

# Sacred Heart High School

*Empowering Tomorrow's Catholic Woman*



## Parent-Student Handbook 2017-2018

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**SCHOOL CODE: 051760**

**Sacred Heart High School is a fully accredited by WASC and certified by WCEA**

*Founded in 1907 by Mother Pia Backes, O.P.*

*SHHS is an Archdiocesan owned school.*

*Dr. Kevin Baxter, Senior Director, Superintendent of Schools*

*Sharon Morano, Assistant Superintendent*

*San Gabriel Region*

*CIF Horizon League*

*Patron - Sacred Heart of Jesus*

*School Colors - Red and White*

*School Mascot - Comet*

♥ Alma Mater ♥

Hail, Sacred Heart,  
Alma Mater, hail!  
We'll bear our banner high,  
Veritas our motto 'til we die.  
Sacred Heart, our loyalty to you.  
Our Alma Mater, Hail

Hail Sacred Heart,  
Alma Mater, hail!  
We're proud of our red and white  
For its standards we will dare to fight.  
Sacred Heart, we're all for you.  
Our Alma Mater, Hail.

**Principal's Right to Amend**

**The Principal reserves the right to amend school rules and regulations as necessary during the school year. Parent(s) will be notified by mail of any such amendments. The Principal is the final recourse within the school and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. The Administration is the final interpreter of all regulations and policies in this handbook.**

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## **Sacred Heart Empowerment Pledge**

I will not allow low self-esteem or negativity to prevent me from achieving my goals and from becoming the person I am meant to be.

I will do things I'm afraid to do, but I know should be done. Sometimes this will mean asking for help to do that which I cannot do by myself.

I will earn the help in advance by helping other people now, and repay the help I receive by serving others later.

I will confront rejection and failure with courage and perseverance, making these experiences the launching pad for future acceptance and success.

Though I might not understand why adversity happens, by my choice I will find strength, compassion, and grace through my trails.

My faith and my gratitude for all that I have been blessed with will shine through my attitudes and in my actions.

I will take complete responsibility for my happiness, my success, and my life, and will not blame others for my problems or predicaments.

## **Prayers**

### **The Dominican Blessing**

"May God the Father bless us. May God the son heal us.

May the Holy Spirit enlighten us. And give us eyes to see

Hands to do the work of God, Feet to walk and

A mouth to preach the word of salvation. The angel of peace to watch over us

And lead us at last by our Lord's gift, To the Kingdom. Amen."

### **Prayer of Saint Dominic**

God of Truth you gave your church a new light in the life and preaching of our Father Dominic. Give us the help we need to support our preaching by holy and simple lives. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with you and the Holy Spirit, God, forever and ever. Amen.

### **A Morning Prayer (St. Therese)**

O my God! I offer Thee all my actions of this day for the intentions and for the glory of the Sacred Heart of Jesus. I desire to sanctify every beat of my heart, my every thought, my simplest works, by uniting them to its infinite merits; and I wish to make reparation for my sins by casting them into the furnace of Its Merciful Love.

O my God! I ask of Thee for myself and for those whom I hold dear, the grace to fulfill perfectly Thy Holy Will, to accept for love of Thee the joys and sorrows of this passing life, so that we may one day be united together in heaven for all Eternity. Amen.

Sacred Heart of Jesus, I place my trust in You. All I do and think and say shall be done for Jesus today.

## **Sacred Heart High School Mission Statement**

Sacred Heart High School, a Catholic, college preparatory school, in the Dominican tradition, embraces, empowers, and inspires young women to live in faith, truth and service.

### **Sacred Heart High School Philosophy**

#### **Embraces Faith**

Rooted in the love of the Sacred Heart, and centered in the Dominican charism of Veritas (Truth), our faith community is supportive of each young woman's spiritual development. We provide opportunities for each student to mature in her own faith, acknowledging God's love within herself, in others, and in all life. In partnership with her family, we support her growth in the knowledge and understanding of God, guiding her to make sound, moral choices and demonstrate reverence for all creation.

#### **Empowers Truth Seekers**

Sacred Heart High School is committed to empowering each young woman to seek truth in all facets of her life. Intellectual curiosity, critical thinking, leadership, and innovative problem solving are developed through a rigorous academic program, preparing her for higher education. We provide the tools for each student to grow as an independent, confident, well-educated young women equipped to succeed in a challenging and changing world.

#### **Inspires Service**

Echoing the Dominican Sisters' mission to reach out to "the poor, and the vulnerable," the school community fosters a spirit of responsibility and stewardship. Conscious of the needs of all God's people, students generously and actively engage in service that impacts their local and global communities. The Sacred Heart High School Graduate is called to be a force for positive change.

## **INTEGRAL STUDENT OUTCOMES**

### ***A graduate of Sacred Heart High School is***

#### ***A Spiritual Woman who:***

- Embraces and nurtures a developing and deepening relationship with God
- Demonstrates an understanding of the Roman Catholic faith & heritage
- Makes choices informed and inspired by the teachings of Jesus Christ

#### ***A Life-Long Learner who:***

- Is inspired to face the challenge of higher education and future careers
- Applies critical thinking and systematic problem solving skills
- Develops her creative talents and skills
- Uses technology and other resources efficiently and ethically

#### ***An Independent Young Woman who:***

- Demonstrates leadership skills
- Accepts challenges and takes risks in pursuit of goals
- Practices a healthy lifestyle
- Contributes effectively in collaborative situations
- Demonstrates organizational skills and self-discipline
- Understands and takes ownership for her actions
- Respects and appreciates her God-given uniqueness and that of others

#### ***An Effective Communicator who:***

- Expresses herself and her ideas competently
- Actively reads for comprehension and analysis
- Writes with clarity, purpose and with a command of language
- Is an engaged and responsive listener

#### ***A Socially Responsible Citizen who:***

- Is engaged in community service
- Exercises the rights and responsibilities of citizenship
- Promotes a more just society

# ACADEMICS

The Curricular Program at Sacred Heart High School is designed to provide a solid foundation in college preparatory disciplines.

## FRESHMAN YEAR

Religion I

Math: Algebra I, Geometry\*

English I, English I Honors\*

Modern Language: Spanish I

Conceptual Physics

Geography

Information Technology

*\*(based on proficiency placement examination)*

## SOPHOMORE YEAR

Religion II

Math: Geometry, Algebra II, Pre-Calculus

English II, English II Honors

Modern Language: Spanish II, Spanish II Honors

Biology

World History or AP European History

Physical Education/Health (1year required)

## JUNIOR YEAR

Religion III

Math: Geometry, Algebra II, Pre-Calculus,

AP Calculus (AB), Applied Math

Honors, Physical Education/Health (1year required)

Modern Language: Spanish III, Spanish III Honors

U.S. History or A.P. U.S. History

Chemistry,

Conceptual Physics, English III, English III

Elective

## SENIOR YEAR

Religion IV

Math: Pre-Calculus, AP Calculus (AB),

Applied Math, Integrated Math

English IV, AP English IV

Modern Language: AP Spanish IV

Government/Economics or AP U.S. Government

Chemistry, Conceptual Physics, Elective

## Electives available to juniors and seniors:

Visual and Performing Arts: (one-year required) Art I & II, AP Art History, AP Studio Art, Theatre, Dance I & II, Choral Music, Video Production I & II; Yearbook (not a V. P. A. elective)

## Schedule Changes

Students may make schedule changes during the first two weeks of the school year. Students must submit a Schedule Change Form to add or drop a class. This form is available in the Office of the Guidance Director and must be signed by a parent and teacher. **For the sake of the student, the Administration may make schedule changes at any time.**

**Please note:** Sacred Heart High School provides for the needs of the college-bound student. The school's curriculum meets all state, Archdiocesan, and college requirements. It is important that students and parents understand the requirements for graduation from Sacred Heart High School and for entrance into the University of California and the California State University systems. Occasional scheduling conflicts and insufficient enrollment may necessitate a change in student schedules. For this reason, students may be asked to choose alternative classes when making schedule choices.

In order to ensure a logical and beneficial sequence of classes, academic counseling is provided, and consultation with parent(s) and teachers should occur. Students requesting a program change must

complete the form obtained from the Guidance Director. No program changes will be made without the approval and consultation of the parent(s) and the Director of Guidance. See "Schedule Changes" later in this Handbook.

### **GRADING POLICY**

The primary purpose of evaluation is to determine the extent to which a student has achieved success with respect to course objectives. This is determined through a systematic process and conveyed to the student and her parent(s) in the form of a letter grade. The grade given during a marking period is derived from scores on course work which includes homework, quizzes, reports, essays, projects, class participation, and tests. Semester grades are based on the cumulative average of the work of the semester (80%) and of the final exam grade (20%). Semester grades are recorded on the student's permanent transcript.

When parent(s) are concerned about a particular grade, they should first talk directly with the teacher involved. If talking to the teacher does not clarify the situation to the parent(s)'s satisfaction, then the Guidance Director should be contacted. If this does not clarify the situation to the parent(s)'s satisfaction, the Curriculum Director should be consulted. **Any challenging of grades must be made within two weeks of the receipt of the grades.**

### **GRADING SYSTEM**

While each teacher has specific requirements for each course that will determine a student's grade, the qualities below outline general expectations:

**"A"** - a student merits the grade of "A" when she

1. consistently completes work of exceptional quality on time
2. demonstrates a thorough understanding of concepts and can apply them
3. demonstrates exceptional ability to articulate ideas as they relate to the subject
4. masters the skills required of that course
5. exhibits exemplary effort
6. has an excellent attendance record

**"B"** – a student merits the grade of "B" when she

1. routinely completes quality work on time
2. demonstrates a very good understanding of concepts and can apply them
3. demonstrates the ability to articulate ideas as they relate to the subject
4. demonstrates the skills required of that course
5. exhibits effort that is above average
6. has a good attendance record

**"C"** – a student merits the grade of "C" when she

1. regularly completes required work on time
2. demonstrates an understanding of concepts and attempts to apply them
3. demonstrates adequate ability to articulate ideas as they relate to the subject
4. demonstrates an average skill level
5. exhibits satisfactory effort
6. has an acceptable attendance record

**"D"** – a student merits the grade of "D" when she

1. turns in work of poor quality and/or work that is late
2. does not consistently demonstrate an understanding of concepts and has difficulty applying them
3. fails to articulate ideas as they relate to the subject
4. cannot adequately demonstrate the skills required of that course



5. exhibits unsatisfactory effort

6. is often tardy and/or absent

**"F"** – a student merits the grade of "F" when she

1. consistently fails to submit work, or turns in work that is poor quality, incomplete or habitually late

2. does not demonstrate an understanding of concepts

3. fails to articulate ideas as they relate to the subject

4. cannot demonstrate the skills required of that course

5. exhibits little effort

6. is frequently tardy and/or absent

7. is found to be guilty of plagiarism or cheating

### **HOMEWORK**

Homework is essential to the learning process, affects academic success, and is part of the course grade. Homework includes reading, reviewing, written assignments, projects, and research. Homework needs to be complete and turned in on time. It is the responsibility of the student to make up assignments if she is absent from a class. It is the discretion of the classroom teacher whether to accept late work. Please note a reduction of the grade may result.

### **GRADE POINT AVERAGES**

Grade Point Average (G.P.A.) is determined by:

1. Calculating total units earned.

2. Calculating total grade points earned.

3. Multiplying the grade point value for each subject by the number of units earned.

4. Dividing the grade point total by units. The result is the G.P.A..

### **UN-WEIGHTED AND WEIGHTED GRADE POINT AVERAGE**

Advanced placement courses are weighted so that they are given higher credit than regular classes and, in keeping with the U.C. and Cal State systems, honors classes in a student's junior and senior years are also weighted. The weighted G.P.A. is used to determine class ranking and honor roll only. The weighted grade is given credit according to the following scale:

### **PERCENTAGES, LETTER GRADES, GRADE POINT AVERAGES**

Number Grade	Letter Grade	Grade Points	Honors/AP G.P.A.
95 – 100	A	4.0	5.0
90 – 94	A-	3.7	4.7
87 - 89	B+	3.3	4.3
83 - 86	B	3.0	4.0
80 - 82	B-	2.7	3.7
77 - 79	C+	2.3	3.3
73 - 76	C	2.0	3.0
70 - 72	C-	1.7	No honors or AP credit is given
67 - 69	D+	1.3	for a grade of C- or below.
64 - 66	D	1.0	
60 - 63	D-	.7	
Below 60	F	0	
Inc.	Incomplete	No Credit	

### **COLLEGE and "D's" and "F's"**

Students should repeat the classes in which they received a "D" or an "F." This is particularly true in the core academics - English, Social Science, Mathematics, Science Modern Language, including Visual and Performing Arts. The University of California and the California State University systems only give credit towards admission for classes with grades of "C-" or better.

## **CITIZENSHIP and WORK HABITS MARKS**

The report card provided at the grading period and at semester offers an evaluation of the student's academic performance and attendance record. Marks are also given in each course for citizenship and work habits. The following scale is used:

- 1. O = Outstanding**
- 2. S = Satisfactory**
- 3. N = Needs Improvement**
- 4. U = Unsatisfactory**

## **CITIZENSHIP and WORK HABITS RUBRICS**

Attendance and punctuality affects learning and is reflected in grades as well as in citizenship and work habits marks. A student merits a particular letter designation when a majority of the characteristics describes her behavior.

### **Citizenship**

#### **“O” in Citizenship – Outstanding**

- is always respectful of the faculty and staff, contributes to a productive classroom atmosphere
- maintains a positive attitude and is enthusiastic
- is consistently on task and attentive
- always follows school policies and dress code

#### **“S” in Citizenship – Satisfactory**

- is respectful of the faculty and staff
- typically maintains a positive attitude
- is usually on task and attentive
- usually follows school policies and the dress code

#### **“N” in Citizenship – Needs Improvement**

- is sometimes disrespectful of the faculty and staff
- displays a negative attitude at times
- disrupts the classroom (e.g. talks excessively, distracts others, strays from appropriate topic during class discussion or small group work)
- disregards school policies and dress code at times

#### **“U” in Citizenship – Unsatisfactory**

- is frequently disrespectful of the faculty and staff
- consistently displays a negative attitude
- habitually disrupts the classroom (e.g. talks excessively, distracts others, strays from appropriate topic during class discussion or small group work)
- continually disregards school policies and dress code
- is engaged in serious misconduct (e.g. cheating or plagiarism)

### **Work habits**

#### **“O” in Work habits - Outstanding**

- consistently submits class work and homework that is on time, neat and thorough; work reflects conscientious approach to study
- is always well prepared (e.g. brings materials to class and is well organized; her personal study enables her to actively participate in classroom discussion/activity)
- always seeks help or takes advantage of assistance available
- always follows directions

- consistently contributes to class or small group discussion and activities

#### **“S” in Work habits - Satisfactory**

- submits class work and homework that is on time, neat and thorough; work reflects sincere approach to study
- is generally prepared for class (e.g. brings materials to class and is organized, her personal study is sufficient for classroom discussion/activity)
- seeks help or takes advantage of assistance available
- follows directions
- contributes to class discussion or activities

#### **“N” in Work habits – Needs Improvement**

- submits class work/homework that is inconsistent (e.g. sometimes late, messy, or missing; work doesn’t always reflect learning )
- is frequently unprepared (e.g. materials are missing or disorganized, personal study is insufficient for classroom discussion/activity)
- rarely seeks help or takes advantage of assistance available
- inconsistently follows directions
- rarely contributes to class discussion or activities

#### **“U” in Work habits –Unsatisfactory**

- submits class work/homework that is of poor quality or does not turn in work
- is habitually unprepared (e.g. materials are missing or disorganized, personal study is insufficient for classroom discussion/activity)
- does not seek help or take advantage of assistance available
- habitually disregards directions
- does not contribute to class discussions or activities

#### **PROGRESS REPORTS/SEMESTER GRADES**

Progress reports are mailed at regular intervals during the school year (approximately every six weeks) through My Student’ Progress (MSP). Progress reports indicate the student’s cumulative grades to date. **It is the responsibility of the parent(s) to check MSP for an up to date grade status. We encourage parents do a weekly check.** When failure in a class is possible, the parent(s) will be notified via the progress reports.

A written “Notice of Concern” will be issued when progress reports are mailed. This notice will only be mailed when a student is in danger of possibly failing a class. In the event that the student’s grade falls unexpectedly from an A, B, or C to below a C-. Parent(s) may also request specific information regarding their daughter’s progress through the teacher or the Guidance Office at any time during the school year. Parent(s) should feel free to contact the teacher or the Guidance Director if there is a concern regarding student achievement.

The official report card grades are issued in December (after Final Exams) and June (after Final Exams) for each course, which are transferred to the student’s permanent record. The semester grades are determined from two parts. One part is the semester work done by the students. This accounts for 80% of the grade and includes all course work that is given from the first day of the semester to the last day before the semester exams. The other part of the semester grade is the semester (final) exam, which accounts for 20% of the semester grade.

#### **Final Exams**

Semester exams are administered in each course. No student is exempt from exams. The only valid reason for missing an exam is illness. Approved make-up exams are administered at a designated time and place within two weeks of the final exam. If an exam is not taken, an "F" grade is issued. To sit for exams, students must be cleared from all financial obligations.

### **Report Cards**

Semester report cards are issued two times per year. The report card will be mailed home. The school takes no responsibility for the failure of the report card to arrive in the parent(s)'s hands. It is the parent(s)'s responsibility to note the times of report card mailings (the third week of January and the third week in June), and to monitor incoming mail during those weeks. Parent(s) who do not receive a report card during the scheduled week should call the Main Office immediately.

### **Summer Session**

Sacred Heart High School offers a summer session, which includes some courses for incoming freshmen and some classes for current students.

Please note the following regulations regarding summer school:

1. All F's must be made up in a summer school program that may or may not be available through Sacred Heart High School before the student may return to Sacred Heart. A higher grade earned will be recorded in the transcripts along with the F. It is highly encouraged that all D's be made up, as well.
2. All official transcripts for classes taken during the summer must be sent to the school office a week before the official school year begins. Students must submit transcripts for all make-up classes before being allowed to begin the next academic year. For example, if a student earns an "F" in Algebra 1 in the second semester of her Freshman year, she must provide a transcript to Sacred Heart showing that the course was made-up before beginning her Sophomore year.
3. Any course(s) not offered at SHHS summer session the student may take an online or a community college course with prior approval of the Guidance Director or an administrator.

### **Summer Reading Assignment**

The English Department requires that students read and annotate the novel(s) that have been assigned for their class. Designated book(s) are to be read over the summer vacation. Accompanying assignments are posted on the schools website at the beginning of the summer break. Students are to have this completed by the first day of school.

### **ACADEMIC GUIDANCE**

Guidance is a continuous process carried on by the Guidance Department. Each student receives guidance from the Guidance Director.

The Guidance Director meets with students based upon the results of their progress reports. A focus is placed on the student's responsibility for academic achievement. The Guidance Director will assist students in developing strategies for improving their performance and will act as a liaison when necessary for students and parent(s). Students may request appointments whenever help is needed.

### **HONORS AND AWARDS**

In order to be eligible for the school Honor Roll, a student must:

- a) Have a semester G.P.A. of 3.50 or above for first honors.

- b) Have a semester G.P.A. of 3.00 - 3.49 for second honors.
- c) Have no "D's" or "F's" on the report card.

Academic Achievement is honored each semester.

**HONOR AND/OR AP COURSES**

Students are enrolled in Honor and/or AP Courses if the following criteria are met:

- 1. Meet specific grade criteria set forth by the academic department.
- 2. Have the teacher’s recommendation based on classroom performance in the specified subject.

\*Students enrolled in AP courses must take the AP Exam at the end of the school year. AP Exam fees must be paid by the designated due date. AP Students should expect summer work.

**The California Scholarship Federation** (CSF) is a statewide organization which honors students with high scholastic achievement and active involvement in voluntary community service. Membership is based on semester grades and the points these grades merit. An “A” is awarded three points; a “B” is awarded one point; a “B” in an Honors or AP class earns 2 points. To qualify for membership, a student taking five classes must earn at least 10 points with at least 5 points from college prep courses. *A “D” or “F” in academics and/or a 4 or 5 in conduct or effort will disqualify a student from membership in the following semester.* To qualify for life membership (CSF Seal Bearer), a student must have earned membership for four semesters with at least one semester’s membership in the senior year. Active life members (Active Seal Bearer) must satisfy state and school by-laws for active membership including a service requirement.

It is the responsibility of the student to apply for CSF each semester and pay the dues per semester that are due at the time of application. Students are reminded of deadlines for several weeks.

**National Honor Society**

To qualify for National Honor Society (NHS), students must have a cumulative G.P.A. of 3.0 and have completed their service requirement the previous year. Students are selected for NHS based on leadership and character qualities recognized by the Sacred Heart High School Faculty. The evaluation is completed early in the fall each year and new members are inducted during an annual ceremony. Lifetime status is awarded to students who have completed at least four (4) semesters of membership as determined by school and national by-laws. These by-laws include a service requirement.

**Individual Department Awards** recognize outstanding performance and general academic excellence in the various subject areas. These awards are presented to Seniors at the Senior Awards Assembly and to underclass students at the Spring Awards Ceremony.

**ACADEMIC PROBATION**

Any student with a grade point average below 2.0 at the end of each marking period **and/or** any student receiving one or more semester “F’s” in a scholastic year will be placed on academic probation. Any of these circumstances may lead to Academic Probation:

- 2 (or more) D’s
- 1 (or more) F’s
- 2 (or more) N’s in effort
- 1 (or more) U’s in effort
- A grade point average below 2.0
- *Seniors ONLY: 1 (or more) D’s*

### **Academic Probation Procedure**

Students who are placed on Academic Probation are required to attend tutoring. Students who fail to attend tutoring will be issued a detention or may be subject to suspension and may not return to school until parent(s) meet with the Guidance Director, and/or Principal.

#### **Conference format:**

- A teacher, the Guidance Director, or parent(s) can initiate process for conference;
- The Guidance Director evaluates student status and sets up a conference with student and teacher to discuss academic standing;
- The Guidance Director contacts the parent(s) to set up an appointment to discuss probationary requirements.

#### **Requirements for students on Academic Probation may include:**

- meeting with the Guidance Director;
- specified attendance for tutoring;
- specified completion of homework;
- restriction from holding positions of leadership (including ASB, Campus Ministry Preachers, clubs, etc.);
- restriction from participating in athletics and cheer (as outlined in CIF and school policy);
- restriction from participating in drama or dance productions at another school;
- restriction of social activities which may include prom, dances, grad night;
- provisions of an academic contract will be determined by the Guidance Director in conjunction with the student's teachers;
- meet with teachers for extra help in subjects below a C average and/or request additional assistance in areas of difficulty;
- make up all semester fails and D's prior to the next academic school year.

Any student, who is placed on Academic Probation three times, even if the semesters are not consecutive, may be asked to withdraw from Sacred Heart High School.

### **Academic Review Board**

If a student is on Academic Probation for two consecutive marking periods, an Academic Review Board (ARB) may be formed that consists of the student, parent(s), teachers, and the Guidance Director. The Guidance Director will coordinate a meeting where the ARB will more closely examine the student's strengths and challenges. The ARB will formulate a recommendation of specific steps aimed at helping the student achieve greater academic success. This recommendation may include actions to be taken by all parties: students, parent(s), teachers, and the Guidance Director. This ARB recommendation will then be submitted to the Principal for final approval. Once approval has been given, then the Guidance Director will inform the parent(s) of the final decision.

### **Academic Dismissal**

Students could be subject to academic dismissal for the following reasons:

- excessive failures in one semester;
- semester failures not made up in summer school;
- excessive absences (see Absence Limits on pages 18-19) and/or tardiness;
- not adhering to the guidelines of academic probation;
- being placed on Academic Probation for 3 or more times.

Any student who receives three or more semester grades of “F” in a single year may be asked to withdraw from Sacred Heart High School. Parent(s) may appeal to the Principal for continued enrollment if extenuating circumstances or health issues were the cause of the academic problem.

**Tutoring within SHHS**

Teachers offer additional support for students as needed. If a student requires private tutoring or parent(s) wish to have a student tutored in school subjects, the parent(s) are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parent(s) in identifying tutoring resources. Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the Principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parent(s).

**Teacher Conferences**

There will be a scheduled time where parent(s) may come to school to discuss the progress of students with teachers. It is the responsibility of parent(s) to attend the Parent(s)/Teacher Conference nights in order to be fully informed of their daughter’s progress. Parent(s) who do not attend the Conference Night are responsible for contacting the teacher for an update. Parents and/or teacher may request a conference at any time.

**SCHOOL-WIDE TESTING PROGRAM**

The school-testing program is organized and supervised by the Director of Guidance.

<u>Grade Level</u>	<u>Test</u>	<u>Month</u>
9	PSAT/(STAR)	October/(5 times a year)
10	PSAT/(STAR)	October/(5 times a year)
11	PSAT/(STAR)	October/(5 times a year)
12	SAT/ACT	Student Responsibility

**GRADUATION REQUIREMENTS**

Students are required to take seven courses a semester. Each year-long course is worth 10 units. To graduate, students need a minimum of 220 units and earn additional units in elective courses in all disciplines.

A student of Sacred Heart High School must meet the following requirements for graduation.

1. Student must complete a minimum of 220 units. Each subject completed with a passing grade is equivalent to 5 units a semester.
2. Student must take one (1) English and one (1) Religion class each semester.
3. Any student who has not received credit for a semester must make up the proper credit in summer school before returning the following school year.
4. A student with excessive absences or tardies with in each semester may receive no credit for the class(es)
5. No Credit is considered an F.
6. Each student must complete Christian Service hours under the direction of the Christian Service Director.

**UNITS REQUIRED FOR GRADUATION- 220**

	<u>Credits</u>	<u>Semester</u>	<u>Units</u>
Religion	4		40

English	4	40	
Social Science	4	40	
Modern Language	2	20	(3 years strongly recommended)
*Science	2	20	(3 years strongly recommended)
<i>*(2, 1-year science courses)</i>			
Mathematics	3	30	(4 years strongly recommended)
Visual/Performing Arts	1	10	
Info Technologies	1	10	
Physical Education/Health	<u>1</u>	<u>10</u>	
Minimum	22	220	

An elective course includes any class that is not required for graduation. Students who receive an “F” in any required subject must repeat the course. An elective course need not be made up if the credit is not needed for graduation.

Courses required for graduation must be taken at Sacred Heart High School. No credit will be given for required courses taken at night or summer schools at other institutions without the consent of the Guidance Director. Make-up credit courses taken at night or summer schools also need the approval of the Guidance Director.

NOTE: Participation in the graduation ceremony and receipt of a diploma are privileges, not rights. The school reserves the right to deny participation in graduation and to deny a diploma. Any student subject to such penalties will be granted a transcript, in accordance with the requirements of California law.

Any student who is missing one or more required classes (five credits), service hours and any other documentation deemed necessary for graduation will not be allowed to participate in the Graduation Ceremony, the Baccalaureate Mass, Grad Nite, or rehearsals. Students will receive a diploma when appropriate documentation is received showing successful completion of required courses. Students are to provide copies of all college acceptance letters and college scholarship letters to the Guidance Director by the second Friday of May.

**GRADUATION CEREMONY**

The graduation ceremony is an important and symbolic event. Unlike a student’s right to a diploma upon completion of the graduation requirements, participating in the ceremony is a *privilege*. In order to participate in commencement exercises and receive a diploma, a student must meet all graduation requirements and financial obligations, have a cumulative G.P.A. no lower than 2.0 and be in good academic and social standing with the school.

**GRADUATION HONORS AND AWARDS**

Graduates are honored for their outstanding achievement in academic areas, community and school service, and leadership.

Life members of the National Honor Society and Active Seal bearers of the California Scholarship Federation are honored by wearing the red cord (NHS) or the gold cord (CSF) at graduation.

The Veritas Award is the highest honor conferred upon a student or students who best exemplify the high standards of Sacred Heart High School.

The Leadership Award is given to the Senior(s) who has clearly shown her leadership ability through class offices, community, school, and parish activities.



The Principal's Award is the award given to the Senior(s) who have shown the most outstanding growth and development during their years at Sacred Heart High School.

### **VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS**

The Valedictorian and Salutatorian traditionally represent the Senior class with speeches at Graduation. These students are the two Seniors with the highest cumulative G.P.A. over their 4 years of high school, and have the approval of the Principal.

The Valedictorian and Salutatorian are chosen each year from the highest academically ranked students in the Senior class. Preliminary consideration is given to academic ability and the rigor of classes taken. A secondary consideration, in the case where academic ability is very similar among students, is the degree of involvement in extra-curricular activities and the attitude of the student toward school and learning.

### **SENIOR PROVISIONS**

- Seniors placed on Academic Probation may not attend prom or grad night.
- Eligibility for Senior privileges (e.g. prom, grad night, graduation) may be determined by the second marking period of the second semester. All assignments, projects, service hours, homework, and tests are expected to be turned in by the date designated as "Senior deadline." This date will be communicated to the Seniors and their parents at the 'Senior Meeting' in September. Seniors need to be in good standing academically (2.0 +) and socially.

Seniors who fail one or more of the required courses may lose their privilege to participate in Commencement exercises or graduation activities.

A student will receive a diploma from Sacred Heart High School when all requirements are completed.

### **COLLEGE/CAREER ADVISEMENT**

1. The services of the Guidance Director are available on campus every day.
2. The Guidance Director arranges for college campus trips.
3. Each fall the Guidance Director organizes a College Night and a Financial Aid Workshop which provide information for students and parent(s) regarding higher education opportunities and available financial assistance.
4. The Guidance Director arranges for college speakers.
5. The Guidance Director makes arrangements for speakers from a variety of careers and organizes a special Career Day program once a year.

### **COLLEGE ENTRANCE REQUIREMENTS**

It is important to read the following information carefully and to meet with the Guidance Director early in your high school career and often as a Junior and Senior. The Guidance Director has information for college admission requirements. Courses where a grade of C- or below is earned must be made up in order to be eligible for entrance to a UC/CSU campus. Students should check the campus for any additional specific requirements.

### **Admission to the University of California (U.C.) System or the California State University System (CSU)**

Admission standards may change from year to year. It is advised that parents and students meet with the Guidance Director to discuss college admissions. In order to be considered for entrance, applicants must have a minimum grade point average of 2.0 (for Cal State admission) or at least a 3.0 (for U.C.

admissions) in the 15 a-g subjects listed below. A number of factors contribute to acceptance. The following courses are the minimum requirements:

- a. English--4 years
- b. History Social Science--2 years are required
- c. Mathematics—3 years (Algebra I & II, Geometry); 1-2 additional years are recommended
- d. Laboratory Science--2 years
- e. Foreign Language--2 years are required; 3-4 years are recommended
- f. Visual and Performing Arts--1 year of the same class is required
- g. College Preparatory Electives--1 year is required

Students are still required to take the SAT/ACT and achieve a minimal score of eligibility dependent upon the student's GPA. (See the UC/CSU Eligibility Index for eligible test scores). Students are required to submit test scores to each individual campus.

Students are advised that not all eligible applicants can be admitted to the campus of their first choice. The more competitive campuses require higher G.P.A.'s, good test scores, and a great number of honors and rigorous academic courses.

To apply to the UC System, all college freshmen applicants must submit test scores for the following:  
To apply to the CSU System, a student may take either SAT or ACT. (SAT II not required);

1. SAT or ACT with writing (Note: SAT subject tests are not required, but are recommended for UC admissions);

### **Private College and University Requirements**

Admission requirements vary from one institution to another. Basically there are five considerations for admission:

1. Grades earned in high school;
2. Subjects selected in high school;
3. Test scores, admissions' testing;
4. Personal statement and high school recommendations;
5. Personal interview.

### **Admission to Community College**

Any student who has graduated from high school may be admitted to a community college. However, once accepted, a student must maintain a passing average. A strong academic background is extremely important in maintaining this average.

Students who do not qualify for a state college or other university upon graduation from high school may enroll in transfer courses at a community college. If they attain at least a C average in the courses, they may transfer after completion of 56 units to a state college or university with the standing of a junior. Community colleges have transfers and matriculation services to help all students reach their goal of transfer to 4-year college.

### **Scholarships and Grants**

Student wishing to obtain information on financial aid available to Sacred Heart High School graduates should consult the Guidance Director by the spring semester of their junior year or earlier. Students should also attend the College and Financial Aid Nights scheduled throughout the year. Scholarships are based on academic excellence, grants on academic success, and financial need.

In addition, students should be doing independent research on scholarship and grants.

# ADMISSIONS

Admission to Sacred Heart High School is based on academic ability, good discipline, attendance record, recommendation of principal and/or teachers, and student interview. All new students are accepted on a probationary basis.

Prospective students for the ninth grade take an entrance examination to determine ability, achievement, and placement. Students scoring below a certain level on the placement test may be required to attend summer school at Sacred Heart High School prior to the fall semester and may be accepted on a conditional basis for the first year. Transfer students are accepted at the discretion of the school administration. Transfer students are expected to have a minimum 2.0 G.P.A. and be able to meet the school's graduation requirements in the normal sequence of courses.

Sacred Heart High School has established open enrollment policies in concert with the California Interscholastic Federation State Rule 222 with the following conditions:

- Sacred Heart High School is an all girls' high school whose philosophy and mission is to teach gospel values in the Catholic tradition.
- Tuition is charged for the educational services of this school.
- Sacred Heart High School has requirements pertaining to academic standards, behavior, and attendance.
- Students are accepted on a space available basis.

## **Admission Procedures**

Acceptance is decided by the Admissions Committee and is based on the following:

1. Application accompanied by an application fee.
2. Cumulative record/transcript demonstrating satisfactory effort and conduct.
3. Written recommendations from principal, teacher and/or counselor.
4. Entrance examination scores (HSPT), 7<sup>th</sup> and 8<sup>th</sup> grade standardized tests, and essay demonstrating competency in the English language.
5. Personal interview of prospective student and her parent(s).
6. Receipt of Immunization/Health Records (current and up-to-date) plus Baptismal and First Communion Certificates.
7. Satisfactory completion of the current grade as evidenced by the June transcript.
8. Successful completion of summer school session if required.

## **Religious Requirements**

All students take the required religion courses. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief, or the practice of their faith. All students are required to attend the general and class religious activities of the school.

## **Immunization Requirements**

California State Law requires immunization against polio, measles, hepatitis B, and diphtheria-tetanus and whooping cough. Students entering a California school for the first time must have a TB test. Students entering from another California school must have the California immunization record forwarded to SHHS. Students will be excluded from classes if immunization records are incomplete.

### **Non-Discrimination Policy**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

### **Documentation of Non-Discrimination**

The Internal Revenue Service requires non-public schools to maintain a nondiscriminatory policy with respect to students in order to be recognized as tax exempt. Schools must demonstrate the existence of this policy by annually publishing a statement of nondiscrimination.

By October first of each year, each Archdiocesan school must complete a form stating its nondiscriminatory policy. This form is sent to the Department of Catholic Schools and is kept on file there. The statement of nondiscrimination is published each year in the parish bulletin, Faculty/Staff Handbook, Parent-Student Handbook and in admissions materials.

# ATTENDANCE

Students attending Sacred Heart High School are subject to the California State Laws on Attendance. The school is obliged to enforce these laws. Parents are likewise obliged by California State Laws to ensure that their daughter is in attendance at school when it is in session.

Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual.

Current home and work phone numbers must be provided to the school on the emergency card so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents are out of town, it is the parents' responsibility to inform the school as to who will assume guardianship or responsibility for the student.

Students may not leave the campus during the school day or during school functions without the knowledge and permission of any faculty member. Failure to do so, the school will consider the student to be truant. Students are not released to strangers or to callers without written parental consent.

## Absence

The following reasons constitute a legitimate or excused absence from school:

1. Valid illness. Medical verification is required for an absence of more than three (3) consecutive days. A parent must submit a written note for absence for a student to be excused.
2. Attendance at funeral services for family members.
3. A quarantine directed by a County or City Health Official.
4. An emergency or special set of circumstances judged as sufficient cause by school authorities. The Principal must be notified of the circumstance immediately.

## Procedures Regarding Absences

The purpose of this attendance and tardy policy is to make students aware that academic achievement requires regular and punctual attendance. The policy is also intended to foster the values of responsibility and citizenship.

## Absence Procedures

If a student is absent because of illness or other valid reason, her parent or guardian **MUST** phone the school office (323) 225-2209, between 7:30 and 9:30 a.m. **each day** of the absence.

On the day that the student returns to school:

1. The student **MUST** bring a note written and signed by a parent or guardian.
2. This note **MUST** contain the student's full name, the date the note was written, the dates of the student's absence, the reason for the absence, and a parent or guardian's signature. This note is kept on file.

## Absence Limits

Regular school attendance is a necessary part of the learning process and the means to graduation with a good education. Students who are frequently absent may be putting their future in jeopardy.

Too many absences do have academic consequences. State law states that absences are excused only if the student is ill or there is a death in the immediate family (1-3 day limit). All other absences are unexcused.

A student who misses more than seven class sessions in a semester, for a particular course, is considered to be excessively absent. Parents and students will be notified in writing after the student reaches the seventh (7) absence to any course. In addition, the parent(s) must meet with the school administration and personal counselor to discuss the student's attendance and formulate a plan to improve attendance. If the student continues to be absent after the meeting with the Administration and personal counselor she may be referred to a Discipline Review Board, and credit for the course may be withheld.

**NOTE:** If a student misses 1/3 or more of any class, whether due to tardiness or leaving early, she will be counted as absent for that class.

### **Early Dismissal/Off Campus Activities**

If a student needs to leave school early, she must bring a signed note to the Attendance Office from her parent(s)/guardian the day prior to the dismissal, if possible, but no later than break on the day when the early dismissal is required. The note must designate when, why, and **with whom** the student will be leaving school.

If a student plans to be away from school for a non-Sacred Heart High School sponsored activity (for example a cheerleading event at another school), she must bring a parent's note designating when, why, and with whom the student will be leaving school **and** she must obtain a Teacher Permission Form from the Dean of Women and have it signed by each of her teachers. **The parent's note and the Teacher Permission Form should be turned in to the Dean of Women at least 3 days prior to the scheduled event.** Based on academics, absences, tardies, or projects, a teacher may refuse to sign the permission form.

A phone call from a parent/guardian is not sufficient to have the student excused from school, but a parent/ guardian, or the designated person on the emergency card may appear in person to request dismissal. The student must be signed out in order to be allowed to leave school early. The school reserves the right to ask for proper identification. Students must be signed out when they are picked up.

When a student returns to school after a doctor's appointment, she must bring a signed doctor's note that states the time and date of the appointment.

### **Off Campus for Same Day Illness**

If a student becomes ill during the day, she must obtain her teacher's permission and go directly to the Attendance Office. Students **MUST NOT** phone their parent(s) directly to pick them up.

Students who become ill are to inform their classroom teacher and obtain a pass to the Main Office and then wait for the Attendance Clerk to complete the necessary phone calls and issue an Off-Campus permit so the student may go home. A parent or person authorized by the parent(s) must pick up the student. It is school policy that a student who is too sick to remain in class is too sick to walk, use public transportation, or drive home. Students must sign out at the Attendance Office including the date and time the student left campus.

### **Truancy**

A truant is any student who is absent from school three times in the same school year without good reason or without permission from home or school (Education Code Section 48260).

1. Truancy automatically places a student on Probation.

2. A first truancy episode will result in referral to the Disciplinary Review Board. Consequences may include dismissal.

### **Extended Absences**

The school does not accept extended absences for all non-emergency purposes. Going “out of town” with their children during school is an unexcused absence, as are “family emergencies.” **The parents must notify the attendance registrar and/or Dean of Women in writing of their extended absence prior to the absence.** Teachers are not obligated to prepare assignments, extra credit projects, or provide special circumstances for grading homework, class work, quizzes, tests, or projects due to extended non-emergency absences.

### **Make-up Work for Excused Absences**

When students return to class with appropriate documentation and are issued a re-admit indicating that the absence was excused, they have an equivalent amount of time to make-up assignments or exams. For example, if they were out two school days, they have two school days after their return to makeup any work or exams. It is the responsibility of the student to obtain the assignments from her teacher.

### **College Visitations**

Every attempt should be made by parent(s)/guardians to schedule college visitations so as to not to interfere with the school day. Absence due to a college visit must be cleared by the attendance registrar and/or Dean of women one week **before** the actual visit in order to obtain an “excused” status. (A maximum of two college visit days per year will be allowed.) Students are to provide proof of their visit.

### **Attending/Participating in School Events on Days of Absences**

A student may not attend any extra-curricular activity or event after being absent from school on any day or from ANY CLASS period during the day. Exceptions to this rule are VERIFIED medical/dental/court appointments. A student is to have a statement from the doctor noting the time and length of the appointment. Violation of this rule may result in disciplinary probation.

### **Tardies**

All students must arrive on time for school each day. Students should arrive at school at least 15 (fifteen) minutes before the tardy bell (7:40 a.m.). A student is tardy for class when she is not in her proper seat at the tardy bell OR is not prepared for the class to begin. Tardies are disruptive to the educational process. Tardies are cumulative, counted for every class, and cleared at the semester.

Students who are repeatedly tardy will receive consequences as outlined below (See Tardy Limits).

Students will be given an **excused tardy** only if they have a signed doctor’s note verifying an appointment or court documents verifying court attendance. Oversleeping, ordinary traffic issues, and carpool problems are not valid excuses for being tardy.

### **Classroom Tardies**

Students have a four minute passing period between each class/activity and therefore are expected to be in their classrooms when the bell rings. Any student who is not in class when the bell rings, will be considered tardy. Chronic tardiness will result in disciplinary action.

### **Tardy Limits**(tardy policy subject to change)

1. After five (5) tardies in a semester the student will receive a Dean's Detention; parents will be notified via phone call. Parents are required to meet or have a telephone conference with the Dean of Women to discuss the punctuality problem.
2. After six (6) tardies, students will be charged a \$5.00 fee for every tardy thereafter.
3. After a total of ten (10) tardies in one semester, a student will be placed on Tardy Probation. In addition to the probation, parents will be penalized 1 service hour for every tardy thereafter. The terms of the Probation *will include* but will not be limited to *each* of the following:
  - a. A minimum of 20 school days on Probation.
  - b. Serving 1 hour of detention for each week of assigned Probation.
  - c. Exclusion from participation in all extra-curricular activities including sports, clubs, school offices, and cheerleading.
4. If a student continues to be tardy during Probation, she will be called before the Disciplinary Review Board, possible consequences include dismissal.
5. Failure to attend a Dean's Detention will result in Saturday Detention.
6. Failure to attend Saturday Detention (unless the student has made alternate arrangements in advance) will result in automatic Disciplinary Probation.
7. Further failure to comply will result in referral to the Disciplinary Review Board.

### **Senior Absences & Tardies**

Seniors who are absent or have excessive tardies from school after the senior eligibility period which is usually determined by the second marking period of the second semester will lose privileges including but not limited to: extracurricular activities like athletic events, prom, farewell liturgy, senior farewell activities, Grad Night. Seniors must attend school the day before the prom and Grad Night and the day of both events in order to be eligible to attend. Failure to attend school will jeopardize attendance to these events.



# CO-CURRICULAR ACTIVITIES

## ATHLETICS

### **Athletic Department Mission Statement**

The athletic program is a natural outgrowth of the Catholic Christian philosophy of Sacred Heart High School, which seeks to develop all aspects of the human person. The mission of Sacred Heart High School's Athletic Program is to empower young women by providing a nurturing environment to facilitate the development of athletic skills, life skills, and character.

Sacred Heart High School is a proud member of the California Interscholastic Federation-Southern Section (CIF-SS), the Catholic Athletic Association (CAA), and the Horizon League.

### **The Comet Student-Athlete**

Perhaps in no aspect of school life is the individual called upon to represent SHHS in such a public forum as the athletic arena. It is the privilege and responsibility of each student athlete to represent SHHS and Christian values to the world. To be part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all areas of school life: academics, spirituality, social activities, discipline, and athletics.

The Comet Athlete, therefore, is expected to:

1. *BE RESPECTFUL*

- show respect for teammates and coaches;
- demonstrate respect for opposing teams and schools, as well as officials;
- abstain from activities that would limit personal potential;
- take pride and care in use of facilities, uniforms, and equipment

2. *BE RESPONSIBLE*

- set measurable, attainable goals and strive to achieve them;
- accept both victory and defeat with pride and compassion;
- represent SHHS within the school and community through positive leadership;
- attend practices and contests regularly.

3. *EXHIBIT GOOD SPORTSMANSHIP*

- maintain emotional control;
- accept and applaud exhibition of fine play by any player or team;
- never boo a penalty or cheer another's misfortune;
- encourage friendly competition through the singing of alma maters/ shaking hands with the opponent's team before or after a game.

### **ATHLETIC PARTICIPATION REQUIREMENTS**

Sacred Heart High School complies with requirements mandated by the CIF-Southern Section. The following items are required for participation in any sport *prior* to trying out and participation:

1. Pre-participation Physical Exam and clearance form (signed by a doctor)
2. Medical Release Form
3. Parental Permission Slip (giving permission for emergency medical care and transportation to and from games by means which the school and athletic department chooses)

4. CIF Code of Ethics Form
5. SHHS Athletic Commitment Form
6. SHHS Uniform Agreement Form
7. Scholastic Eligibility (2.0 GPA or higher, and not on School Academic probation)
8. Good standing
9. Current athletic fee paid; or payment plan approved by the Principal
10. Previous athletic fee paid
11. Cannot be on probation (Academic, Disciplinary, Tardy and Work Study probation)
12. If there is ever a conflict with an athletic competition and a spiritual/faith/nurturing activity this activity would take precedence and the student must attend.
13. Other conflicts will be taken on a case by case basis by the administration.

It is the responsibility of all transfer students to file the CIF-SS Transfer Eligibility Form and Pre-Enrollment Contact Affidavit with the CIF-SS office before competing. These forms are available in the Athletic Department or at [www.cifss.org](http://www.cifss.org). All specific questions regarding eligibility should be directed to the Athletic Director. Particular coaches for specific sports may require additional forms

### **Initial Scholastic Eligibility**

Any student entering from the eighth grade must have received a 2.0 GPA on a 4.0 scale the previous grading period. A student who does not achieve this requirement may participate on a probationary status. The probation period will be for one grading period. The student must obtain a 2.0 GPA during this grading period. If she does not, she will be ineligible to participate in athletics in the subsequent grading period. During the probationary period, she might have to attend weekly study hall sessions/tutoring while her sport is in progress.

### **Continuing Scholastic Eligibility**

Sacred Heart High School complies with CIF-SS eligibility rules. A student is scholastically eligible if:

- a. the student is maintaining minimum progress towards meeting the high school graduation requirements;
- b. the student has maintained a 2.0 GPA during the previous grading period;
- c. the student must have passed four (4) classes;
- d. the student is not on social or disciplinary probation.

A student athlete earning less than a 2.0 will be granted one probationary period to improve their GPA to a 2.0 or above. The probation period will be for one grading period. During this probation period students will not be allowed to participate in any athletic contests. Students that fail to attain or exceed a 2.0 GPA during this grading period will be ineligible to participate in athletics and will be removed from the team in the subsequent grading period. This ineligible status remains in effect until the student raises her GPA to a 2.0 at the next grading period. A student's eligibility or ineligibility becomes official in the day that the marking period ends.

After each grading period, the registrar will publish to the athletic department a list of students who fail below a 2.0 grade point average. The athletic department will communicate to head coaches the ineligible student-athletes for that grading period.

If a student-athlete falls below a 2.0 grade point average and is on probation, they may retain their eligibility on probationary basis, if granted by the Principal.

## **Conduct**

The true SHHS athlete models good behavior at all times. Bad conduct, illegal activities, cheating, profanity or abusive language, physical violence, or any other poor behavior is not accepted. Failure to comply with disciplinary procedures for poor conduct set forth in the school's Parent/Student handbook and the Athletic handbook is grounds for suspension from the team, referral to the Dean of Women and the Disciplinary Review Board. Additionally, the Principal or Athletic Director may declare any student whose conduct or appearance is not in compliance with the school's policy ineligible for an indefinite period.

## **Disciplinary Probation**

Sacred Heart High School student-athletes must remain in good social standing throughout the year. Disciplinary probation offenses are listed in the Parent/Student Handbook. Students who are placed on Disciplinary Probation may not practice or participate in sports until the probationary period has ended.

## **Tardy Probation**

As a subset of the disciplinary probation, tardy probation applies to student-athletes who have 10 or more tardies during the semester. Under tardy probation, student-athletes may practice with their team; however, they may *not* participate in athletic contests.

For more information on SHHS Athletics and Policies, please see the SHHS Athletic Handbook.

## **CAMPUS MINISTRY**

Campus Ministry is the heart of Sacred Heart High School. The Campus Ministry program supports the students' efforts to come to a deeper self-knowledge, a greater understanding of their relationships with others, and especially a growing awareness of their relationship with God.

Through liturgies, prayer experiences, the retreat program, and service opportunities, Campus Ministry endeavors to help each student grow in believing how unique and valuable she is. Various opportunities are available for students to develop their leadership skills and ministry to others.

The Campus Ministry Leadership Team seeks to fulfill its spiritual goals and objectives through:

- celebration of and participation in the liturgical year and significant feasts;
- leadership of school liturgies;
- prayer and Reconciliation Services;
- retreats;
- study of social justice issues;
- opportunities for service.

## **Christian Service Program**

In the spirit of the Gospel's call to serve and putting into practice what is learned in the classroom, students are required to serve a minimum of 30 hours per year. The following are guidelines for Christian Service hours:

Services may be donated to individuals in need and/or non-profit organizations only (e.g. convalescent homes, hospitals, churches, schools, homeless shelters, soup kitchens, etc.) All service must be approved by the Service Coordinator prior to performing that service. If a student is unsure if the agency is non-profit in nature she should ask the recipient of the service or ask the Service Coordinator;

- Students may assist elderly who are 75 years old or older. They may provide service of household chores, yard work, shopping, reading, visiting, etc. for up to half of their hours at the approval of the Service Coordinator.

- Service done for family members or friends and Christian Service documents that are signed by the family members or friends are not accepted.
- Students with a GPA of 3.0 and higher in a certain subject field may get Christian service hours by providing peer tutoring for up to half of their hours as long as it does not count for any other service project;
- Babysitting does not count for Christian service;
- Service done for any SHHS club does not count for Christian Service;
- Donations do not count as Christian service – you must serve with your time and energy;
- Cannot be a childcare facility unless it is connected to an afterschool program;
- All service done for SHHS teachers or staff need to be preapproved by the Service Coordinator prior to the service given;
- A minimum of 30 hours is required each year and may not be completed during school hours; Christian Service hours do not carry over from year to year;
- All students with late hours will be ineligible for any Christian Service Awards;
- Seniors must have their 30 hours completed and turned in by the end of the second marking period of the second semester. Any senior with outstanding Christian Service hours may not be allowed to participate in senior privileges including but not limited to Prom and Grad Night;
- All students running for any office including but not limited to Campus Ministry, Student Government, and NHS must be up to date;
- Service hours must be documented on the proper Christian Service form, which can always be found with the Service Coordinator;
- Hours are due to the Service Coordinator.

Each student should be prepared to share their Christian Service Hours experience by giving an oral or written report in their Religion class. Students may contact the Service Coordinator for a list of approved organizations for service outreach.

### **FIELD TRIPS AND EXCURSIONS**

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study.

The Archdiocesan field trip form must be used for all field trips and excursions. The completed forms must be kept in the school file until the end of the school year.

The school provides supervision and all school rules are enforced on such trips. For certain fieldtrips, students are required to submit a Teacher/Fieldtrip form in order to attend the fieldtrip. Please note that participation in a field trip is a privilege not a right. The school may withdraw this privilege.

### **STUDENT GOVERNMENT**

The elected Student Council represents the student body of Sacred Heart High School. The responsibility of the Student Council is to design and implement innovative and balanced programs of student co-curricular activities. The faculty and students work together to educate and train students in the skills of Christian leadership. Sacred Heart High School sponsors leadership workshops each year for members of the Student Council. Each student is encouraged to contribute and to participate in activities designed to develop self-respect and dedication to the Sacred Heart High School community.

All students are members of the Associated Student Body. The Associated Student Body government's aim is to promote harmonious relationships throughout the school by means of organized activities.

All candidates for Student Council must receive the approval of the Guidance Director, Dean of Women, and the Principal. In addition, candidates must be recommended by three faculty members. ASB and

Class Officers are expected to serve as the example for other students in following school policies and procedures and may be removed from office if issues following school policies and procedures occur.

**Requirements for ASB, Class, or Club Office:**

- a. ASB Officers require a G.P.A. of 3.5;
- b. class officers require a G.P.A of 3.0;
- c. outstanding and Satisfactory conduct and effort grades in all subjects;
- d. candidates are required to get the approval of three teachers, the Guidance Director, Dean of Women, and the Principal to run for office;
- e. Academic/Disciplinary probation may result in removal from office;
- f. a good attendance record, including tardies;
- g. supportive of school policies;
- h. representative of the finest qualities of Sacred Heart High School both on and off campus;
- i. demonstrate leadership qualities, organizational ability, and school spirit;
- j. actively support co-curricular activities;
- k. supportive of all fund-raisers above the minimum requirement;
- l. must attend all required meetings.

**Student government members do not have the authority alone to:**

- prevent a student from going to represent Sacred Heart at an event when scheduled by an administrator;
- organize a fund-raiser, an outing, an activity not already on the calendar;
- organize a field trip;
- give exceptional permission to another student regarding a school activity or event;
- mail letters or announcements on school letterhead or regarding school business.

Activities and events that affect the whole school community need to be brought in writing to the Principal or Vice Principal at least two weeks or more in advance depending on the nature of the request.

**Organizations and Clubs**

Organizations and clubs are provided as part of the co-curricular activities at Sacred Heart High School to provide an opportunity for students to apply what they have learned in their academic classes. Participation in co-curricular activities is intended to enrich and educate, as well as to provide recreation and fundraising. All students are expected to participate in a co-curricular activity unless they are on probation. The Faculty and Administration is concerned first with the welfare of each student, spiritually, mentally, and emotionally. Co-curricular events will be properly supervised. Co-curricular activities may not interfere with steady intellectual achievement.

The following organizations/clubs are offered at Sacred Heart High School.

- Ambassadors
- Barristers
- CSF/NHS
- Drama
- Book Club
- Social Justice League
- The Goretti Group
- Dance Team
- GAA
- Letterwomen Society
- Campus Ministry Preachers
- NHS
- Praise Night Organization
- Student Mentor Association
- Salt and Light
- Photography Club
- The PowerTechGirls

### **Student Dances**

Sacred Heart High School offers several dances in the school year. The winter ball is opened to all students and the prom is opened to seniors. Dancing must be respectful at all times. Dancing in a suggestive or explicit manner will not be tolerated. Dancing styles that involve intimate touching of a dance partner or that resemble sexual activity are not allowed. Students seen dancing inappropriately will be directed to leave the dance floor immediately. If inappropriate dancing continues, students may be asked to leave the dance and their parent(s) or guardian will be notified.

*Rules Governing Dances are:*

1. Dances are school-sponsored activities at which all-relevant school regulations are applicable.
2. Doors open at 7:00 p.m. and close at 9:00 p.m. SHHS students must remain until the end of the dance.
3. All Sacred Heart High School dances are closed dances unless otherwise publicized.
4. All guests must be approved.
5. Students must accompany their guest through the entrance to the dance.
6. All guests must have a current school ID (picture) and must follow all school rules.
7. Guests are the responsibility of the Sacred Heart High School student.
8. "Special Dress" is usually the dress code for campus dances. Students and parent(s) are reminded that students found in noncompliance of the dress code will be asked to leave the dance and their money will not be refunded.

### **Prom Guests**

Sacred Heart High School students may only invite male guests currently in high school. Guests may not be older than 21 years of age.

### **Guest Passes**

- **Completed for any guest attending the Sacred Heart High School Prom**
  - High school students must attach a copy of their current school I.D.
  - Other guests must attach a copy of their Driver's License
- Guest passes must be submitted to the Senior Moderators.

Being under the influence of alcohol or drinking alcohol at school-related activities are causes for expulsion or withdrawal from Sacred Heart High School. Any use, possession or association with alcohol, a controlled substance or paraphernalia before, during or after a school related function is a violation of the philosophy of Sacred Heart High School. Students in violation will be subject to severe disciplinary action.

If a student is thought to have violated any of alcohol/controlled substance policy, the student will be removed from the event. An Administrator will contact the parent(s), and arrangements will be made for the parent(s) to pick up his/her child. The student will then be suspended from school, and further actions may be determined pending a meeting of the Dean of Women, parent(s), and the student.

# DISCIPLINE

Sacred Heart High School is dedicated to helping students develop good character. The goal at Sacred Heart High School is to provide an atmosphere that is conducive to learning, protect each individual from injustice, balance justice with mercy, be consistent in calling for growth, and implementing consequences that are fair, just, and positive.

In establishing guidelines for behavior, Sacred Heart High School hopes to foster respect for self, others, and our school, knowing that all are God's people. We hope that each student will develop life skills and good habits of behavior. At Sacred Heart High School we stress the importance of responsibility and accepting the consequences of our choices. Students who choose to disregard school policies will be held accountable for their actions. Any conduct, whether on or off campus, unworthy of good citizenship and detrimental to the reputation of Sacred Heart High School will result in disciplinary action. The goal of character development and discipline is to develop a system of values within each student that allows them to make just, responsible, virtuous, and ethical decisions.

## **Honor Code:**

Sacred Heart High School students embrace VERITAS (Truth), in word, action, use of technology, reverence, and respect in their personal and academic lives. Sacred Heart High School expects that students will strive to meet their individual potentials, serve the community, and incorporate high ethical standards and Catholic Christian values in their daily lives.

## **Citizenship Statement:**

Students of Sacred Heart High School are expected to embody Catholic Christian values, the school's Mission Statement, the values of the school's Philosophy, and the ESLRS.

- Students are expected to show respect and compassion for themselves, their fellow students, the faculty and staff, the extended SHHS community, and the guests of the school at all times.
- Students as young adults, are expected to accept responsibility for their decisions and actions.
- Students may not use unbecoming or obscene language be it oral, written, or delivered via an electronic device of any kind.
- Students may not take pictures/drawings or text/graphics are that not in keeping the Catholic Christian values and philosophy of SHHS community.

Sacred Heart High School does not hold itself responsible for the actions of a student off-campus; that is the parent/guardian's responsibility. However, misconduct anywhere (i.e. surrounding neighborhood,

internet, media source, electronic devices, the community at large, etc.) that may hurt the reputation of SHHS and the other students may be cause for disciplinary action.

Students should not use graphics, text, pictures, drawings, wording, gestures that demonstrate gang affiliation, violence, disrespect for the human condition, are sexual in nature or overtone, contains items of a “devil” such as, but not limited to skulls, skeletons, pentagrams or devils, or any other items that would be in direct conflict with the Catholic values of the school.

Sacred Heart High School has a mission and obligation to all of its students to provide an education based in VERITAS (Truth) and Catholic Christian values, therefore, students who do not act in good citizenship as described above, or whose misconduct has harmed the student body, or the reputation of Sacred Heart High School or the Sacred Heart Community as a whole, even when the incident was away from the school, will face disciplinary action in accordance with the policies of Sacred Heart High School, the Archdiocese of Los Angeles, and State/Federal laws of the United States.

### **ACADEMIC INTEGRITY – (Cheating & Plagiarism)**

#### **Definition of Plagiarism:**

1. To steal and pass off as one’s own the ideas or words of another. 2. To commit literary theft. 3. To present as new and original an idea or product derived from an existing source. *Webster’s 3<sup>rd</sup> ed. New International Dictionary*

Cheating and Plagiarism are serious academic offenses at Sacred Heart High School. Plagiarism occurs when a student copies the work of another person or downloads information without properly noting the source. Below are some of the instances a students would be considered cheating:

- a) A student will be considered cheating on an exam, quiz, homework and class assignment by using notes, a device or other means of assistance or coping, taking a photo or “airdropping” without expressed permission from the teacher.
- b) A student will be considered cheating on an exam or quiz, homework or class assignment by giving to or receiving assistance from another student without expressed permission from the teacher.
- c) A student will be considered cheating on an exam, quiz, homework or class assignment by blatantly plagiarizing the work of any other person, including purchasing or using online essays or other material.

The following consequences apply in all cases:

- The teacher will confiscate any material;
- The student(s) will receive a zero on the exam, quiz, homework or class assignment;
- The teacher will contact the parent(s) by telephone, or e-mail;
- The teacher will write up a Disciplinary Referral regarding the incident and give the report to the Dean of Women.

*1st Offense:* Parent(s) conference with the teacher and the Dean of Women; Disciplinary Probation; Student will be removed from any leadership position, including athletics.

*2nd Offense:* Discipline Review Board regardless of the number of semesters between the 1st and 2nd offense.

**Note: The school administration will render the decision and consequences.**



## **CELL PHONE/IPAD POLICY**

While students have the privilege of bringing a cell phone to school, it can only be visible and/or used before school, break, lunch, and after school, unless special permission has been granted from the classroom teacher for it to be used in his or her class for educational purposes only.

Cell phones may not be seen or heard in the school building during school hours. They must be kept in the OFF position and out of public view from 7:50 a.m. until the end of the school day. It is not enough to put phones on vibrate or silent. Students should not have their cell phones in their shirt pockets, pant/short pockets, or sweatshirt front pocket.

iPads are to be used for educational purposes in the classroom. These devices, as the cell phone, are a privilege. If a student is caught misusing the iPad privilege the following consequences will apply.

Those students who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

### **Cell Phone/IPAD Violations**

Violation of the cell phone policy will result in the following:

*1<sup>st</sup> Violation:* Cell phone/iPad is taken from the student and given to the Dean of Women. The student receives a Dean's detention and is allowed to pick up the phone after school the following day. (If the item is confiscated on a Friday, it cannot be picked up until Monday or until school is back in session).

*2<sup>nd</sup> Violation:* Phone/iPad is taken from the student and given to the Dean of Women. Student is given a Saturday Detention. Parent(s) must pick up the phone from the Dean of Women and pay a \$25.00 fee.

*3<sup>rd</sup> Violation:* Phone/iPad is taken from the student and given to the Dean of Women. Student is placed on Disciplinary Probation. Parent(s) must pick up the phone/iPad from the Dean of Women and pay a \$50.00 fee.

*4<sup>th</sup> Violation:* Phone/iPad is taken from student and given to Dean of Women. Student will be called before the Discipline Review Board, and the phone/iPad will be returned to the parent(s) at the time of that hearing. Possible consequences include withdrawal or dismissal from Sacred Heart.

Parent(s) need to arrange cell phone/iPad pickup with the Dean of Women.

If a student forgets to turn off her cell phone, and it rings or vibrates during class, she is expected to behave honorably, promptly admit her mistake, and take the consequences including fee or loss of cell phone privileges. If the student refuses to do so, the teacher has the right to examine the cell phones of all students. Once the wrongdoer's identity is discovered, her consequence will be the same as the second violation of the cell phone policy (see above).

**Note: All confiscated cell phones/iPad are subject to search by the Administration.**

## **DISCIPLINARY EXPECTATIONS**

One of the most important characteristics that education should develop is self-discipline. When it underlies the entire educational structure, self-discipline is the training which develops self-control,

character, orderliness, consideration for others, and a sense of personal responsibility. Sacred Heart strives to foster a Catholic Christian atmosphere which emphasizes the personal contribution of each student to the overall well-being of the entire school community. Recognizing that the positive contribution of each student takes place within the dimension of personal responsibility and self-discipline, Sacred Heart seeks to promote a Catholic Christian community of acceptance, peace, and charity. For these reasons, citizenship is valued as a means of educating toward good citizenship and Catholic Christian living as a means of furthering personal growth and responsibility.

The behavior of students is expected to be exemplary at all times, on and off campus. When concern arises about a student's behavior either within or outside the classroom, the school, parent(s)/teachers, Administrators, and student will work together to resolve, recognize, and modify the behavior that needs changing. However, student conduct not in conformity with the school's expectations, lack of parental cooperation, or conduct detrimental to the reputation of the school may result in dismissal or a request for the withdrawal of the student from Sacred Heart.

Parent(s) must recognize that the Sacred Heart High School acts in place of the parent(s) when dealing with student conduct. Parent(s) must recognize that by enrolling their daughter at Sacred Heart High School, they have agreed to comply with and help enforce all school rules and regulations.

### **Student Expectations**

Each student is expected to:

- follow the Honor Code of Sacred Heart High School;
- exercise self-discipline;
- take responsibility for her own actions and choices;
- respect the authority of all school personnel;
- follow the rules and policies outlined in the Parent/Student Handbook;
- be in her seat when the tardy bell rings;
- be prepared for class and have necessary materials;
- respect school property and carefully use and return all materials, uniforms, and equipment;
- comply with the student dress code;
- refrain from profanity and obscenity in verbal and written expression (electronic or otherwise);
- always clean up after herself (and her fellow students if necessary). Never leave trash, food, or any other debris behind, at any time, for any reason;
- treat others and herself with respect and dignity;
- demonstrate behavior becoming a SHHS student in keeping with VERITAS;
- be aware of school rules and consistently follow through in upholding them personally;
- consume food and drinks only in the proper areas;
- avoid areas in which there is no Faculty/Staff supervision;
- promptly take teacher notes and all important information home to parent(s)/guardian(s);
- know right from wrong and consistently choose to do the right thing.

### **Student Accountability**

Students are accountable for all school rules, classroom rules, and standards of behavior:

- At all times during the school day, inside or outside of the classroom.
- At all school events, on or off campus, after school.
- At any time when the student is representing Sacred Heart High School in any capacity.
- The usual rules of common politeness are to be observed in dealing with teachers and other students.

## **Classroom Rules**

Infractions of **classroom rules** include the following and are to be dealt **by the classroom teacher**.

- minor classroom disturbances, such as being out of an assigned seat, excessive talking, failure to cooperate, rudeness etc.
- failure to follow classroom procedures set by the teacher.
- failure to do homework or class work.
- failure to have necessary books and materials in class.
- food or drink in the classroom.
- sleeping or other non-attentiveness in class.
- gum chewing.

Teachers must document at least four attempts to correct the student's behavior before referring the student to the Dean of Women. Teachers must address discipline in the classroom by using some variation of the following steps:

- correct and admonish the student immediately;
- if the student misbehaves further: Confer with the student after the class or school.
- contact the parent(s);
- if the student misbehaves further: Assign a teacher's detention after school. The teacher's detention will be served with the teacher in his/her classroom for the amount of time and on the day specified by the teacher. The teacher must notify the parent(s) regarding the teacher's detention by way of telephone, note, or e-mail.

If the student misbehaves further, refer the student to the Dean of Women, and the student will enter the school discipline process at the appropriate step of severity.

**NOTE:** A teacher may write a formal referral to the Dean of Women when a student's misconduct is serious enough to require the Dean's intervention.

At the beginning of the school year, each teacher will provide students and the Dean of Women with a written description of his/her classroom discipline policy.

## **Hallway Policy**

Students who leave a classroom are to have a Hall Pass or summons which gives a student permission to go from the classroom to a specific destination and then return. A Hall Pass or summons is not a license to wander. When classes are in session, students are to respect the learning environment. Students are to maintain a respectable tone of voice throughout the campus and refrain from using profanity.

Students are expected to change classes with a minimum of social mingling and at a pace that enables them to arrive in class and be seated before the tardy bell rings. A respectable tone of voice and appropriate behavior is expected.

## **Probationary Offenses**

The following offenses are considered more serious and will result in Disciplinary Probation, Academic Probation, Strict Probation, Suspension, and /or a hearing before the Discipline Review Board. Possible consequences that may be imposed by the Discipline Review Board include withdrawal or expulsion from Sacred Heart High School.

- cheating/Plagiarism (giving or receiving aid);
- forgery;

- gambling;
- hazing;
- lying or withholding relevant information from the Administration/Faculty;
- fighting, whether as an actual participant, an instigator, or a supporter-on or off campus;
- membership/involvement in a group responsible for coercive or violent behavior;
- threat of violence or coercive behavior;
- harassment of any type whether verbal, written, or transmitted electronically;
- leaving campus without permission;
- missing a detention;
- bullying of any type, whether verbal, written, or transmitted electronically;
- violation of the school Internet policy;
- possession of a weapon;
- theft;
- possession of morally offensive material;
- possession of or use of alcohol, drugs or tobacco on campus or at a school related event;
- obscene conduct, whether, verbal, written, or transmitted electronically;
- defacement/destruction of school property;
- truancy;
- any other infractions deemed serious enough to call a Discipline Review Board (to be determined by the Administration).

The Dean of Women reserves the right to refer extraordinary discipline matters to the Discipline Review Board (see pg. 38). If a violation of the law has occurred, legal authorities will be notified as required.

#### Discipline Procedures for School Rule Violations:

- Three Dean's Detentions will result in a Saturday Detention.
- Six Dean's Detentions or failure to attend an assigned Saturday Detention (unless alternate arrangements have been made with the Dean of Women in advance) will result in Disciplinary Probation without further notice.
- Violation of the terms of Disciplinary Probation will result in Strict Probation.
- Violation of Strict Probation or a serious violation of school rules will result in a hearing before the Discipline Review Board.

#### **Levels of Disciplinary Action:**

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems. The Dean of Women and the Principal reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters.

#### **DETENTIONS**

Detentions refer to a period of time, other than class hours, when a student is responsible to be with a faculty member who will assign a task of service or written work. Work, work-study, athletic programs or games, doctor/dental appointments are not accepted as excuses for missing detention. It is the responsibility of the student to notify the parent(s) of the detention. Verification of detention served will be given upon request. Detentions may be issued by administrators, faculty or staff for any misconduct or breaking of school or class rules or regulations. Students who are issued a detention will be assigned a specific detention date. Failure to serve an assigned detention will be considered a serious infraction and may result in probation.

#### **Teacher's Detention**

A teacher may request a student to report before or after school for up to a maximum of thirty minutes. Students who fail to report to a teacher detention will be assigned a Dean's detention.

### **Referrals**

A student whose conduct is not corrected by parent-teacher efforts will be referred to the Dean of Women. Any serious violation will result in that student being referred to the Dean of Women immediately.

### **Dean's Detentions:**

- Dean's Detentions assigned by the Dean of Women will be served on Monday and Thursday after school between 3:05 and 4:05 p.m.
- A 24-hour notice will be given to the student.
- Students must serve detention when scheduled. Conflicts such as work, work-study, games, doctor/dental appointments, athletics, cheerleading etc. are unexcused and looked upon as failing to report to an assigned detention. (Note: parent(s) may submit an excuse in advance of the assigned detention in writing if there is a family conflict or unavoidable appointment. If a student needs to miss detention due to a doctor's appointment or court appearance, the student must bring a signed and dated doctor's note or a valid court document to the make-up detention. A detention may be re-scheduled for another mutually agreed upon date with no penalty to the student, once per semester.)
- Students must arrive before their designated time in order to check in promptly.
- All school rules apply during detention.

### **Saturday Detention:**

- Students assigned to a Saturday detention (held from 9:00-12:00 p.m. - Dean of Women will determine which Saturday) will pay \$10.00 upon arrival. The Dean or the supervising teacher will collect and deposit the money at the Main Office.
- If a student fails to report to a Saturday detention, the student will automatically be placed on Disciplinary Probation.

### **Probations**

A student who consistently receives detentions without showing signs of improvement may be subject to more serious disciplinary action which can result in either a Disciplinary Probation or a Strict Probation.

### **Disciplinary Probation**

- During this period the student is expected to show marked improvement in behavior. Any violation of school rules or disciplinary policies or the terms of probation makes the student eligible for Strict Probation.
- Parent(s) will be notified. A parent's conference will be required.
- Students on Disciplinary Probation are required to serve one hour of Dean's detention per week during their probation period. The Dean of Women will hold Detentions on Tuesday mornings from 7:00-7:45 a.m. and Thursday afterschool from 3:05-4:05 p.m.
- A copy of the probation agreement will be placed in the student's file.

### **Strict Probation**

- During this period the student is expected to show marked improvement in behavior. Any violation of school rules or disciplinary policies or the terms of strict probation makes the student eligible for the Discipline Review Board.

- A parent(s) conference will be held.
- Students on Strict Probation are required to serve two hours (2) of Dean's detention per week during their probation period. The Dean of Women will hold Detentions on Tuesday mornings from 7:00 to 7:45 a.m. and Thursday after school from 3:05 4:05 p.m. Students will need to serve Detention on both Tuesday and Thursdays during the course of the strict probation.
- A copy of the probation agreement will be placed in the student's file.

Requirement for students on Disciplinary/Strict Probation may include:

- Meeting with the Dean of Women.
- Restriction from holding positions of leadership (including ASB, Student Council, Campus Ministry Preachers, clubs, etc.).
- Restriction from participating in athletics (as outlined in the CIF and school policy).
- Restriction of social activities which may include prom, dances, cheerleading, Grad Night.
- Restriction from participating in drama or dance productions at another school.

Some colleges and universities require high schools to report probation, suspension and/or expulsion.

### **Suspension**

Suspension may be imposed by the school for a serious infraction of rules necessitating an investigation of the incident without having the student present on campus. When a student is involved in a suspension, the parent(s) are notified, and arrangements are made for a conference. A conference with the Dean, student and parent(s) is mandatory. A period of probation, established by the Dean of Women, will follow a suspension. Suspensions cannot be appealed.

If a student receives two suspensions in one academic year, she is liable for dismissal.

### **Expulsion**

Students can be expelled from the school for violating a probation contract or continued non-compliance with school regulations. When an offense occurs which might result in expulsion, the Principal contacts the parent(s) or guardians of the student immediately. The student is kept on campus during school hours until the parent(s) or guardians come to pick up the student. A conference is held to discuss the nature of the offense. The consequences of the offense as well as the school policies governing student conduct and discipline are reviewed.

Students may be expelled without probation or if the nature of the misconduct warrants it.

A student is subject to dismissal for acts enumerated here and related to school activity or attendance which occur at any time, including but not limited to that on school premises, while going to or coming from school, during lunch period, during or while going to or coming from a school sponsored activity.

Causes for expulsion may include but are not limited to:

1. absence of 15 days per semester without a doctor's explanation
2. abuse of school personnel by student and/or parent(s)
3. alcohol—the use, sale, distribution, possession or being under the influence of any alcoholic beverage, on or near campus, or at any school-sponsored activity
4. assault and Battery – any threat of force or violence
5. conduct at school or elsewhere which would reflect adversely on Sacred Heart High School and which is detrimental to the good reputation of the school.
6. damaging or attempting to damage school or personal property
7. dishonesty – theft, lying, cheating

8. disobedience – continued and willful disregard of school regulations or open defiance of authority
9. disruption of school activities
10. drugs - the use, sale, distribution, possession, or being under the influence of marijuana, narcotics, dangerous drugs or other harmful and/or illegal substances
11. forging or using forged notes/excuses/progress reports
12. gambling on school grounds
13. hazing – conspiring to engage in or participating in any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person
14. profanity – scandalous/immoral conduct in speech, writing, or action including improper or illegal use of technology, e.g. computer, internet, cellular phones, or pages.
15. smoking is not permitted at any school-sponsored event in accord with the City Fire Code and the State Educational Code.
16. violation of any Civil/Criminal Law
17. violation of Disciplinary or Strict Probation
18. weapons – possession of harmful weapons or materials which can be used as weapons
19. misuse of school computers and/or school equipment
20. demonstrations, i.e. encouragement/participation in illegal or unauthorized demonstrations.

**Note: A student accused of a serious wrongdoing can be suspended pending the outcome of an investigation.**

#### **Discipline Review Board (DRB)**

The Discipline Review Board reviews disciplinary cases of individual students relating to behavior reasons. If a student is asked to withdraw for behavior reasons, she may be asked to appear before the Discipline Review Board.

The Board will review individual cases and makes recommendations to the principal.

- The Discipline Review Board convenes when a student faces the possibility of dismissal.
- The Board is composed of three standing members: The Dean of Women, Vice Principal and one Faculty Representative (elected by the Administration). An additional Faculty member is selected by the student to serve on the Board for the duration of the particular hearing. This Faculty member chosen by the student is not a voting member.
- The Dean presents information concerning the discipline violation, any investigation conducted, and the student's prior discipline record.
- Only the student and her parent(s) or guardians may attend the meeting. They may speak to the Board and offer mitigating information. The Board members may ask questions. No legal representation is permitted.
- Following the session, the Discipline Review Board meets in closed session to determine what recommendation will be made to the Principal.
- The Discipline Review Board is a confidential hearing.
- The Discipline Review Board is a confidential process. Memos, discussions, personal notes, vote tallies are not open to public review or to the parent(s)/guardians.
- The Principal makes his decision and communicates the decision to the parent(s) either verbally or in writing.

Note:

- Depending on the severity of an infraction, disciplinary action may skip steps.

- This process is cumulative for the whole school year. Once a probation expires, the student will not return to step one of the disciplinary process. She will be given the discipline appropriate in light of her previous infractions.
- Assignment to a particular step is at the discretion of the Dean of Women based on the frequency and severity of violations.
- Infractions at the end of the year carry over to the following year. Juniors need to be aware that their privileges and graduation may be in jeopardy if they violate rules at the end of their Junior year.

During the process of the Board, the school reserves the right to question any students who are involved in or who have knowledge of the specific case under review, and the students may be asked to write a statement. Such questioning and/or the writing of a statement can take place without the presence of the student's parent(s). Only students who are charged with an infraction of school rules have the right to have a parent(s)/guardian present during the discipline board. The Principal should not be contacted until the Board has completed and presented its recommendations.

**Discipline Board Format:**

1. Overview of Case - by the Dean of Women
2. Questions by Parent(s)
3. Questions by Committee Members
4. Parent(s) and student are excused.
5. Members consult and make recommendations.
6. Decision communicated to Principal by the Committee Members.
7. Decision communicated to the parents by the Principal.

**End of Semester Review Process**

At the end of each semester, students' progress will be evaluated in consideration of their continued enrollment. Registration for the next semester will be extended to students who are in good standing with the school. The Administration may recommend to the Principal that a student not be permitted to return the next semester based on the student's discipline record.

**School's Right to Suspend or Expel**

The School's choice to invoke its right of suspension or expulsion on one occasion for the occurrence of a matter constituting a basis for discharge shall not affect the right of the School to invoke discharge when the same or a different basis for suspension or expulsion arises at a later date.

**HARRASMENT, BULLYING, CYBERBULLYING AND HAZING**

Sacred Heart is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to any or all of the following:



- Verbal harassment: derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

**Cyber bullying** is the action whereby a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies, or mobile phones.

Cyber bullying can take the forms, such as but not limited to:

- Harassment by instant messaging, text messaging and emailing
- Blogs
- Creating a website for the sole purpose of harassing another student.
- Sending pictures or videos through email or other devices or posting on social network sites
- Internet polling

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

### **Responsibilities of the School**

It is the responsibility of Sacred Heart High School to:

- Establish practices and provide training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all Administrators, Staff, students, parent(s)/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

### **Responsibilities of the student**

It is the student's responsibility to:

- Conduct herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying, or hazing to the Principal or teacher.

- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

### **Student Threats**

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Principal, or a teacher. The Principal should notify the police immediately. The Department of Catholic Schools will also be notified.

The student who has made the threat should be kept in the School Office under supervision until the police arrive. The parent(s) /guardian(s) of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim or mentioned in writing as a potential victim, should be notified immediately.

The student, who has made the threat, shall be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat should be made by the Principal on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

### **School Searches**

Students' legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the School to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based upon a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that a law or school rule is being or has been violated. The student's parent(s) should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parent(s) and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the Principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

### **Confiscation of Student Property**

Teachers have the right to confiscate notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process.

All electronic devices, including but not limited to electronic tablets, iPods, video cameras, radios, tape players, walkmans, earphones, beepers, beeper clips, portable telephones, compact discs, CD players, caps, book bags or notebooks with gang-like writing on them, all communication devices, text message units, and clothing items in violation of dress code will be confiscated. Students may retrieve these items two weeks after the date it was confiscated. Any item not retrieved at that time will be given away to charity.

### **Canine Contraband Detection Policy**

Sacred Heart High School is committed to providing its students, Administrators, and Staff with a learning environment and workplace free of drugs, alcohol, and weapons. To that end, Sacred Heart High School periodically retains the services of a canine trained in the detection of the following:

- Illegal or prescription drugs
- Alcohol
- Gunpowder

Enrollment at Sacred Heart High School constitutes consent to random searches by these canines without notice, at any time deemed appropriate by the school. In addition, enrollment at the school constitutes consent to any follow up search of a student's property, person, or locker deemed appropriate by the Administration as a result of the canine detection program.

### **Drug and Alcohol Policy**

Sacred Heart High School's Drug and Alcohol Policy Objectives:

- to enhance learning, Sacred Heart High School believes that drug free students are better learners, have better attitudes toward learning, and are more likely to engage in programs that enhance their spiritual, emotional, and physical well being;
- to combat drug experimentation and use among our students by giving them a good excuse to say "no" to drugs and alcohol in the first place;
- to reduce, if any, student drug use in and out of school, thereby improving the health and safety of the students.

Drugs and alcohol are not tolerated at Sacred Heart High School. If a student is found to be either in possession or under the influence, or there are grounds for reasonable suspicion that a student is using drugs, the parent(s) or guardians must meet with the Principal and/or the Dean of Women. At that time, a decision will be made as to the course of action best suited for the student and Sacred Heart High School. Options may include drug testing (including blood, urine, and/or hair samples), drug counseling, treatment, or termination of the student's enrollment, depending on the circumstances.

Enrollment at Sacred Heart High School is deemed consent by the parent(s) to comply with any reasonable requests made by the Principal with respect to drug testing, treatment, and/or counseling. It is expected that parent(s) will cooperate fully and promptly with Sacred Heart High School.

**Consequences for the Use or Possession of Alcohol or Illegal Drugs**

A student may be subject to arrest and expulsion if the school finds that she is in possession of the drugs or alcohol while at school or at a school related function. The term illegal drugs includes legal drugs for which the student does not have a prescription. The term can also include non-drug items that are being misused for purposes of intoxication.

# FINANCIAL POLICY

**Registration**

Students will register for classes for the following school year in the spring on dates to be announced by the administration. The registration fee must be paid for each student before that student will be scheduled for classes. The registration fee is **NON-REFUNDABLE**.

**Tuition Payment Policy**

Sacred Heart High School as an Archdiocesan High School is privately financed and responsible for all expenses of administering a school. Tuition and fees provide a limited percentage of the total cost of operating the school. In order to operate in a financially sound manner, all parent(s)/guardians are expected to pay their daughter’s tuition as agreed. The amount owed is considered part of the financial contract each parent(s)/guardian makes with the school and as stated in the Parent(s)’ Contract. Tuition collection is managed through FACTS TUITION MANAGEMENT COMPANY. The Archdiocese mandates that we use a tuition management company. FACTS which uses automatic bank payment as authorized by the parent(s) from their bank account. This process may be made from a checking account or savings account.

1. One Full-Tuition payment due July 10, 2015.
2. Two Half-Tuition payments due July 10 and December 4, 2015.
3. 10 Monthly-Automatic-Bank payments withdrawn by FACTS Management Co. due on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. The first PAYMENT BEGINS in August. FACTS charges \$41 for this service.
4. 11 Monthly-Automatic-Bank payments withdrawn by FACTS Management Co. due on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. The first PAYMENT BEGINS in August. FACTS charges \$41 for this service.

<b>TUITION and FEE SCHEDULE</b>	
TUITION .....	\$7,225
<u>Before April 30, 2015</u> - Registration .....	\$400*
<u>After April 30, 2015</u> - Registration .....	\$500* <u>After May 30, 2015</u> .....\$600*
	*non refundable
<u>Before July 17, 2015</u> - Senior Graduation Fee .....	\$425*
<u>After July 17, 2015</u> .....	\$625 after July 17, 2015
	*non refundable
<u>Before August 30, 2015</u> - iPad Insurance Fee .....	\$65* <u>After September 1, 2015</u> .....\$85* *non-refundable
<u>Before August 30, 2015</u> – iBooks/Apps for iPad Fee.....	\$20 <u>After September 1, 2015</u> .....\$35*
<u>Before August 30, 2015</u> – Campus Ministry Fee .....	\$35 <u>After September 1, 2015</u> .....\$50*

**FINANCIAL POLICIES**

1. Returning students will receive a 2015-2016 schedule of classes [when the schedules are ready] only when fees or tuition due from the previous year and the registration fee for the 2015-2016 school year is paid in full.
2. All tuition payments are due on time according to the tuition payment plan selected above. Late fees will apply. Student suspension from school will be enforced.
3. A \$35.00 fee will be charged for checks, which are returned for “Non- Sufficient Funds” or for any other reasons. Sacred Heart reserves the right not to accept personal checks.
4. If a student owes Sacred Heart High School any money, tuition, fees or otherwise, a student may not:
  - attend classes
  - receive iPad
  - take final exam
  - participate on athletic teams
  - attend dances
  - attend field trips that involve cost
  - receive report cards or class schedules
  - order items such as the school ring, class/club sweaters, etc.
  - receive graduation announcements, gown, diploma
  - participate in baccalaureate or commencement exercises

Until all debts are paid in full or an amended financial contract has been agreed upon by the parent/guardian and principal.

5. If a student’s attendance at Sacred Heart is terminated for any reason, the entire month of tuition, annual fees, and other school charges must be paid immediately upon receiving her transcripts and applicable records.
6. Sacred Heart will accept only cash or money orders as payment the two weeks prior to finals and the month prior to graduation.
7. Sacred Heart High School has the right to take any legal action to collect school tuition and fees. Parents/Guardians will be responsible for all costs of collection, including court expenses and reasonable attorney fees.
8. Students transferring from Sacred Heart may not purchase iPad and must return it to the school.
9. As a courtesy, Sacred Heart High School may send invoices and/or delinquency notices.
10. Mandatory Meetings: Each family must attend the three (3) mandatory meetings held during the school year. Failure to do so will result in a \$30 charge for every meeting missed.
11. Sacred Heart reserves the right to add/remove/or adjust fees and/or policies as needed throughout the school year.

**FUNDRAISING**

Fundraiser Obligation – per student..... \$ 800 (Buyout = \$550\*)

You may choose any combination of fundraisers totaling \$800:

**\*\* Avon \*\* Football Mania \*\* Raffle \*\* SHHS Parent Dance \*\* Coffee \*\* Walk-a-Thon\*\***

Buyout at \$550 [due by October 31, 2015].....[\$600 after October 31<sup>st</sup>]

Comedy Night [Mandatory Fundraiser].....2 Tickets @ \$10 each (before October 30, 2015)

Casino Night [Mandatory Fundraiser].....2 Tickets @ \$25 each (before March 15, 2016)

### **PARENT SERVICE HOURS**

Families are required to serve a minimum of 30 hours per year. Each hour served by the parent(s) at any event equals \$25 per hour. Half of the hours must be completed by December 31, 2015. Hours not completed will be charged at \$25 per hour. If you sign up for an event and do not show, you will be charged \$30 for each hour you missed. If families decide to pay the buyout, see below:

Buyout \$300 before October 30, 2015 [\$400 after October 30, 2015]

Donations made to the school from the approved donation list are valued at fair market price. Receipts are to be submitted for all donations. Parent(s) are required to sign in on the parent(s) hour tracking form when working an event or when items are donated.

### **TRANSFERS**

Transfers from SHHS to other schools are issued only at the request of the parent(s) or guardians. Transcripts will not be issued until all school obligations have been fulfilled. The receiving school must request an official transcript by mail. The school reserves the right to withhold a diploma or disallow the taking of final exams until the financial obligations of the student have been met.

### **TUITION ASSISTANCE**

Tuition assistance is available through the generosity of the CEF and other foundations. Tuition assistance must be requested by December for the following school year. Families need to reapply each year for continued assistance.

- Students must participate in the Work Study program.

# **GENERAL CAMPUS INFORMATION**

## **After-school and Off Campus**

The school does not and cannot supervise students after school off campus (local parks, markets, etc.). On-campus supervision ends at 3:30p.m. While we cannot supervise off campus or after school non-official activities, students are still held accountable for any misbehavior that may occur.

## **Announcements**

PA announcements for activities and meetings that affect the whole student body are given at the beginning of the day. All announcement forms must be signed by the class or club moderator and must be submitted to the office for approval by 3:00 p.m. the day before.

## **Campus Boundaries**

Sacred Heart High School is a closed campus. Students are supervised from 7:30 a.m. to 3:30 p.m. There is no supervision before 7:30 a.m. or after 3:30 p.m. All parent(s) and visitors are required to use the Front Door of the school for all business or information. All visitors are required to obtain a VISITOR's PASS through the Office.

The Baldwin Street gate is open from 7:30 a.m. – 7:55 a.m. and from 3:00p.m. – 3:20p.m. The Mozart Street gate is open from 7:30 a.m. – 7:55 a.m. and from 3:00 p.m. – 3:20p.m. On Fridays or Early Dismissal days both gates are opened from 1:00 p.m. to 1:20p.m.

Students who arrive before 7:30 a.m. must enter the campus through the Front Door of the school. After 7:30, students must enter through the Baldwin Street gate or the Mozart Street gate. No student may loiter in the parking lot, alley, or street at any time. All students are requested to keep the following in mind:

- pride in the appearance of the school dictates that the campus must be kept neat and orderly at all times;
- students may not eat in the school building at any time;
- special permission is needed for outside food service;
- parent(s) dropping off lunches must drop them off in the front Office-do not pass it through the fence.;
- no one may come on campus or pass out brochures or fliers for any purpose without the Principal's approval;
- students are not permitted to leave the campus boundaries while school is in session.

During the time that both the Baldwin and Mozart gates are open, students may not exit or enter through the Front Door.

## **Arrival and Departure**

### **Daily Drop Off and Pick-Up Guidelines:**

1. Please note cars are not allowed to park on Baldwin Street and Mozart Street during school hours. Citations will be issued by the Los Angeles Traffic enforcement officials.
2. Do not drop off or pick up students in the middle of the street. Pull up to the curb to drop off or pick up students.
3. Follow the directives of any Administrator member or designee directing traffic.

### **On Campus Visitor Policy**

Parent(s) and guardians are welcome to visit the campus anytime during school hours, student activities, and athletic events. Students are not permitted to bring siblings or friends on campus. Exception: athletic events or student activities open to non-Sacred Heart High School students. Students are not permitted to “babysit” children or infants on campus at any time.

Students who are expelled or asked to withdraw for disciplinary reasons are not permitted on campus at any time.

All visitors to the campus must first report to the Front Office for a VISITOR’S PASS. Students’ guests at school activities must follow school rules, including conduct and dress codes.

### **Communicable Disease**

A student who has been absent from school because of a reported communicable disease must have a permit (release) issued by the Public Health Department, a physician, or nurse before she is admitted to school. The Attendance Clerk may readmit a student absent because of non-reportable communicable disease, such as chicken pox, German measles, and influenza.

### **Dress Code**

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. Sacred Heart High School considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness and commonly accepted norms of good taste.

Students are to wear the complete school uniform at all times with dignity and pride.

The Dean of Women reserves the right to request any student to change attire, regulate against certain fashions, and to confiscate any objectionable items when she deems necessary. In addition, students out of dress code may be suspended until the situation is corrected. Admission to school, class, or school event can be denied because of Dress Code violations. Any student violating these policies may be detained in the Dean of Women’s office until parent(s) are notified. Continued dress code violations may be interpreted as “defiance of school authority.” Students are subject to school discipline for violations of the dress code. The final interpretation of the appropriateness of any clothing or accessories, hairstyle or hair color rests with the Administration.

Uniform is required on all school days, including field trips, unless otherwise authorized by the Administration. When in doubt, the student should wear the uniform.

Sacred Heart High School uniforms are available through CKW School Uniforms. CKW is the only vendor who is allowed to provide uniforms worn at Sacred Heart High School. If there are any questions about the uniform, please contact the Dean of Women.



### **Daily Uniform**

Students may wear any of the following items on days that do not require FORMAL UNIFORM. **ALL ITEMS MUST BE PURCHASED FROM CKW UNIFORM COMPANY.**

1. SKIRT: Gray pleated skirt no shorter than 3 inches from the middle of the knee. Skirt waistbands may not be rolled.
2. SHORTS: Shorts are available in grey. Shorts must be hemmed and must not be shorter than 3 inches from the middle of the knee. Shorts may not be rolled.
3. PANTS: Pants are available in grey. (Pants may not be torn at the seams and must be hemmed). Pants may not be either oversized or "skin tight."
4. SWEATSHIRT JACKET: Red sweatshirt jacket with SHHS logo (**mandatory for cold weather**)
5. SHIRT/BLOUSE: White oxford over-blouse with SHHS logo. A white polo with SHHS logo.
6. PULLOVER VEST: Red or black pullover vest with SHHS logo.

SHOES: Black classic Penny Loafer (available at CKW uniform company) or red, gray, black, white, shoes. Students could wear the solid color shoes from the four colors above. All shoes mentioned should be low top canvas shoes. i.e vans, converse, toms.

7. SOCKS: Knee-high or crew size white, grey or black socks only. May not be worn over tights of a different color.

### **Additional Uniform Privilege for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade students**

- Students may wear a red, gray, and/or black college sweatshirt. College logo may be any color.

### **Additional Uniform Privilege for 12<sup>th</sup> grade students**

- Seniors may wear any colored college sweatshirt.

### **Additional Uniform Option for cold weather**

- All black tracksuit with SHHS logo. **Must** be worn with the white SHHS blouse.

### **Additional Uniform Options**

Students are allowed to wear the following items with their daily uniform:

- Scarf.
- Tights: white, grey or black knit only. If socks are worn with tights, they must be the same color as the tights. Sweatpants may never be worn under skirts.
- All white, black or gray long-sleeved thermal shirt only.

***The uniform as stated above is to be clean and neat without any additions.***

### **Formal Uniform Day**

Formal uniform is **required** when formal assemblies occur - Masses, CSF/NHS Assembly, Junior Ring Ceremony, Awards Assemblies, Candle Rose Assembly, and other days that may be announced. Please refer to your calendar for such days. These days will be designated with a heart (♥) on the school calendar.

1. RED BLAZER: Red blazer with SHHS crest.
2. SKIRT: Grey pleated skirt no shorter than 3 inches from the middle of the knee. Skirt waistbands may not be rolled.
3. BLOUSE: White oxford over-blouse with SHHS logo.
4. PENNY LOAFERS: black penny loafers.
5. SOCKS: White knee high or crew size socks only.

### **PE Uniform/Dance Uniform**

All students enrolled in the Physical Education course are required to wear the PE Uniform. **THE UNIFORM IS PURCHASED AT CKW Uniform Company.**

1. All black GYM SHORTS with SHHS logo.
2. Grey t-shirt with SHHS logo.

***The PE uniform as stated above is to be clean and neat and without any additions.***

### **Accessories (Requirements and Restrictions)**

1. Jewelry: Students may wear two pair of earrings only. No other visible part of the body may have an earring or stud in it (e.g. eyebrows, nose, lips, tongue, face, etc.) Students may not have facial piercings even if covered with a Band-aid. The following are not permitted: spikes, earrings that stretch the earlobe, numerous chains or bracelets, leather bracelets, chains or chokers, plugs.
2. Hairstyles should be moderate; exaggerated styles are not permitted. Hair color should be natural; no two-tone hair color. The Administration reserves the right to determine violations of the code and to determine what styles/colors are exaggerated. No hair rollers allowed. Students not complying with the hair code will be suspended until the situation is remedied.
3. Make-up and nail grooming must be in good taste, stressing moderation and avoiding exaggeration. Fingernails may be no longer than one-inch from the base of the cuticle.
4. Tattoos may not be visible, they must be completely covered at all times while on campus or at off-campus school sponsored activities.
5. No henna tattoos allowed.
6. Blankets are not allowed at school.
7. Undergarments: No colored long-sleeved shirts or t-shirts should be worn under the uniform blouse.

### **Uniform Restrictions**

Comet Wear is any additional SHHS t-shirt/athletic wear/ PE shirt. These are only allowed to be worn during specified days.

Comet wear should not be worn:

- With the school skirt,
- With the school shorts,
- With the school pants

### **Casual Dress Restrictions**

On casual dress days and at after school activities (such as sporting events and dances) the following items will **not** be permitted:

1. Blankets
2. Pajamas
3. Short shorts
4. Tank tops
5. Pants/jeans with holes, tears or frayed edges
6. Colored undergarments
7. Low rise or hip hugger pants, jeans, skirts
8. Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendos etc.)
9. Form-fitting or clinging tops or skirts

10. Revealing clothing (e.g. tank tops, sleeveless attire, crop tops, halter tops, off the shoulder or one shoulder, sheer, low-cut, strapless, spaghetti strap tank tops)
11. Any shirt or top which does not provide coverage of the cleavage, midriff, and lower back at all times
12. Shorts, skirts or dresses more than three inches above the top of the knee cap, including mini-skirts and mini-dresses
13. Bike or knit shorts, stretch pants, beach wear, leggings, pajama pants, sweat pants.
14. Any oversized or baggie attire
15. Sandals or any shoes with an open toe or open back

### **Uniform Excuses**

If a student is not able to wear her complete uniform for a legitimate reason, that student may be able to obtain a Uniform Excuse from the Dean of Women. The following steps must be followed in order for a student to obtain a Uniform Excuse:

1. A parent must contact the Dean of Women by phone at 323-225-2209 between 7:15 – 7:45 a.m. on the day of the infraction.
2. The student must see the Dean of Women before class and pick up the uniform excuse.
3. Uniform excuses will be given at the discretion of the Dean of Women.
4. A parent note is not sufficient to obtain a uniform excuse, and the student will receive a Dean's detention.

### **Non-uniform items**

- Students are not permitted to wear any non-uniform items on campus. Any clothing/non-uniform items will be confiscated and given to the Dean of Women. Students may pick up these items from the Dean of Women one week from the date it was confiscated.
- Any items not retrieved by the student by the end of the semester will be donated to charity.

### **Electronic Devices**

Students may not use the Sacred Heart High School name, initials, logos or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening, or violent. Students may not use the Internet, cell phones, or any other form of electronic communication, whether at school or at home, for any inappropriate purpose including, but not limited to, the following:

- sending, displaying, or downloading offensive message or pictures;
- using obscene language;
- harassing, insulting, or threatening others;
- violating copyright laws;
- using another person's log-on or password;
- trespassing in another's folders, work product, or files;
- revealing personal information about another, including but not limited to that person's phone number, name or address.

### **Emergency Procedures**

Faculty, Staff and students are orientated yearly regarding disaster procedures and evacuation. Emergency/Evacuation drills are practiced at periodically.

In the event of a disaster, Sacred Heart High School will hold all students on or near the campus (depending on nature of disaster). Parent(s) or an adult designated on the Emergency Card must report to the school in person to take custody of their student.

Upon the declaration of an emergency, no student is to leave campus until given specific permission to do so by school officials.

The expertise of local police, fire, etc. will be followed. If a situation warrants that the school go on lock down, parent(s) will be notified through the school phone system.

### **Extended School Day Policy**

The school reserves the right to extend the school day for necessary reasons. Examples may be an emergency situation, certain disciplinary reasons, an unclean campus, etc. With student cooperation, such extensions of the school day should be minimal.

### **Fire & Earthquake Drills**

Procedural Drills are required by State law and are conducted periodically throughout the school year. Evacuation procedures are posted in each classroom. When the alarm rings, all students leave their places immediately and follow evacuation instructions. Silence and obedience to Administrators' directives are imperative.

1. Walk rapidly and quietly in single file: Do Not Run!
1. Observe silence.
2. Move immediately out of and away from the building and go to the assigned station.
3. Last person leaving the room closes the door.
5. Remain in order and silence during roll call; wait for further instructions.
6. Re-enter the building only when the signal is given by authorized school personnel.

When the alarm rings for an earthquake drill:

1. Drop and take hold under desk or table.
2. Follow directions given by school authority and leave the building as in a fire drill only if so directed.

### **Threat of violence, Fire, Earthquake, Natural Disaster, Civil Defense**

Do not panic -Absolute cooperation with the directions  
of those in authority is essential at all times.

### **First Aid**

Only minor and very basic first aid may be administered to students. No secondary treatment, such as changing or removing bandages, may be administered. Parent(s)/guardians must be contacted immediately if there is any question regarding the seriousness of or complications arising from any injury. A complete and current Emergency Card must be completed for each student so that if she becomes ill or meets with an accident, the parent(s) or guardian can be contacted immediately. Parent(s)/guardians must inform the school office of any change to the Emergency Card regarding any special medical need or needs for medication regarding their student.

### **Insurance**

The Student Accident Insurance Program is provided for all students in Archdiocesan and parish high schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity.

### **Outreach Concern**

Sacred Heart High School is offering counseling to our students through Outreach Concern, a non-profit school-based counseling agency based out of Santa Ana, CA. Our on-campus counselors are on campus every week to provide our students with direct access to meaningful and confidential guidance when and where they need it most. Ongoing monitoring has shown that students who utilize our program demonstrate continuous success academically, behaviorally, socially and emotionally.

The Outreach Concern counselor aims to become the link to involve parents, teachers and students, incorporating the steps necessary to bring about the students' success. Counselors are seen as extra support, guides, and advocates when students are feeling "stuck". Working through that feeling could help improve other areas in her life as well.

If a parent, student or teacher would like to refer an individual to counseling, they could ask for a referral form and a consent form (if they have not already consented). Once the counselor receives the referral form they will contact the parent to discuss in further detail.

Outreach concern offers presentations, workshops, and closed groups when the need is there. For more information please go to: [www.OutreachConcern.org](http://www.OutreachConcern.org)

### **Senior Privileges**

In order to be eligible for senior activities and privileges (e.g. Prom, Grad Nite), seniors need to be in good standing academically (2.0 or better G.P.A.) and socially (not on Disciplinary Probation) and have submitted her record of Christian Service hours by the time of the second marking period of the second semester.

### **Stolen Property**

The school is not responsible for stolen or lost property.

### **Student I.D.**

In August, each student is issued a student identification card. This card should be carried at all times and is used for admission to school activities both on and off campus.

### **Student Deliveries Policy**

The Front Office will not accept deliveries for students or page them for deliveries. This includes flowers, gifts, etc.

### **Student Lockers**

At the beginning of the school year, a locker is assigned to each student. Lockers are the property of the school and their use is a privilege granted to the student by the school. ***Students may not change lockers or use another student's locker without expressed permission of the Student Activities Director.*** Lockers must always be neat and in a usable condition. Stickers and decals are not permitted on or inside the lockers. Students are held responsible for all damages and defacing of their assigned lockers. Lock lockers securely. Do not leave locks in set positions. The school is not responsible for missing or damaged items inside lockers. Students may go to their lockers before school, at break, lunch, and after school. Students are not to be excused from class to go to their lockers.

### **Student Publications**

The Principal has the legal responsibility for all student and school-related publications. The Principal may appoint moderators who review all materials. No material contrary to the teaching of the Catholic Church or offensive to Christian values and sensitivity may be published.

### **Student Withdrawal Procedures**

The school grants full credit for all work a student accomplishes up to the time of transfer. There are four types of student withdrawal:

**1. Parent(s) Withdrawal:**

A student transferring to another school must bring to the Main Office a note from her parent(s) requesting the transfer. After a conference with the parent(s) is held, the Main Office will issue an official transfer request, containing the appropriate signatures to be signed and returned to the Registrar in the Main Office. Failure to comply with this process will delay the issuance of transcripts to the receiving school. Official transcripts are sent directly to the receiving school.

**2. Disciplinary Withdrawal:**

Upon the recommendation of the Discipline Board, the Principal will inform parent(s) and students of the school's decision for withdrawal. The Dean's Office will inform the Guidance and Finance Office of the withdrawal. Completed transfer papers will be turned in to the Registrar in the Main Office.

**3. Academic Withdrawal:**

A student receiving three or more "F's" in any one academic school year may be asked to withdraw from the school. The Guidance Office will follow the same procedures as in the disciplinary withdrawal.

### **Textbooks**

Textbooks are the property of the school and are issued to students by each classroom teacher at the beginning of the course. Books are to be neatly covered and treated with care. Textbooks should be returned in good condition at the end of the course. Parent(s) will be charged for damaged or lost books.

### **Work Permits**

All students under 18 who work must have a permit. Applications for work permits are available in the Main Office. Under State law, students are allowed to work no more than four hours per day.

# ARCHDIOCESAN POLICIES

## **Code of Christian Conduct Covering Students and Parent(s) /Guardians**

The students' interest in receiving a quality, morally based education can be served if students, parent(s), and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parent(s) /guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parent(s) /guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as

determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any Student/Parent Handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parent(s)/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parent(s)/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to picketing and the distribution of handbills.
- Any parent(s)/guardian, or other person who insults or abuses the Principal or any teacher in the presence of other school personnel, students or parent(s) and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the Principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school. These expectations for students and parent(s) /guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

*The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.*

## **CONFIDENTIALITY AND PRIVACY**

## **Privacy and Access to Records**

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parent(s) /guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the Principal and the Pastor.

### *Student Records*

“Student Records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the Principal, as custodian of the records, authorizes the release of Student Records. Only teachers or Administrators charged with student oversight have the right to view or use Student Records. A teacher's aide may view or use Student Records only with direct teacher supervision. Student Records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parent(s) and legal guardians of minors have the absolute right to access their child's Student Records in accordance with the school's reasonable procedures for providing such access. Parent(s) or legal guardians may grant any specified person written consent to access specifically identified Student Records. In cases of legal separation and/or divorce, California state law gives the custodial parent(s) and a non-custodial parent with visitation rights, the right to access and examine Student Records. However, only the custodial parent(s) may consent to the release of records and have the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### *Directory Information*

"Directory Information" includes one or more of the following items: Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses unless the parent(s) or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parent(s) of legal guardians consent to broader access

Room parent(s) rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### *Verbal/Written Confidences*

Confidential information may be provided by students or parent(s) /guardians to school employees in many ways. Students may confide in Staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the Pastor, Principal or other person in charge or appropriate authorities must be notified promptly keeping in mind the rights of privacy that apply. Archdiocesan Policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.



## **DISRUPTION OF ORDER BY PARENT(S), GUARDIANS, OR OTHER FAMILY MEMEBERS**

Any parent(s)/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his/her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to picketing and the distribution of handbills. Any parent(s)/guardian or other family member who insults or abuses any school personnel risks their child's continuation in the school.

Any parent(s)/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parent(s) and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

### **Recommended transfer resulting from parental attitude**

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parent(s); it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parent(s)/guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

## **ELECTRONIC COMMUNICATION POLICY**

### **1. Systems, Devices and Materials**

- a. **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- b. **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- c. **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

### **2. Electronic Communications Systems, Devices and Materials and Users Covered**

- a. All electronic communications systems, devices and materials whether in a parish, school, or Archdiocesan department or office;
- b. All electronic communications devices and materials taken from parish, school or, Archdiocesan office for use at home or on the road;
- c. All personal devices and materials brought from home and used on parish, school, or Archdiocesan premises during regular business hours;
- d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school, or Archdiocese may be implicated in their use;

- e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, Staff, contractors, volunteers, clergy and religious, and their families.

### **3. Ownership and Control of Communications**

- a. All systems, devices and materials located in a parish, a school or an Archdiocesan office, and all work performed on them, are property of the parish, school, or Archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school, or Archdiocesan business, not personal business.
- b. With permission from the Pastor, Principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c. Parish, school, and Archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the Pastor, Principal, or other person in charge at the parish, school, or Archdiocesan department.
- d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography, or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- e. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the Archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or Archdiocesan department.
- g. Parishes, schools and the Archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or Archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

### **4. Guidelines for E-mail correspondence and other electronic communications**

- a. All users of parish, school or Archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. E-mail and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.

- d. Postings to "All Employees," "All Parent(s)" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the Pastor, Principal or other person in charge at the parish, school or Archdiocesan department before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

#### 5. **Prohibited Practices:**

Users of parish, school or Archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or Archdiocesan premises, during normal business hours or under circumstances when the parish, school or Archdiocese may become implicated in the use, may not:

- a. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- b. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names, telephone numbers, work, home or school addresses, email addresses, and web addresses (URLS) of social networking sites or blogs.
- c. Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory, or bullying. This includes, but is not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- d. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parent(s)' approval and the presence of a parent(s) at any meeting.
- e. Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- f. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- g. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- h. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment.

- i. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the Pastor, Principal, or other person in charge.
- j. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- k. Give unauthorized persons access to parish, school or Archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- l. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- m. Introduce a virus, attempt to breach system security or tamper with a system.
- n. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- p. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (FCC) or that would violate FCC rules or policies.

## **6. Consequences of violations of electronic communications policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

## **7. Local policies for parishes and schools**

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other parish or school-related settings to suit their local needs. **Such policies may not deviate from this Electronic Communications Policy in any material way.** Parishes and schools should incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- where students and Staff may use electronic communications devices;
- when electronic communications devices may be used;
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate through email and the reasonable amount of time within which responses may be expected;

- appropriate language for email response to email or text messages that raise questions or concerns

*Sample:* “Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or by regular mailed correspondence.”

- the consequences that will result if the parish or school policy is not followed.

### **Inclusion**

As a Catholic school, every attempt is made to serve students whose parent(s) desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parent(s) or guardians who feel that their student may need a minor adjustment to enable her to participate in the general education curriculum of the school should talk to the student’s teachers and Principal to implement the STEP or MAP process. Parent(s) or guardians who need a structure for resolution of complaints arising out of a student’s disability may request the “Disability Discrimination Complaint Review Process” from the Principal.

### **Married Student Policy**

Central to the philosophy of Archdiocesan/Parish Secondary Schools is the belief that parent(s) are the primary educators of their children. In support of this, the school and the parent(s) work in close collaboration in all aspects of the student’s educational process. Since a married student is in effect no longer accountable to a parent(s) or guardian, the relationship between the school and the parent(s) is compromised. Therefore, any student who marries may not be allowed to attend an Archdiocesan/Parish secondary school. The Principal is expected to confer with the Regional Supervisor before making any final decision.

### **Students No Longer Living With Their Parent(s)**

Central to the philosophy of Archdiocesan/Parish Secondary Schools is the belief that parent(s) are the primary educators of their children. In support of this, the school and the parent(s) work in close collaboration in all aspects of the student’s educational process. A student not living in the home of a parent(s) or guardian may not be allowed to attend an Archdiocesan/Parish secondary school. The Principal is expected to confer with the Regional Supervisor before making any final decision.

### **Emancipated or Eighteen Year Old Students**

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

Students and parent(s) must be impressed with the importance of regular school attendance as required by law. Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual.

Current home and work phone numbers must be provided to the school on the Emergency Card so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parent(s) are out of town, it is the parent(s)’ responsibility to inform the school as to who will assume guardianship (responsibility for the student).

Students may not leave the campus during the school day or during school functions without the knowledge and permission of the Administration. Students are not released to strangers or to callers without written parental consent.

### **PARENT(S)/STUDENT COMPLAINT REVIEW PROCESS**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parent(s), and school Staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent(s)/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

#### **School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the Principal (or the Pastor, if the Principal is the subject of the complaint).
- For elementary schools, if the Principal is unable to resolve the conflict, the Principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the Principal will respond to the person bringing the complaint.

#### **DEPARTMENT OF CATHOLIC SCHOOLS LEVEL**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the Supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The Supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the Supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

### **GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS (GLOBAL ARCHDIOCESAN)**

Adults acting in a Staff, Faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, Administrators, or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff Members/Administrators/Volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If Staff Members/Administrators/Volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff Members/Administrators/Volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff Members/Administrators/Volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school Administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a Staff Member/Administrators/Volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a Staff Member/Administrators/Volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff Members/Administrators/Volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the Staff Members/Administrators/Volunteers has an obligation to notify the proper authorities.
- When Staff Members/Administrators/Volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a Staff Members/Administrators/Volunteers is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff Members/Administrators/Volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- StaffMembers/Administrators/Volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, Staff Members/Administrators/Volunteers may not have any minor in their homes without the knowledge of the minor's parent(s) or guardian.
- Staff Members/Administrators/Volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent(s)/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact with minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they do not have these requirements.

#### **ABORTION AND PREGNANCY POLICY**

## **ABORTION**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings. The reverence and respect that is owed to each person, including those conceived and not yet born, and the morally indefensible procurement of abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion may be cause for such student to be dismissed from school. Furthermore, if any student's parent(s) or guardian coerces and/or assists in the procurement of an abortion for his or her daughter of any other student, this action is also cause for the daughter of that parent(s) or guardian to be dismissed from school.

## **PREGNANCY**

Students involved with a pregnancy have new obligations and priorities. They have accepted the responsibility of bringing new human life into the world. Such responsibility necessitates a change in status, especially in terms of activities and priorities in the school. The administration will assess each student's pregnancy on an individual basis. Decisions regarding how long the student may remain in school and when or if she may return will be reached after consultation with the student's parent(s).

The school will make every effort to help the student toward completing her education with the best interests of the school community, the student, and her unborn child.



## **CONTRACT FOR APPROPRIATE INTERNET USE BY MINORS**

The Internet is a place where I go to learn, meet friends and play games. I know that through the Internet I can reach all sorts of people all over the world who are good will and who, like me, sign on to the Internet to share ideas, feelings, and what we've discovered about ourselves and the world around us. It's a place where I can be myself or sometimes pretend to be someone else. I can have deep discussion or let my imagination roam. I can be creative and do serious work. But I also know that the Internet can be a place where I can get lost, waste time and sometimes say or do things that I shouldn't. It's also a place where I need to be careful about people who could harm me.

Because I want to be the best person I can be and live my life as a friend of Jesus, I promise to abide by the following rules:

- If I find a website where I see hate, racism, pornography or violence of any kind, I will leave it immediately.
- I will not give my personal information in communications or on websites on-line to people I have not met in person. This includes my name, address, email address, telephone number, credit card numbers or school or parish location.
- I will never give personal information on-line about anyone else without that person's permission.
- I will not buy anything on-line without my parents' permission.
- I will not download music or videos or games that must be paid for.
- I will always use a nickname in Internet communication when I communicate with people I don't know personally.
- I will practice good manners and be polite to other people when I communicate with them on the internet. I will say nothing about anyone else that I wouldn't want someone to say about me.
- If I receive a message that bothers me, I will log off immediately and tell a responsible adult. I will not respond to the messages.
- I will not arrange to meet a friend I have met on the Internet unless one of my parents has been informed and goes along with me to meet that person.
- I will not impersonate others.
- I will not bully, lie, or invite improper relationships and will not encourage others to do so.

I understand that if I violate any of these rules, I may be disciplined by:

- Losing use of the school or parish network, computers and software, including Internet access. I will then be expected to complete my work on a non-networked, stand-alone computer system.
- Being suspended or dismissed by the school or, as applicable, the parish activity in which I am participating when the violation occurs. Depending on what I did, my parents and I may also be subject to legal action by the school or parish or by civil authorities or other people involved.

## **PARENTAL PERMISSION FOR ACCESS TO THE INTERNET**

A safe environment for all members of the community should be the hallmark of a Catholic school or parish. This is accomplished, in part, by fostering a climate based on Gospel values that emphasizes the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with the goal.

This policy applies to communication, attachments or depictions through email, text messages or web site postings, whether they occur on the school or parish computer network or through private communications, which:

1. threaten, libel, slander, malign, disparage, harass or embarrass members of the school or parish community;
2. are of a sexual nature; or
3. in the principal's, the pastor's, priest administrator's or the parish life director's discretion, as applicable, cause harm to the school or parish or their communities ("Inappropriate Electronic Conduct").

Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences. The school principal (for school matters) or the pastor, priest administrator or parish life director (for the parish activities) shall investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct.

Students, parents/guardians, members of the school or parish staff and volunteers are expected to report promptly to the person in charge all suspected or observed instances of Inappropriate Electronic Conduct.

The school or parish at any time may add additional rules and restrictions. The school and parish have the right to monitor all use of electronic communications as set forth in the *Archdiocesan Acceptable Use and the Responsibility Policy for Electronic Communications* ("Archdiocesan AUP").

I hereby release Sacred Heart High School and the Archdiocese of Los Angeles, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding Inappropriate Electronic Conduct. I will emphasize to my child the importance of following the rules for personal safety.

As the parent or guardian of this student, I have read the Archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications. I hereby give my permission for my child to use the Internet, subject to those policies and will not hold Sacred Heart High School or the Archdiocese of Los Angeles liable as a result of my child's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material in the internet.

## Sacred Heart High School Parent/Student Policies Agreement Form

*(Please print except where signatures are required)*

<b>ACCEPTANCE OF PARENT(S)/STUDENT HANDBOOK</b>
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Our family has received and read the Sacred Heart High School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed, and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our daughter(s) from the school or our daughter(s) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Print student names and grades:**

Student's First and Last Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First and Last Name \_\_\_\_\_ Grade \_\_\_\_\_

**Please return this signed form promptly to the English teacher by Friday, September 2, 2016. Failure to do so will result in the suspension of the student. Student will not be permitted to attend class until this form is turned in.**

**THIS FORM WILL BE ON FILE IN THE OFFICE OF THE DEAN OF WOMEN**