are placed in a designated suspension room.
- Students will complete daily assignments given to them by their teachers as well as homework.
- There will be two restroom breaks during the day. Students will have lunch separate from the regular lunch session.
- Students are dismissed at 2:45 pm and expected to leave campus immediately after school.
- Students are not allowed to participate in extra-curricular activities on any day they are assigned to ISS.
- Students may be required to work with a substitute teacher. If so, the teacher will be paid by the student's parents at a rate of \$45 per day.

Out-of-School Suspension (OSS)

- Students who are assigned OSS remain at home for the duration of the suspension.
- Students are responsible for turning in all schoolwork and submitting assignments either electronically or in person on the first day they return.
- The Principal may assign additional work beyond classroom assignments that must be completed for re-admittance to school.
- Absence(s) from class are unexcused.
- Students are ineligible to participate in extra-curricular activities and the day(s) they are assigned to OSS.
- Students are readmitted on Disciplinary Probation for OSS.

Disciplinary Probation

Students may be placed on probation at any time for violating school rules and policies. Terms of the probation vary by circumstances, but a standard probation includes the following

- Student meets with the Principal on a regular basis.
- Student's behavior will be monitored and reviewed for progress.
- Any further discipline problems during the probationary period may be considered grounds for expulsion from the school.

Expulsion

- Notification of the incident is made to the student's parent(s)/guardian(s) and counselor.
- The dismissed student will clean out his/her locker and return all library books, textbooks and athletic uniforms. Student will be charged accordingly for any items not returned.
- The dismissed student will not be allowed back on the school campus for any reason.
- The dismissed student will not be allowed to attend any function that is the sole activity/event of Sacred Heart of Jesus Catholic School whether on campus or away.
- The student may appeal for readmission.

Academics

The program of studies at Sacred Heart of Jesus Catholic School is consistent with the mission and objectives of the school. While a definite attempt is made to provide a curriculum, which meets the needs and interests of all students, resources sometimes necessitate limiting our instructional offerings.

Academic Assistance

Teachers are generally available to students each day before and/or after school for extra help in class. Many core subjects provide tutoring sessions after school. Students are encouraged to take advantage of this assistance. Students with great difficulty in a given subject area should seek the assistance of the School Counselor or speak with the Principal. Tutoring will be provided as needed or professional services will be recommended.

Academic Honesty

Students are expected to demonstrate honesty and integrity while in attendance at Sacred Heart. Each student is expected to do his or her own work. This includes test-taking, homework, class assignments, compositions, term papers, and scientific research. All work submitted by students should be a true reflection of their own effort and ability. Cheating and plagiarism are very serious offences against the school's Honor Code and will not be tolerated.

Academic Monitoring

Academic Monitoring occurs for any of the following reasons:

- A student receives two (2) or more "D's" on an official report card.
- A student receives an "F" on an official report card.
- Low admission placement test results and/or previous standardized test results.
- The Principal determines it is in the best interest of the student.
- A parent files a written request.

The student and his/her parent(s) will be notified that the student is on Academic Monitoring. A student on Academic Monitoring must raise all grades to a "C-" by the end of the subsequent semester. Failure to do so may result in the student being placed on Academic Probation.

Academic Probation

Any high school student may be placed on Academic Probation for any of the following reasons:

- The student was on Academic Monitoring and did not raise his/her report card grade(s) to a "C-" average by the end of the semester.
- The student ended the previous year with two (2) or more "D's" or an "F."

Parents will be notified by the Principal when a student is placed on Academic Probation. A meeting between the Principal, Counselor, and student will outline steps for academic improvement. If a student on Academic Probation does not raise his/her grade to a "C-" average by the end of the following semester, the student may be asked not to return to school.

Middle school students who have two (2) failing grades at the end of the school year will be retained in their current grade. If a student has one (1) failing grade, remediation will be required in that subject only.

AP Courses

Advanced Placement courses are nationally standardized courses with an approved curriculum designed to be college level coursework. Students must have the recommendation from appropriate teachers to enroll in AP courses and be self-motivated with an exceptional level of responsibility. Students should expect significant amounts of reading, writing, and problem solving in AP courses. Any rising junior wanting to take three (3) AP classes needs the approval of the Counselor and Principal. AP courses receive a credit qualifier of 0.5 per designated class per semester on the student's GPA.

AP publishes a Bulletin for Students and Parents in the early spring. It is the responsibility of the student and parent to read the Bulletin. The Bulletin is given to students in the classroom and sent via Engrade in early spring.

All students who enroll in an AP course are required to sit for the appropriate AP examination in May of each year and pay the required testing fee. Dates and times are strictly adhered to as set by College Board. The school will not administer alternate exams for non-school related event conflicts. Students and parents should seek other testing sites by contacting AP Services/College Board.

Class Rank

Sacred Heart of Jesus Catholic School does not provide class ranking. However, students are eligible for Valedictorian, Salutatorian, and Historian. Students must be on the Advanced Diploma Program and have attended Sacred Heart for their junior and senior year to qualify. Only grades for the core subjects, including religion, will be considered when deciding those positions.

Course Failure and Credit Recovery

Students failing a required course will be given the option for credit recovery during the summer in order to be re-enrolled for the fall. The credit recovery will be through summer school at the student's expense. Generally, the number of credits that can be made up are two full credits per year. (Two semesters in the first term of summer school, and two semesters in the second term.) The credit recovery must be completed before the following school year begins. The original "F" will remain on the transcript and will be factored into the GPA along with the grade from the class that was repeated.

A student who has successfully completed credit recovery will be placed on Academic Monitoring (or Academic Probation if already on Academic Monitoring). Students will be given the one-time option of returning to school after credit recovery is completed. If the student requires credit recovery a second time, it will be given, but the student will not be re-enrolled for the following school year.

Credit Policy

One full credit is awarded for the successful completion of a two-semester course. A half credit is given for one semester courses.

Students, who fail one semester of a year-long course but have a passing yearly average receive full credit for the class, are not required to complete credit recovery. However, per AHSAA eligibility requirements, athletes who fail one semester of a core course (e.g., English, Math) must make up that semester in summer school.

Dual Enrollment

Sacred Heart of Jesus Catholic School participates in the Dual Enrollment program at Jacksonville State University. Students who enroll in this program must meet JSU's Dual Enrollment eligibility requirements and have permission from Sacred Heart Administration. Students register for classes through the Counseling Department. Students should seek classes that least interfere with their SHC schedule. Senior Privilege will be a priority for students taking these classes. Such courses appear on the student's transcript designated as "JSU" class.

While most colleges accept Dual Enrollment course credits, it is the student's responsibility to petition his/her college of choice to accept transfer credit for Dual Enrollment classes. Dual Enrollment courses receive a credit qualifier of 0.5 per designated class per semester on the student's GPA.

Grades

The primary role of assessment at Sacred Heart of Jesus Catholic School is to provide parents, students, and colleges with clear and meaningful feedback concerning the quality of student learning. Each quarter represents twenty percent of a student's final average. Thus, a student's final grade is based upon the following:

- First quarter - 20%,
- Second quarter - 20%,
- First semester exam -10%,
- Third quarter - 20%,
- Fourth quarter - 20%, and
- Second semester exam - 10%

The grading scale assigned for Kindergarten is:

Letter Grade	Numeric Value	Description
G	90-100	Good
S	80-89	Satisfactory
I	70-79	Improving
NI	60-69	Needs Improving
U	0-59	Unsatisfactory

The grading scale assigned for 1st through 12th grades is:

Letter Grade	Numeric Value	Description
A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	0-59	Failing

Grade Reporting and Report Cards

Sacred Heart of Jesus Catholic School offers students and parents full access to the student's grades through Engrade. Parents are given access to their child's academic performance (grades, assignment completion, attendance, comments from the teacher) to date in each of his/her classes. Students are encouraged to monitor their own personal academic progress through Engrade. (For more information on Engrade, see the section in General Policies.)

Report cards are available at the end of each quarter and are posted in Engrade. An email reminder is sent at the end of each quarter. Semester grades, seen on the second and fourth quarter report cards, are the final grades that are posted on a student's permanent record.

Graduation Policy

Participation in the graduation ceremony is open to all those who have completed graduation requirements, are in good standing with regard to behavior, and have satisfied all financial obligations to the school. Any student who fails to meet these criteria may not be allowed to participate in the graduation ceremonies and related activities.

Graduation Requirements

All students are expected to complete either an Academic or Advanced Studies Diploma.

Academic Diploma

Required Subjects	Credits
Theology	4.0
English	4.0
Mathematics	4.0
Science	4.0
Social Science	4.0
Computer	0.5
Physical Education	0.5
Electives	5.0
Total Credits	26

Advanced Studies Diploma

Required Subjects	Credits
Theology	4.0
English	4.0
Mathematics	4.0
Science	4.0
Social Science	4.0
Foreign Language	2.0
Computer	0.5
Physical Education	0.5
Electives	4.0
Total Credits	27

Honors/High Honors Diploma

Honors designation is awarded to students who maintain an overall 3.25 GPA; high honors is awarded to students who maintain an overall 3.8 GPA.

Homework

The Sacred Heart of Jesus Catholic School Homework Policy was developed based on research and input from students, parents, and teachers.

Rationale	<p>Sacred Heart is a community in which the administration and faculty, in partnership with the students and their families, support the use of homework as an integral instructional strategy. Because research has shown and our record can confirm that there is a positive correlation between homework and student achievement, Sacred Heart assigns homework to</p> <ul style="list-style-type: none"> • Enhance student’s academic growth: expands knowledge of concepts, encourages problem-solving, and develops creative ways of relating topics and ideas presented in class. • Prepare the student for subject lessons. • Reinforce concepts and objectives taught in the classroom. • Develop independent time management, organization, collaboration, and study skills to foster initiative, self-direction, confidence, and self-discipline. • Help students to become independent learners and critical thinkers.
Responsibilities	
Student	<ul style="list-style-type: none"> • Write down and revisit daily assignments in planner: reading, review notes and handouts, exercises, study, projects, reports, presentations, and so on. • Ask questions about instructions, objectives, and assessment guidelines if anything about an assignment is unclear.

	<ul style="list-style-type: none"> • Seek extra help and support as needed by seeing or emailing teacher and by taking advantage of tutorial sessions. • Take home all textbooks, notes, study guides, and anything else that might be necessary to complete assignments. • Set aside a regular time to study at home, or simply manage time in a way that balances homework with other activities and commitments. • Put away the cell phone and abstain from social media during homework. • Think actively and question frequently while doing homework as part of the learning process. • Produce and take pride in quality work—neat, complete, and in accordance with directions and rubrics. • Submit own work. Copying work done by another student and submitting it as one’s own, even with that student’s permission, constitutes cheating and plagiarism. • Complete all assignments. • Complete assignments on time. • Check Engrade, if absent, for make-up work, see teacher if necessary, and complete assignments in the manner prescribed in course syllabus. • Take the initiative to discuss homework overload with teachers.
<i>Family</i>	<ul style="list-style-type: none"> • Promote a positive attitude towards homework and effort in all courses. • Understand and reinforce efforts for the quality of the work. • Provide a quiet space, discourage use of cell phone and social media, and restock supplies (e.g. copy paper, printer ink) to facilitate completion of homework. • Monitor student’s assignments in planner and on Engrade and carefully read all communication from teacher before contacting teacher with concerns. • Verify completion of homework as needed. • Allow student to work independently; that is, be available for assistance

Scheduling and Course Selection

For all returning students, the selection of classes for the upcoming year will take place in the spring semester. In order to register for classes for the upcoming year, all financial obligations to the school for the current year must be met.

The school Counselor will meet with students and recommend courses based on academic performance, graduation requirements, and personal interest. After the Counselor has met with students and courses have been selected, Course Selection Verification Forms are sent home via the student. Parent and student sign, request changes, and return the form to the Counseling Office. Forms not returned are considered as a final selection. Changes will not be made to course selection requests submitted after the end of the school year. Schedules for the upcoming school year are available at Fall Orientation.

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 schedule change must be submitted within one week of the start of class. The request should include the class to be dropped/added and a reason for the request.

Please remember that some changes may not be possible due to schedule and class size limitations. Course changes are not considered for or against a particular teacher or to be with friends. Students may not drop or add a course after the first week (5 days) of school without the approval of the faculty involved and the Principal. If a course change is approved, the student must complete any class work that was assigned prior to the addition.

Semester Exams

Examinations are given at the end of the second and fourth quarters and are designed to test a student's comprehensive and cumulative knowledge in a particular course. The midterm and final exam dates are posted well in advance on the school calendar so that all students and families may plan appropriately. Exams will not be rescheduled because of family vacation plans.

- Students may not ask teachers to alter exam schedule.
- If an exam is withheld due to outstanding financial obligations, the student will be informed approximately one week before exams.
- Students who take AP courses do not take final exams but take the AP exams as scheduled by the College Board.
- Absences due to illness or other emergency must be verified and exams made up according to a schedule set by the Administration.
- Failure to take or make up an exam results in a grade of zero (0) on that exam.

Any exception to the above policies must be approved by the Administration.

Senior Exam Exemptions

Exemptions for final exams are only granted to seniors under the following conditions:

- Minimum average for the class must be at least a 60 (all assignments, papers, and/or projects for 4th quarter must be completed).
- No more than ten (10) tardies for the semester.
- No more than ten (10) absences for the semester.
- No behavioral problems.
- Parent permission is required.

The Principal will review on a case by case basis those seniors affected by extreme absences due to illness or surgery.

Transfer Student

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

Because the curricular requirements of Sacred Heart may differ from other schools, there is a waiver of one (1) credit for every high school year that a student has not attended Sacred Heart. The main reason for this waiver is to avoid penalizing a student transferring from a public school who has not taken religion courses. Minimum core requirements, however, are still required for graduation.

Unless there are extraordinary circumstances, transfers will not be considered for admission to Sacred Heart for their senior year. Only incoming seniors transferring from Catholic high schools outside the area will be considered for admission.

Support Services

School Counseling

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 also evaluates student progress in school and provides academic, vocational, and college planning. Students receive advice about choosing a possible major field of study and are assisted in completing college and scholarship applications. Students may obtain a number of college resource materials from the Counseling Office. Also, the Counselor works with students to assess their interests and work values and to explore career paths.

Library

The library provides opportunities for developing skills in research and independent learning. Students are encouraged to use the library for curricular enhancement and pleasure reading. The following rules are to be observed:

1. Books may be checked out for one-week intervals. They must be renewed each week.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned good are donated to the Center of Concern).
3. Damaged or lost books must be paid for by the student before any other materials are checked out. Also, no report cards will be issued to a student who has not settled their account with the library.

Student Records

A permanent academic record for current and former students is maintained in the Front Office. Transcript request forms are available on the school website and from the Counseling Department. This form must be signed by the student or parent if student is under 18 years old for the release of any transcript. Please allow three (3) business days for the availability of any transcript. Transcripts will be released only to the student, the parent(s) of a student, a guardian of a student, or an individual acting as a parent, in the absence of a parent or a guardian.

Official transcripts are sent within three school days to the designated school. Official transcripts for pick up will be put into a securely sealed envelope. Unofficial transcripts may be issued to parents or students and are available for pickup within three (3) days of the receipt of signed transcript request form. Students enrolled in the Dual Enrollment Program must request a transcript directly from the corresponding university. All financial commitments must be paid in full before complete records are forwarded.

Student Health & Well-Being

Introduction

Parents must complete and update their student's emergency and medical information record with the school for each student enrolled. This information should be entered in Engrade through the "Family Information" section. All medical conditions, medications used by students, and other pertinent information should be entered.

Illness or Injury During the School Day

Any student who becomes ill during the course of the school day should report to the school office. (Students should let their teacher know that they are ill so that someone can escort them to the office if necessary.)

- The student calls his/her parents to let them know he/she is ill (Make call in the Front Office).
- Parent/guardian/designee comes to office to pick up and sign out the student.
- Students who are ill will not be allowed to drive themselves home.
- A note must be sent for the absence upon return to school.

Office personnel will call the parent if the student is too ill to do so. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to others.

A student who experiences an injury must report it to his/her teacher and come to the office so that parents may be called if needed. Parents will be notified of all but the most insignificant injuries. For minor injuries, appropriate first aid will be administered. The school reserves the right to contact emergency medical personnel in case of any injury which warrants such action. Parents will be notified immediately.

Medication Administration Practices

Medication is primarily the responsibility of the parent/guardian, and should be administered before/after school if at all possible. In the event that a student needs medication during the school day, the following must be met.

Over-the-Counter Medication (OTC)

The following information is required for school staff to administer OTC/ prescription medication to students:

1. Student Name
2. Student's current medication profile
3. The Student's history of allergies
4. Parental consent (Authorization to Administer Medication form)
 - a. Drug Name
 - b. Dose to be administered
 - c. Dosage frequency

OTC (i.e. Tylenol, Advil) medication is kept in the school office to address occasional symptoms. OTC medications will only be administered according to manufacturer's dosing instructions and on an occasional basis provided that parent/guardian has given specific "permission" to treat and selected the desired medications as listed in the OTC Form in the Front Office.

If a student requests an OTC medication, and no parent/guardian authorization has been given, the school staff will notify parent/guardian to receive verbal permission to administer med based on the current student complaint. If the parent/guardian cannot be reached, school staff will not administer the OTC medication.

Parent/guardian may bring an OTC medication not listed for their student (e.g. Midol, Aleve, Zyrtec, etc.) These must be in the original container and labelled with the student's name and the required dosage. Signed Medication Authorization Form, found on the website, must accompany such medications.

Emergency or Life-Sustaining Medications

No student is permitted to bring any medications into the school or carry medication on his/her person while at school. (Exception: Emergency or Life-Sustaining medications prescribed and documented by physician on a fully executed and current Authorization to Administer Medication form.)

Prescription Drugs

School personnel will administer prescription medication provided that there is a signed Medication Authorization Form (found on the website) on file in the Front Office and that all other requirements as listed above have been met. This form must be current, coinciding with the current prescription medication you are requesting school personnel to administer. Parents of students, who require access to emergency medications such as Glucagon, Epi-pen, or an asthma inhaler, must complete the authorization to dispense medication form. Form should be submitted to the school office. It is advisable to give a "spare" of such medication to the office if the student is not able to self-administer his/her supply.

Students with Chronic Conditions

(Examples: severe allergy, anaphylactic shock, diabetes, epilepsy, etc.) Parents/guardians of any student with chronic medical conditions requiring specific treatments or possible emergency responses must inform the administrative office of these conditions. The school must also be provided with a health care plan (e.g. allergy, diabetes, or asthma action plan) that has been approved by a physician or other medical practitioner.

Parents/ guardians are expected to provide and maintain all supplies necessary for care (e.g. snacks, insulin, or epinephrine injectors.) The school office will alert administration and other personnel as well as those involved with the student including, but not limited to: teacher(s), food service, and coaches so that they may respond appropriately to any emergency.

Communicable Diseases Policy

To ensure the safety, health and welfare of the entire Sacred Heart school community, the administration will require or recommend appropriate forms of isolation and nonattendance at classes or on the campus until the return guidelines listed below are met.

Exclusion Guidelines	Return Guidelines
Oral temperature of 100° or above	Fever free for 24 hours (w/o fever reducing medication)
Vomiting, nausea, or diarrhea	Symptom free
Strep throat	24 hours of appropriate treatment and fever-free w/o fever reducing medications
Inflammatory eye conditions (e.g., pink eye)	24 hours after start of treatment or note from physician indicating treatment is not necessary
Lice	Free of live lice. Proof of treatment.
Swollen glands around jaws, ears, or neck	Written physician's release
Skin rashes or eruptions	Written physician's release
Suspected scabies or impetigo	Written physician's release

Excused Participation from Physical Education

On occasion, a request for one (1) excuse from active participation in P.E. due to injury will be honored upon written request from the parent. However, attendance is still required. Prolonged permission for non-participation from P.E. will be permitted only upon receipt of a doctor's statement.

Immunization Requirements

Alabama State Law (Act 1269) requires that children must be immunized against polio, diphtheria, tetanus, pertussis, measles and rubella (unless otherwise exempted as provided by law, i.e., medical exemption or religious exemption).

Any child reporting on the first day of school without an appropriate immunization certificate will not be allowed to attend class. Appropriate certificates for enrollment, which will be available only from private physicians and the Health Department, include:

- Certificate of Immunization (IMM-50, blue)
- Certificate of Medical Exemption (IMM-51, white)

If a child has received immunizations in another city or state or does not have a record of his or her immunizations, the student should go to a local health department or private physician to be issued an Alabama Certificate of Immunization (IMM-50) so that he or she may be enrolled in school.

If there is a problem obtaining immunization records or getting an appointment for immunizations, a temporary form may be obtained from the local health department or private medical provider. This allows the student thirty (30) days to obtain records and/or receive immunizations.

Pregnant and Married Students

Pregnancy and marriage should not be considered reasons for automatic expulsion. A pregnant or married student may be allowed to continue in attendance, or whenever possible, arrangements may be made to allow the student to receive the credits necessary for graduation. The Principal, with the approval of the Superintendent, will determine whether the student may continue to attend regular classes or the manner of fulfilling graduation requirements.

Attendance

Students at Sacred Heart of Jesus Catholic School are expected to be in school, on time every day that school is in session. All school days, holidays, and non-attendance days are clearly noted on the official school calendar.

General Attendance Policies and Procedures

The Administration makes the final determination as to whether an absence is excused or unexcused. A student is considered absent from a class if he/she misses more than half of any class period. Five tardies are counted as one (1) absence. A student who misses more than three (3) class periods is considered absent for the day.

Absence Reporting

Parent/guardian is asked to notify the Front Office at (256) 237-4231 between 7:00 a.m. and 8:15 a.m. of student absence on that day and any subsequent days (in the case of continuous absences).

Calls prior to 7:00 a.m. may be left on the office voice mail.

If the office is not notified regarding an absence, a reasonable attempt will be made to contact parent/guardian at home or work to confirm the reason for absence.

Absences are recorded as “unexcused” until a signed, dated parental note is received.

Return to School After Absence

Student must bring a signed parent note which includes:

1. Student name
2. Date(s) of absence
3. Reason for absence
4. Parent signature & daytime phone number
 - If the note is not received within three (3) school days of return, the absence is “unexcused” and make-up work will receive no credit.
 - Notes sent via email or written by the student are not acceptable.

Absences are excused for the following reasons:

- Illness
- Death or serious illness of immediate family member (parent, grandparent, sibling)
- Medical, dental, or other professional appointment (note from professional office required)
- Court/legal business (court documentation required)
- Weather conditions preventing attendance

Serious Illness

An extended illness is defined as five or more consecutive school days of absence. At this point a doctor’s note is required to excuse such absences.

In the event of a serious illness, please contact the Principal regarding the situation. Teachers will be informed about such situations so that a make-up work schedule can be planned. All information is kept confidential.

Other Absences

For an absence that does not fit the above excused criteria, requests must be submitted via email to the school office in advance as noted below. Failure to follow the procedures will result in unexcused absence(s).

- Non-family Funeral – If possible, request one (1) day prior to absence. Student expected to return to school immediately after the funeral.
- Learner's permit or Driver's license exam – no less than two (2) days prior to absence. Students should NOT plan to go to DMV if there is a quiz or test scheduled in any of their classes. Work is due the day of the absence.
- Vacation/Travel – Vacations and trips taken during school days are strongly discouraged. The school calendar is issued in advance and families are expected to plan accordingly. If circumstances require that a student be absent from school due to travel, the parent must send the request no less than seven (7) days in advance. Requests are forwarded with student's grade, attendance and behavior records for consideration to administration. If approved, the family will be notified.

NOTE: Teachers are not obligated to provide special arrangements for any academic work missed due to these types of absences.

Assignments

Students must make arrangements with teachers to get assignments. It is preferable that work be turned in before the absence, but all assignments are due the day of return whether a class meets or not. NO tests/quizzes will be given in advance of absence.

College Visit Absence

Junior and Senior students are permitted to have excused absences for the purpose of visiting college campuses. Juniors are allowed to have one absence and seniors are allowed two (2) absences. The appropriate form must be submitted to the Counseling Department at least two (2) days prior to the absence to receive an excused absence. Consult the Counselor regarding absences for visits to colleges six (6) or more hours away from Anniston.

Absences due to School Related Activities

Absences for students who participate in school sponsored or authorized activities are not counted in the attendance record for a class. Students must submit all work for any class missed due to such activities in accordance with the Make-up Work Policy.

Unexcused Absences

Unexcused absences include but are not limited to:

- Oversleeping, faulty alarm clock, etc.
- Non-essential appointment (e.g. photography, shopping, etc.)
- Staying home to study or complete a project
- Travel absences that have not been approved in advance

Absences, Course Credit, and Grade Retention

ALL absences (whether excused or not) are counted in a student's attendance record. Attendance is based on period (class) attendance rather than daily attendance.

High School students who exceed ten (10) absences in a semester may not receive credit for a particular course.

- If a student has five (5) absences in any class in a semester, parent/guardian will be notified that the number of absences has become excessive.
- Additional parent contact will be made if a student has eight (8) absences in a class. This contact may include: a letter, phone call or a meeting with a teacher, counselor or administrator.
- After ten (10) class absences in one semester, the student will be placed on "Attendance Probation" for the remainder of the year. Any subsequent absences will require medical verification to be excused. A meeting will be set up with the parent/guardian, the student's counselor, and the principal to discuss the situation.
- If the absences are due to illness, a medical waiver may be issued to allow the student to receive credit for the semester. This requires appropriate verification of chronic illness from a physician.

If any student, elementary through high school, acquires twenty (20) or more absences, that student will be retained. Any exception to this rule requires the approval of the Principal.

Early Dismissal

Parents are asked to schedule non-emergency medical, dental or other professional appointments during non-school times. However, we do realize that appointments during school hours may be unavoidable.

Prior to 7:50 a.m., student brings a note to the school office containing:

- Name of student
- Date & time of early dismissal
- Reason for early dismissal
- Parent signature

Student reports to the Front Office at the appropriate time to sign out for the dismissal. We will not call into classrooms to ask a student to come to the Front Office for dismissal. This interrupts the learning process for everyone in the class.

NOTE: A student who drives MUST have the above signed note to be dismissed for an appointment. If student returns the same day, he/she signs in at the front office and receives a pass to return to class. Student must turn in appropriate verification of any professional appointment for the time away from class to be excused.

Students who leave school early may not participate in any extracurricular event unless a doctor's (or other professional) note is provided.

Truancy

Truancy refers to those absences for which parental knowledge/permission was not granted. This is considered a disciplinary infraction. If a student is truant, a parent conference is necessary, detentions are issued, and no make-up work is allowed for classes missed.

The truancy policy may apply to students who are not where they are supposed to be during class time. (Examples of this include visiting locker rooms or lockers, computer lab, or any other class without specific written permission.)

Make Up Work

A student who has excused absences is entitled to make up all work missed at full credit. It is the sole responsibility of the student to retrieve assignments from Engrade or to contact teachers for make-up work and assistance in understanding missed lessons. It is never the duty of the teacher to seek out a student and remind him/her to obtain or complete make-up work. Work received after the established deadlines receives no credit. If a student's absence is unexcused, his work is still due to the teacher in the time frame below, though no credit will be given. (Penalties for work not turned in are up to the classroom teacher.)

Assignment Type	Description	Time Frame
Daily	Homework, Class work	Any work assigned BEFORE an absence is due on date of return. Any work assigned DURING an absence—the student is given the same number of days to make-up work as he/she was absent.
Short Term Project	Project due one (1) week after assignment	The project is due when the student returns from the absence even if the particular class is not meeting that day.
Long Term Project	Project due three (3) or more weeks after assignment	The student must make arrangements to turn in the project on the due date unless the teacher has been contacted and other arrangements made.
Test/Quiz	Any test or quiz (NOT midterm or final exam)	Test/quiz assigned BEFORE absence is taken the day of a student's return. If the test or quiz was assigned DURING the student's absence, the daily make-up work time frame above applies.

Tardiness

Any student who is not in class by the second bell with all necessary class materials is considered tardy and will only be admitted to class after first reporting to the Office to receive an admit slip.

If the student is late to class because he/she was detained by another teacher, that teacher will issue a late note. If the student has no legitimate reason for being late, the tardy is unexcused.

Tardiness to school is excused only for:

- Illness (parental note required)
- Medical, dental, professional appointment (note from professional office required)
- Court/legal business (court documentation required)
- Weather conditions preventing attendance (parental note required)

While we understand that traffic, car trouble, ride-sharing and other situations may occasionally cause a student to be late to school, these are not acceptable excuses for chronic tardiness. Oversleeping, faulty alarm clocks or parents causing the student to be late are not considered excused.

Consequences for Unexcused Tardies

- Three (3) tardies in a semester—Detention
- Six (6) tardies in a semester—Detention
- More than six (6) tardies in a semester—Disciplinary action determined by Administration
- Habitual lateness may also result in loss of parking privilege and/or participation in extracurricular activities

NOTE: This policy only applies to students in grades 6-12. However, tardies will count toward the overall absences of ALL students.

Special Considerations

1. Parent/Guardian Out of Town

If parents will be out of town or otherwise unavailable for their student, a note must be sent to the Front Office at least three (3) days prior to departure. Information supplied prior to such an occurrence should include the name and relationship of the person responsible during parent's absence, as well as the address and both home and work phone numbers for this individual. The beginning and ending date of this arrangement should also be noted.

2. Mass and Other Religious Services

All students are expected to attend school masses and other services as a component of their education. Parents may not excuse their students from these services. Habitual absence, even those for appointments, from masses/services will result in a conference between the student, the student's parents/guardians, and the Administration.

3. Patterns of Absence/Tardies

If a pattern of absences occurs, the parents will be notified of the school's concern and will be asked to help rectify the problem.

General School Policies

After School Supervision

All K3-8th grade students remaining on campus past 3:00 p.m. (on a regular dismissal day) must report to the cafeteria for after school supervision unless they are in a supervised activity. Charges for afterschool supervision begin at 3:00 pm. The after-school program runs from 3:00 – 5:30 p.m. Parents will be charged \$8 per child per day and will be paid daily unless parents send their children to after school care on a daily basis. In this case, payment can be on a weekly basis. A late fee of \$1 per minute after 5:30 p.m. will be due at the time of pick-up for any student. A parent, guardian, or designee must sign out every student who leaves.

Announcements

Announcements are made twice daily over the school PA system. Students are expected to stop and listen quietly for the information being given.

Assemblies

All students should conduct themselves in an orderly manner while attending all assemblies. No students may excuse themselves from attending any assembly. Students are to proceed to an assembly with their class and they are to remain until dismissed.

Buckley Amendment (Student Records)

Sacred Heart abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Campus Usage—Off-Limit Areas

Areas of the school that are off-limits are as follows:

- The parking lot during school hours. Students must ask permission from an administrator or teacher to go to their car during school hours.
- All students must leave campus immediately after dismissal unless involved in an after-school activity.
- Administrative offices, faculty lounge and workrooms.
- Classrooms before 7:35 am or after 3:00 p.m. (unless accompanied by a teacher).
- Playground & weight rooms after 3:00 p.m. unless supervised by a teacher or coach.
- School gym (located at Sacred Heart Church) unless supervised by a teacher or coach.

Cell Phones and Electronic Devices

Students are not to use cell phones anywhere in the school building between 7:00 a.m. and 3:30 p.m. EXCEPT in:

- the school office
- the student entrance (after dismissal to arrange transportation)
- the after-school supervision room
- in a classroom with special permission granted by the teacher

Cell phones which are visible or audible to a faculty or staff member in class rooms without approval, the hallways or any other areas not listed above will be confiscated. Students are responsible to turn off their cell phones during the school day. Confiscated phones will be turned in to the school office and returned based on the guidelines laid out in the section on Conduct. Arguing or failing to surrender a confiscated phone to a faculty/staff member is considered an act of defiance/disrespect and the student will be subject to further disciplinary action.

If a student needs to be given a message from a parent, the parent should contact the Front Office, and the student will be notified as necessary. Messages will not be delivered to a student during class time except in case of an emergency. Parents are asked NOT to text or call their student's phone during the school day.

Students should leave their cell phones in homeroom before going to Mass.

Use of portable music devices and handheld video games (including those featured on a phone) is prohibited during the school day. Students should not bring such devices to school and the school is not responsible for loss or damage to any such device that a student brings to school.

Without teacher permission, the use of any electronic device during a test for ANY reason will be considered and treated as cheating. (See Conduct policies.)

The use of the camera function of any electronic device is prohibited during the school day without permission from a teacher or administrator.

“Smart watches” or similar devices are allowed on campus, however, they should not be connected to a device such that the internet/Bluetooth-based features can be utilized. If a student is caught in violation of this provision, his/her smart watch will be confiscated and subject to search.

Change of Database Information

In the event of any change in demographic information (e.g. address, email, phone number, emergency contact person, custodial parent), the student's data in Engrade should be updated immediately.

Communication

Strong lines of communication are important to the success of our students and programs. From time to time, difficulties arise which require additional communication with faculty and administration. Therefore, the following hierarchy should be followed for addressing any concerns you may have regarding your child's success at school.

For classroom issues:

1. Parent/student should discuss it first with the teacher.
2. The Principal.

For Student Activity issues:

1. Parent/student should discuss issue with the sponsor.
2. The Principal.

For Athletic issues:

1. Parent/student should discuss issue with the coach.
2. The next level of discussion is with the Athletic Director;
3. The Principal

Appointments for conferences may be arranged by telephone call or email. If a return call is requested, parents are asked to list telephone numbers and times available for contact. Visits or phone calls to the classroom to discuss problems are not allowed during class time.

Continued Registration

All current students are eligible to re-enroll for the following school year. However, continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance and attendance. Registration for current Sacred Heart students opens in February.

Custody

When a student's parents are divorced or separated, or when a student is in the custody or care of another person, the school should be given 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. If there is no divorce decree, separation decree, or official custody agreement (signed by the parents) on file, the school will then interact with each parent equally.

Deliveries

Sacred Heart does not accept student deliveries, this includes but is not limited to: balloons, flowers, packages, miscellaneous items (books, lunches, papers, etc.) or gifts of any kind. The cooperation of parents in complying with our policy concerning the delivery of messages and miscellaneous items is anticipated. Students are not allowed to have lunches brought to them from restaurants.

Drills and Emergencies

The school conducts regular inclement weather drills, as well as, other safety-related evacuations.

Staff and faculty are trained to respond appropriately in various emergency situations. NO student will be released to leave school during a TORNADO WARNING at any time, even dismissal, unless the parent/guardian checks the student out of school. Even then, parents are strongly encouraged to wait with their students inside until the warning is lifted.

Driver's License/Learner's Permit

Before a student can obtain their Alabama Driver's permit, the state requires that he/she bring a completed Proof of Enrollment form from the school documenting current enrollment. Contact the Front Office to request the form for the student or student, or print the form from the ALEA website and complete the first two sections to speed the approval process. Please allow 24 hours for preparation of the form. The document must contain an original signature, so it cannot be emailed or faxed.

Engrade

The school uses Engrade, an internet-based student information system to manage attendance, grades, schedules and other student data. Every parent and student is assigned an Engrade ID and password to access his/her information. If there are questions about the operations or use of this system, please contact the Engrade Administrator via email during normal school hours for assistance.

Field Trips

Field trips are considered an extension of the school day and the code of conduct, as well as the dress code, will apply. In case of serious disruption by the student, the school reserves the right to have the student removed from the group. The parent will be called and expected to make arrangements to pick the student up immediately.

A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating. Students may be denied participation in a field trip if they fail to meet academic or behavioral standards in the class participating in the field trip. Students who fail to submit the proper standard school form 24 hours in advance will not be allowed to participate in the field trip. Telephone calls or emails will not be accepted in lieu of the proper forms.

In the event private automobiles/vehicles of students, parents or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager.

Food and Drink

Food and drink are NOT allowed in classrooms at any time. Students may have water in CLEAR containers during class. Exceptions are allowed for designated snack times, teacher-approved classroom parties or class-related food projects.

Fundraising

All fundraising must be sponsored by a faculty member/coach or a Sacred Heart staff. For additional information, refer to the Fundraising section in this handbook.

Gum

Chewing gum is not permitted.

Lockers

Students are assigned lockers based on grade and availability. Students are accountable for the condition of the lockers and may not use wallpaper, paint, or make modifications that will permanently damage or alter the lockers. Students are not to swap lockers. The school does not assume responsibility for items missing from lockers. Students should not bring large amounts of money or valuable items to school. Lockers remain the property of the school and may be inspected at any time by school officials.

Lost and Found

Parents and students are encouraged to label clothing and other items. All lost and found articles should be turned in and claimed in the Lost and Found Room in the Cafeteria. Books, clothing, money found should be turned in to the Front Office. At the end of each month, all usable unclaimed items will be given to a charitable organization.

Lunch

A catered lunch program through Christian Catering is available throughout the school year, but students may bring lunch from home. Lunches are ordered monthly on-line through Christian Catering and parents are billed for lunches on a monthly basis. Lunches must be ordered in advance. No lunches or beverages may be bought on credit.

All students are required to eat in the cafeteria. No student is allowed to leave the cafeteria during lunch without permission.

Parent-Teacher Conferences

Parent-teacher conferences are held twice a year — in mid-September and mid-February. These are scheduled through the individual teachers with whom conferences are desired, via email or Engrade, or classroom sign-up sheet. Other conferences during the school year are scheduled as necessary with the individual teacher.

School Closing and Delayed Opening

In case of inclement weather, Sacred Heart will align with Calhoun County Schools in regard to school closing, late openings or early dismissal. The school will send out a phone call or text message to families with pertinent information. Also, check our Facebook page. Please keep tuned to your local radio or TV stations for announcements as needed.

Should it be necessary for the school to delay opening or close early or on a different schedule than Calhoun County, the school sends out a phone call or text message with pertinent information.

When school is closed for the day or when school closes early due to worsening weather conditions, the following will apply: All extracurricular activities, interscholastic contests, team practices, field trips, after school supervision, and non-school activities in the school building will be cancelled.

When school opens one or two hours late due to inclement weather the following will apply: Extracurricular activities will take place unless otherwise announced.

Telephone Use

Students who need to contact their parents regarding illness or an emergency may use the phone in the school office. Students may use a cell phone in the office ONLY to contact a parent. Forgetting books, lunches and so forth does not constitute an emergency.

Textbooks

All basic textbooks are loaned to students for their use during the school year. If a student loses a textbook, he/she must pay for it before being issued another book. All textbooks are to be covered with paper book covers. Book covers should not be taped directly to the book. Any student whose

textbook is returned at the end of the school year in an abused condition will be held liable for the financial cost of repairing or replacing the textbook.

Transportation and Driving

Motor Vehicle Regulations

- Students driving to school or to on-campus events are subject to all rules and regulations governing the conduct of drivers and operation of the vehicle while at school. It is the responsibility of the student driver to operate his/her vehicle in a safe and acceptable manner at all times including obeying all traffic laws driving to and from school.
- All drivers on campus must adhere to all traffic regulations and exit procedures as determined by the administration.
- Campus speed limit is 10 mph.
- Persons dropping students at school in the mornings are asked not to park in the student parking lot.
- While driving on campus do not use phones or other electronic devices.

Parking Permits

Parking on school grounds is a privilege for those students, grades 10th-12th, who possess a valid driver's license and appropriate automobile insurance. Students who apply for and receive parking privileges are expected to know and follow the regulations for driving and parking on campus. Violation of a regulation will result in disciplinary action and may include loss of parking privileges. There is a \$20 parking fee.

- All student vehicles parked on campus must be registered with the school office.
- Vehicle must be parked in the center of the white lines so as not to impede vehicles parked on either side.
- Speed in excess of 10 mph, reckless driving, and horseplay is prohibited and will result in disciplinary action.
- During school hours, students are not to park in ANY space other than the one assigned to them.
- Vehicles may be searched at any time deemed necessary by the school administration.
- Loitering in and around vehicles is prohibited.
- Students are not permitted to go to their vehicles during the school day without permission from the Front Office.
- Students are to leave school grounds by 2:45 p.m., immediately after dismissal, unless involved in a supervised after-school practice or activity.
- The school is not responsible for theft or damage to a vehicle or its contents.

Visitors

All visitors to the school must report to the main office to sign in and receive a visitor's badge to wear while on campus. The only student visitors allowed are those whose parents have initiated the admission application process, i.e., filled out forms and requested a shadow visit. Former students may not spend the day attending classes with Sacred Heart students, may not come to lunch or bring lunch on campus, and may not roam school halls to visit former teachers during school hours

without permission of the Administration. Teachers are available during the academic day only by appointment and may not be disturbed during school hours.

Volunteers

All volunteers at Sacred Heart of Jesus Catholic School are required by the Diocese of Birmingham in Alabama to submit to a formal screening process, including a criminal background check, complete a Diocesan Adult Volunteer Application, and complete Youth Protection 1 training. Any volunteer who drives for a school sponsored trip is required to complete a Diocesan Driver Information Form, have a valid driver's license and adequate automobile insurance. Forms are available on the school website under the Parent tab. See the section on "Become a Volunteer at Sacred Heart" of this handbook for detailed information. Parents, particularly those who receive a financial scholarship or tuition assistance, are strongly urged to volunteer a minimum of twenty (20) hours of service per year. Volunteering positively contributes to cost savings and ultimately leads to reducing the necessity of raising tuition and other fees.

Technology Access Agreement

Sacred Heart of Jesus Catholic School's goal in providing technology access to teachers, staff members, and students, is to promote educational excellence at the school by facilitating resource sharing, innovation, and communication. Technology is provided for educational and professional or career-development activities. The following policy governs use of computers and the internet at Sacred Heart.

Acceptable Use of Technology Policy

Sacred Heart of Jesus Catholic School recognizes the need to educate young men and women in the ethical and effective use of technology. Computers, software, printers, internet access, and technology support services are available to students to support the accomplishment of educational goals. With this opportunity comes responsibility. Students must know and agree to follow the school's policy regarding the use of technology.

Plagiarism and Copyright Infringement

Users will not plagiarize works that they find on the Internet and other electronic media. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements,

Users will properly cite any images, documents or text from the Internet.

If users are unsure whether or not they may use a work, they should request permission from the copyright owner or consult the faculty member in charge for guidance.

Privacy

Computer systems and the information, including electronic files and e-mail contained on them, may be reviewed by the administration as necessary.

Email Use

All students are issued a Google Applications account, which gives them access to Gmail. This account serves as the primary means of electronic communication between students, faculty, and the school community. The account is not intended as a personal account. In all communication, students must act in a manner consistent with the school's goals and values.

Appropriate Online Behavior

Students must maintain proper decorum while using social media and any electronic device. All social media posts and/or digital communication (including text messages) must uphold the ideals of Sacred Heart of Jesus Catholic School.

- Any production, distributing, or viewing of inappropriate, sexually suggestive, pornographic images or comments is strictly prohibited. The school may be obligated to contact law enforcement in situations involving inappropriate images of individuals who may be under the legal age of consent.

- Engagement in online blogs or social media (e.g., Facebook, Twitter, Instagram) may result in disciplinary action, including expulsion, if the content include defamatory photos or comments by a parent or a student regarding the school, the administration, faculty, staff, or students.
- Students should not access social media during the school day, whether on school devices or their personal devices.

Dress Code Policies

The dress code is intended to create a standard of dress that is neat, modest, attractive, and promotes a visible sense of school unity and identity. We anticipate the cooperation of parents in ensuring their students' adherence to the dress code. In all cases, the administration has final determination of standards of dress and appearance.

Enforcement of Dress Code

Every effort is made to consistently enforce the dress code.

- Students/parents should not expect to have dress code infractions removed simply because the student has consistently broken a rule and was not previously disciplined.
- It is unacceptable to assume an infraction is not warranted because other students have committed the same infraction and did not receive a consequence.

Failure to follow the dress code policies will result in the students receiving an infraction. Repeated violations will result in weekday detention.

Clothing in compliance with the Sacred Heart dress code may be purchased from Zoghby's Uniforms either at the school or online. Online ordering: www.zoghbyuniforms.com. Search under "Sacred Heart of Jesus Catholic School, Anniston"

Dress Code Enforcement Standards

- All uniform items must be neat and clean, fit properly and
- Not frayed or torn
- No undergarments should be visible at any time
- No colored undergarments or t-shirts or shirts with any writing or graphics under white shirts or blouses
- Shirts must be buttoned and tucked in; if wearing a tie, it must be tied
- Shoes must be worn as intended (e.g. laces tied and not walking on heel of shoe)
- All non-uniform jackets must be stored in locker

Regular School Day Uniform

(For Boys and Girls Except as Noted)

Item	Description	Instructions	Logo	Supplier
Shirts—dress	White oxford cloth button down long or short sleeved	Tucked in at all times—if with pants, belt must be visible	Yes	Zoghby's
Blouse—girls	White $\frac{3}{4}$ sleeve	Buttoned. No colored undergarments.	Yes	Zoghby's
Shirt—polo	Maroon (1 st -5 th) Gray (6 th -8 th) Navy (9 th -12 th)	Buttoned, tucked in. Plain white T-shirt only underneath & sleeves no longer than polo sleeves	Yes	Zoghby's

Pants	Khaki	Fit at waist, not sagging or dragging. No slimfit or skinny pants.	No	Any
Skirts (girls)	Khaki (1 st -5 th) Plaid (1 st -12 th)	No more than 2 inches above the knee. Not rolled at waist.	No	Zoghby's
Shorts	Khaki	No more than 2 inches above or below the knee.	No	Any
Belts	Plain Brown or Black	Worn at all times with pants or shorts. No large belt buckles.	No	Any
Socks	Solid School Colors, Black, or White	No patterns.	No	Any
Leggings/Tights (girls)	Solid School Colors, Black, or White (not sheer)	No patterns or designs.	No	Any
Shoes	Plain, not Distracting, Colors	Tennis Shoes, Dress Shoes. No sandals, open back or open toed shoes. Boot heels not to exceed 1 inch.	No	Any
Sweater or Sweater Vest	Maroon (1 st -5 th) Navy (6 th -12 th)	Pullover V-neck for boys or girls.	Yes	Zoghby's
Outerwear	Maroon (1 st -5 th) Navy (6 th -12 th)	Non-uniform outerwear may not be worn inside the classroom during school hours.	Yes	Zoghby's

Mass or Other Liturgical Service Uniform (Includes Reconciliation Days)

- Boys (6th-12th)—Khaki slacks, belt, dress shirt (White Oxford), and tie.
- Girls (6th-12th)—Skirt or slacks, uniform blouse (White ³/₄ Sleeve) or dress shirt (White Oxford).
- Optional items: Sweater or Sweater Vest.

Physical Education Uniforms

Students in grades 4th through 9th must dress out for Physical Education. Student should wear solid, school color shorts that are no more than two (2) inches above the knee and a T-shirt with no inappropriate logos or writing.

Fashion Accessories and Grooming

Make-Up

Girls, grades 6th-12th, are permitted to wear some make-up. It must be appropriate and may not be distracting, excessive, or extreme. Girls may only wear moderate colors of nail polish—no dark colors allowed.

Boys may not wear make-up or nail polish.

Head Coverings

No hats, scarves, sunglasses, stocking caps, sport headbands, bandanas, or scarves may be worn during the school day.

Jewelry

Girls	Boys
Earrings: stud no larger than 5mm. Limit to one (1) per ear.	NO earrings.
NO body piercings other than ears allowed.	NO body piercings.
Necklaces: single strand not to exceed 20”.	Necklaces: single strand not to exceed 20”.
Bracelets: limit to two (2) per arm. Watches not considered jewelry.	Bracelets: limit to two (2) per arm. Watches not considered jewelry.
Rings: limit to one (1) per hand.	Rings: limit to one (1) per hand.

Tattoos

Students are not permitted to have tattoos that are visible when the uniform is worn.

Hair Grooming

Anything that draws undue attention to the student and/or serves as a distraction is NOT allowed.

- Haircuts must be moderate. Hair should be clean and well-groomed at all times
- No unnatural color dyes — no two-toned, extremely streaked, oddly bleached, colored, or decorated.
- No haircuts of unusual design – no grooved, lined, spiked, Mohawk, extreme bi-level or long strands hanging from any part of head.
- Boys’ hair may not be longer than top of collar, or longer than the eyebrows
- Boys must be clean shaven.
- Boys’ sideburns no longer than earlobe

Medical Excuse for Out-of-Uniform

A student must have a note from a physician for any medical reason to be out-of-uniform, shoes included. The note must contain the length of time the student will be out-of-uniform. The student must wear the appropriate articles of the school uniform whenever possible. Parental requests for being out-of-uniform for medical reasons and/or exceptions to the dress code are handled by the Administration.

Spirit Day Dress

Spirit Wear* days are intended to celebrate and appreciate our school. Spirit Wear refers to the top portion of the student uniform. Pants and shoes remain in uniform code. On Spirit Wear days, students may wear official Sacred Heart School athletic/event/activity shirts.

Spirit wear must be made exclusively/intentionally for/by our school. Clothing from tournaments and other activities must be approved by the Administration.

Designated Out-of-School Uniforms

Clothing which demonstrates affiliation, involvement, or membership in groups or trends contrary to the values of the Catholic Church is prohibited. Clothing which promotes negative values, including, but not limited to use of alcohol, tobacco, drugs, and/or violence, is also prohibited. Clothing must be neat and clean with no holes or frays.

Dress worn on Out-of-Uniform Days must adhere to the following guidelines:

- No mini-skirts or dresses—only uniform skirt length is permitted
- No short shorts—only uniform short length is permitted
- No sweat pants or wind pants
- No spandex, jeggings, or leggings, unless covered by a dress or tunic top.
- No skin-tight apparel of any kind
- No see-through or lingerie-type apparel
- No oversized/baggy slacks or jeans
- No exposed strapless tops, spaghetti straps or tank tops.
- Midriffs may not be exposed. Shirts or tops that show the midriff when arms are raised above the head are prohibited.
- No inappropriate logos/writing
- No pajamas except for approved elementary class pajama days
- Modest neckline—buttons must be as high as on uniform shirts and buttoned
- Tennis shoes or dress shoes.
- Head coverings (see above) are not permitted

Extracurricular Clubs and Activities

Clubs and Organizations

A science club, social studies club, math team, art club, scholars' bowl, campus ministry, foreign language clubs and pep club will serve other particular interests and talents of the student body. A complete list of clubs and organizations is on the school website. Proposals for new clubs must be submitted in writing using the form on the school website. These forms should be submitted to the office of the Principal.

Athletics

The athletic program is open to all students under the direction of the coaches and the Athletic Director. The school is a member of the Alabama High School Athletic Association and as such athletes must follow all rules of the AHSAA regarding eligibility & participation. Any questions regarding the Athletic Program may be directed to the Athletic Director.

Off-Campus and Special Events

Dances and other social functions provide excellent social opportunities for our students. To maintain an atmosphere of Christian sharing, the following regulations should guide behavior at such functions:

1. All school regulations must be observed.
2. Sacred Heart dances are open to Sacred Heart students only, unless otherwise designated. Any guests must be approved by Administration. Should guests be allowed, students must follow procedures specified by the dance or event sponsor/coordinator.
3. Students must remain in the areas designated for the dance, until they are ready to leave for the evening. Students leaving a school-sponsored dance before the designated end may not return.
4. Dances sponsored by Sacred Heart officially start and end at a designated time. Students must make arrangements to be picked up no later than that time.

Dance dress code is as follows:

Girls

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 mid-thigh (4" above the knee) are not permitted. Garments that are tight or low-cut in the front are not acceptable.

Boys

Formal prom attire may be classified as a tuxedo or dress suit, including a dress shirt, bowtie/tie, coat, and appropriate-fitting pants. Vests or cummerbunds may be worn, if desired.

NOTE: All dance attire, including that of guests, must be approved by the Administration.

Financial Affairs

Finance Policy

Tuition, fees, and assessments are contracted financial obligations entered into by the parents upon the registration of their students. When a student registers at Sacred Heart, we hold a place for that student. We commit resources, plan staffing and design programs based on the number of registered students, thus the school depends on the timely payment of ALL financial obligations for each student.

At any time if a family discovers that they may incur a delinquency with regard to tuition and other fees, the family must contact the Financial Office and/or the Principal immediately. Past due accounts may be assessed a service charge.

Tuition Schedule

Catholic

# of Children	PK3	PK4	K-5 th	6 th -8 th	9 th -12 th
First	\$3,650.00	\$4,550.00	\$4,500.00	\$4,750.00	\$5,300.00
Second	\$2,800.00	\$3,700.00	\$3,650.00	\$3,900.00	\$4,450.00
Third	\$1,950.00	\$2,850.00	\$2,800.00	\$3,050.00	\$3,600.00

Non-Catholic

# of Children	PK3	PK4	K-5 th	6 th -8 th	9 th -12 th
First	\$3,950.00	\$4,850.00	\$5,150.00	\$5,400.00	\$5,950.00
Second	\$3,100.00	\$4,000.00	\$4,300.00	\$4,550.00	\$5,100.00
Third	\$2,250.00	\$3,150.00	\$3,450.00	\$3,700.00	\$4,250.00

NOTE: Any children more than three, regardless of whether they are Catholic or non-Catholic, are not charged tuition.

Tuition Payment

Sacred Heart has partnered with Smart Tuition Management Company to manage our tuition payment program. All families must enroll in Smart Tuition. Payment options are listed below. (Any payment arrangements other than paying through Smart Tuition must be set up through the Business Office.)

Tuition not paid through Smart Tuition is due IN FULL by Fall Orientation.

Smart Tuition accepts payments from checking or savings accounts. These draft plans are assessed a yearly fee. Smart Tuition will also arrange to draft credit cards though a convenience fee is charged for credit card drafts.

Sacred Heart offers a couple payment options through Smart Tuition:

- Option 1: Semester Payments: Equal payments drafted in August & December
- Option 2: Ten Monthly Payments: Equal payments drafted on the 5th, 15th, or 20th of the month - August – May

To make modifications to a Smart Tuition agreement during the school year, you must notify the Financial Office ten business days in advance of the scheduled payment draft.

Tuition Assistance

A limited amount of funding is available for tuition assistance through Sacred Heart of Jesus Catholic Church and School. (This assistance is not to be confused with any financial scholarships based on the Alabama Accountability Act.) In order to be considered for tuition assistance, a completed Financial Aid Application must be submitted to the Financial Office by April 15.

Applications and documentation compiled through the Financial Office are reviewed by the Financial Aid Committee. When determining awards, the Financial Aid Committee considers income, assets, essential living expenses, family size and the number of students at tuition charging institutions. Families requesting tuition assistance are required to provide documentation such as: IRS form 1040, copies of W-2 forms. Assistance award letters will be distributed beginning in early June.

Tuition assistance is granted to students annually. Application must be made each year to be considered for continued eligibility. Eligibility is contingent upon satisfactory conduct as determined by the school and the maintenance of a minimum GPA of 2.0. Late applicants will be accepted throughout the year based on need; however, there is no guarantee that there will be funds available.

Fees

Fee	Amount & Due Date	Purpose
Annual Registration	\$200 (Before March 3 rd) \$250 (After March 3 rd)	
Activity (PK)	\$100.00	
Activity, Book, & Technology (K5-12 th)	\$200.00	
Athletic Participation (7 th -12 th)	\$100.00	Offset cost of Athletic Program
Graduation (12 th)	\$100.00	
Drug Testing (8 th -12 th)	\$75.00	
Parking (10 th -12 th)	\$20.00	

Unpaid Financial Obligations

If the terms of the tuition agreement are not met and any other incurred fees are delinquent and no specific arrangements are made for payment the following will be withheld or denied until all financial obligations have been satisfied.

- registration for the following school year
- report cards & diplomas
- access to Engrade
- semester/final exams and AP exams
- participation in athletics and extracurricular activities

It is the expectation of Sacred Heart to have all tuition and fees paid in full no later than the last day of school in May.

Returned Check Policy

A fee of \$25.00 will be assessed for checks returned unpaid for any reason.

Continued Enrollment

Registration begins in February each year. The non-refundable fee per student is due by March 15.

Registration is not complete until all paperwork and fees are received.

Late charges are assessed for registration fees paid after March 15.

Textbook Usage Fees

All textbooks returned in original condition, less normal wear and tear, will not incur a charge. Books returned in damaged condition will incur a charge proportional to the damage.

Unreturned textbooks will incur a charge equal to the current replacement cost. Textbooks will be evaluated in May, and parents will be informed of any fees due by invoice.

Withdrawal Policy

Parents of students who are withdrawing from Sacred Heart are expected to officially notify the school by communicating with the Front Office. No transcripts/records will be forwarded to any school until all financial obligations have been met and any personal check payments have cleared the bank. For immediate transcript release, balances greater than \$100.00 must be paid by cash, money order or cashier's check. In addition, all textbooks, library books, athletic equipment and any other items belonging to Sacred Heart must be returned or the cost of replacement will be assessed.

Students who withdraw, as well as those who are dismissed or expelled, from Sacred Heart during the school year are only eligible for a refund of tuition paid in advance. Course fees, grade level activity fees, and registration fees are nonrefundable.

Refunds will be granted as follows:

In all cases if a student attends school for three (3) days in a month, then the full month's tuition is due.

1. Tuition paid in full — Tuition owed will be prorated by month, beginning in August, to the month of withdrawal (in full month increments). Any unused tuition will be refunded.
2. Monthly Draft — Tuition owed will be prorated by month, beginning in August, through the month of withdrawal. The bank draft will end the month following the student's withdrawal.

For refunding purposes, financial aid is credited on a monthly basis. Financial aid will only be used to offset the cost of tuition of the last month enrolled.

Drug Policy and Testing Procedure

Diocesan Policy Regarding Alcohol, Drugs, and Tobacco

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 and/or state law, for which the student has no prescription(s) 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.

Searches

In an effort to maintain a safe school environment, the school Administrator may authorize random searches (by school personnel or local authorities) of students, their personal belongings, lockers, and personal vehicles. The Administration may also authorize random medical evaluations at the school's expense. If a school official suspects that a student has violated the policy regarding the possession, use and distribution of alcohol, drugs and tobacco or may be associated with anyone who has, the school Administrator will respond appropriately. For suspected possession, use and/or distribution of a controlled substance, the school has the legal responsibility to notify appropriate law enforcement personnel. School Administrators may:

- Search a student's locker, personal belongings and/or vehicle;
- Require medical evaluation at a designated facility at the school's expense;
- Require additional evaluations at the parents' expense if the initial one is positive;
- Require individual and/or family counseling, as needed.

Mandatory Drug Testing Program

Our school's goal is to maintain a safe, healthy, and productive learning environment free of substance abuse. To achieve this goal, the school has adopted a comprehensive student substance abuse policy and program. All students, grades 8-12, will be tested at the beginning of the school year. Thereafter, students may be tested at random times and/or based on reasonable suspicion. All transfer students will be required to participate in the program within three (3) months of enrollment. If either the parent or student is unwilling to participate, the student will not be allowed to attend school.

Sacred Heart uses an on-site hair follicle testing procedure. The trained facilitator will remove approximately 3.9 centimeters (1 ½ inches) of hair from the student. Should a student not have cranial hair sufficient for a testing sample, the student will be instructed to not cut his/her hair for three weeks, and he/she will be retested. Should a student continue to cut his/her hair, it will be treated as a positive result.

If the results are positive, the Principal will meet with the parent(s) and the student. The parent(s) may request a second test at their own expense. The student will be allowed to remain at school for a probationary period of ninety (90) days. The student will be retested at a random date during this period. If the results of that test are negative, the student will be fully reinstated at the end of the probationary period. If the results are positive, the student will be expelled.

Appendix A: Diocesan Weapon Policy

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity.

For the purpose of this policy, a “dangerous weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being is a dangerous weapon. Dangerous weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, butterfly knife, clubs, nunchakus, brass knuckles, stun guns, and billy clubs. Facsimiles of dangerous weapons used in a threatening fashion are subject to this policy.

Students found possessing a dangerous weapon will be subject to expulsion or suspension, for a period of not less than one calendar year, according to Diocese of Birmingham in Alabama Catholic Schools Suspension and Expulsion Appeals Process.

The Principal of the school may modify this expulsion or suspension for a period of not less than one calendar year requirement on a case by case basis with the permission of the Superintendent of Schools.

The Principal of the school should immediately notify the Superintendent of Schools of any violation of this policy.

Appendix B: Diocesan Suspension/Expulsion Appeals Process

It is the expectation of the Diocesan Catholic Schools that students will behave according to the policies, rules and regulations of the schools in which they are enrolled. When the rules are violated, the school will impose reasonable disciplinary measures within the established authority of the school so that students are treated with fairness and firmness.

The classroom teacher is the primary disciplinarian in the classroom. When it is deemed necessary for the classroom teacher to take extraordinary disciplinary action, the behavior of the student and the recommended action will be reviewed by the person(s) responsible for student discipline and knowledge of school policy and implications. This person will probably be the Dean of Students, Assistant Principal or Principal.

After a thorough investigation is conducted, and it is determined that more severe action is appropriate, such as suspension and/or expulsion, the following procedures will apply:

(A) Suspension:

When it becomes necessary to suspend a student because of a disciplinary problem or a violation of school regulations, the appropriate school authority will notify the student and the student's parent or legal guardian immediately by telephone and in writing by registered mail no later than three (3) school days after the incident. The Principal is the appropriate authority when communicating a suspension to the parent or legal guardian. An appeal of the decision must be made by the parent or legal guardian to the Principal no later than three (3) school days after notification. The final decision to suspend will be determined by the Principal.

(B) Expulsion:

For serious disciplinary reasons and/or violations of major school regulations a student may be expelled from school after the Principal has met with the student and the student's parent or legal guardian. If the Principal decides that an expulsion is warranted, a written notice of expulsion will be sent to the parent or legal guardian by registered mail no later than three (3) days after meeting with the student and the student's parent or legal guardian.

Expulsion may be appealed to the Principal in writing by the student's parent or legal guardian no later than five (5) days after the disciplinary meeting with the student and parent or legal guardian (or one (1) week if school is not in session). If there is cause for further review, a written appeal should be submitted and all the pertinent information.

The Principal will immediately forward the appeal letter to a Disciplinary Review Committee. The committee will consider the application of school policy as indicated in the Student Handbook and will determine if due process was followed.

Sufficient grounds for an appeal are limited to the following criteria: (a) an issue of procedure, i.e., school official inappropriately followed procedures explained in the applicable Student Handbook, (b) an issue of policy, i.e. school officials did not follow policy as explained in the applicable Student Handbook, or (c) substantial new information has come forward after the censure was administered.

If Disciplinary Review Committee determines that there are not sufficient grounds for an appeal, the parent or legal guardian will be notified by registered mail of this decision no later than five (5) days after receipt of the appeal letter by the Principal.

If the Disciplinary Review Committee determines that there are sufficient grounds for an appeal, the parent or legal guardian will receive written notification of this decision no later than five (5) school days after receipt of the appeal letter by the Principal. Included in the letter will be the notification of the date, time and place of the appeal hearing. The Disciplinary Review Committee will conduct the hearing no later than ten (10) days after notification of the existence of proper grounds for appeal.

The Principal will receive the recommendation of the Discipline Review Committee and will communicate the recommendation to the parent or legal guardian by registered mail. The decision of the Discipline Review Committee is final.

Student Handbook Acknowledgement

I have read the Sacred Heart of Jesus Catholic School *2017-2018 Student Handbook* and understand my responsibility to observe the policies and contractual information it contains.

Make a special note of the policies regarding Attendance, Cell Phone Usage, Drug Policy and Testing Procedure, Parents as Partners, Technology Usage, and Uniform Dress Code.

Student Name

Student Signature

Date

Parent Signature

Date

Please sign and return to the Front Office by August 11, 2017