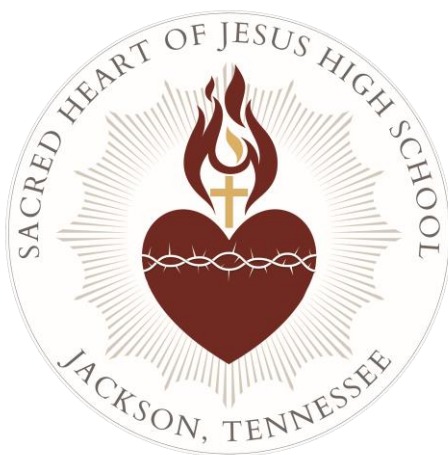


SACRED HEART OF JESUS HIGH SCHOOL



PARENT-STUDENT HANDBOOK 2023-2024

**146 McClellan Road
Jackson, TN 38305
Phone (731) 660-4774
Fax (731) 984-7200
www.shjhs.org**

2023-2024 Handbook (Revised July 1, 2023)

Sacred Heart of Jesus High School (SHJHS) recognizes that the parent/guardian is the primary educator of the student. Therefore, it is important to recognize that a similarity of SHJHS and parent/guardian attitudes and expectations is necessary for a student to enjoy success at SHJHS.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to SHJHS and to become an integral part of it. The ultimate purpose of education is the salvation of souls and to help each student become an effective and faithful citizen. Developing and accepting the responsibilities and obligations of good citizenship will help you to participate in our varied activities and thus find those things within the school which will prepare you to live a better life and finally take your place in this complex society.

Registration at SHJHS is to be considered equivalent to a statement on the student's part, and on the part of their parents/guardians, of their willingness to follow the philosophy, policies, rules and regulations outlined in the Parent-Student Handbook.

All Policies contained in this handbook are subject to change at the discretion of the administration of Sacred Heart of Jesus High School. The administration will make every effort to notify students and parents/guardians of any changes in a timely fashion. All changes will be in writing, but may be enforced after verbal promulgation.

NON-DISCRIMINATION POLICY

SHJHS does not discriminate in its educational programs, educational activities, educational policies, admissions policies, scholarship programs, athletics or other administered programs on the basis of sex, race, color or national origin.

JURISDICTIONAL STATEMENT

The policies contained in this handbook are in effect while students are on SHJHS grounds and property within the jurisdiction of SHJHS; while on SHJHS owned and/or SHJHS operated vehicles or chartered buses; while attending or engaged in SHJHS activities; and while away from SHJHS grounds if the misconduct directly affects the good order, efficient management and welfare of SHJHS or involves students or staff.



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General Information

History

Sacred Heart of Jesus High School is a private Roman Catholic, co-educational, college-preparatory day school. SHJHS is the only Catholic high school in the twenty-one county area of West Tennessee outside of the Memphis/Shelby County area. SHJHS was founded in 2004 in response to the need for Catholic secondary education in West Tennessee. Since that time, SHJHS has expanded enrollment, facilities and programs, moving to its present campus in 2012.

Mission Statement

The mission of Sacred Heart of Jesus High School is to facilitate service to God and others through the teachings of Gospel values in an environment of academic excellence in accordance to the Magisterium and Catechism of the Catholic Church.

Vision and Beliefs

SHJHS is a Catholic institution and in its devotion to the Church, its mission is to be faithful to the Magisterium and to model a life consistent with Christian virtues. SHJHS educates its students to become industrious, moral and intellectual leaders who enhance society by the example of their Christian lives. Founded on Christian ethical principles, instruction emphasizes fundamental academic skills and perpetuates the legacy of Western tradition. Recognizing the uniqueness of each individual, the school challenges its students to perfect their characters, cultivate their talents and pursue their full potential.

SHJHS will . . .

- Understand that every person is created in the image of God and is a temple of the Holy Spirit.
- Academically challenge each student to identify and fully utilize his God-given abilities to serve the Kingdom of God and the good of others.
- Encourage students to participate in extracurricular activities designed to develop a Catholic worldview of life, morality and history.
- Provide students of college preparatory abilities a rigorous liberal arts curriculum to gain the knowledge and skills necessary to succeed in higher education and in life.
- Inspire the staff, faculty and students to constantly and consistently reflect the image of Christ by leading a sacramental life and being grounded in scripture, prayer and the teachings of the Catholic Church.

Religious Character

The religious character of SHJHS pervades and vitalizes all its aspects through formal teaching, moral example, common prayer and family support. In fidelity to the Church's Magisterium, SHJHS teaches the doctrine of the Catholic faith as presented in the Catechism of the Catholic Church and other Church approved texts.

Prayer

An integral aspect of SHJHS is the central role the faith of the Catholic Church plays in the school's daily life. The Holy Sacrifice of the Mass is the source and summit of SHJHS life. For in the Blessed Sacrament is contained the whole spiritual good of the Church, namely Christ Himself.

Administration

The President is the chief executive officer of SHJHS and is responsible for the day-to-day operations of SHJHS, for all academic and disciplinary matters and for carrying out policy. Concerns or grievances which may arise concerning classroom-related matters such as instruction, grading, homework or class discipline must first be addressed to the faculty member concerned. The purpose of the SHJHS Executive Board of Trustee is to establish policies, to ensure that policies are being correctly carried out, and to develop and implement the long range and strategic plans and financial funding of SHJHS.

Founders

Dr. Steven Sopcak
Tricia Nelson
Michael Ashlock
Lisa Dallas

Executive Board of Trustees

Sam Davis, President
Tricia Nelson, Vice President
David Hunt
Lisa Dallas, Secretary
Dr. Dan Merwin, Treasurer
Michael Ashlock
Victor Buchholz
Rev. David Graham (ex officio)
Adam Rust (ex officio)

Staff

Mr. Adam Rust, Principal	adam.rust@shjhs.org
Ms. Nicole Livelli, Vice Principal	nicole.livelli@shjhs.org
Fr. Bryan Timby, Chaplain	btimby0928@aol.com
Carla Thompson, College Advisor	Carla.thompson@shjhs.org
Kathy Southall, School Secretary	Kathy.southall@shjhs.org
Rosemary Gill, Finance & Bookkeeping	rosemary.gill@shjhs.org
Dylan Leonard, Science and Chess	dylan.leonard@shjhs.org
Nora Collins, Math	nora.collins@shjhs.org
Jake Mayo, English	jake.mayo@shjhs.org
Jonathan Patel, English	jonathan.patel@shjhs.org
Dane Clem, Theology	dane.clem@shjhs.org
Jennie Gibson, History	jennie.gibson@shjhs.org
Alicia Gray, Art	alicia.cole@shjhs.org
Amber Rhodes, College Advisor	amber.rhodes@shjhs.org
Tara Doyle, Latin & Math	tara.doyle@shjhs.org
Ana Esquivel, Spanish	ana.esquivel@shjhs.org
Carrie Prewitt, Theatre & Chorus	carrie.prewitt@shjhs.org

Hours of Operation

SHJHS Office: School Days: 7:45 a.m. - 3:45 p.m. (**Summer Hours:** 9:00 a.m. - 2:00 p.m.
Tuesday, Wednesday & Thursday)
Class Hours: 8:15 - 3:15

The hours of supervision on campus are from 7:30 a.m. to 4:00 p.m. on all full school days. **Students may be present on SHJHS grounds outside these hours ONLY when they are under the supervision of a SHJHS employee or extracurricular activity sponsors.** Students arriving to SHJHS before 8:10 a.m. will report to the cafeteria until dismissed for classes.

All students should depart campus no later than 30 minutes after their final class or activity. If SHJHS is dismissed early, students are expected to leave the grounds within 60 minutes of dismissal. SHJHS office will be closed on all SHJHS holidays and during the annual summer shutdown.

SHJHS Colors – Maroon & Grey
SHJHS Mascot - Knight

The Honor Code

SHJHS Honor Code is established to ensure that students take responsibility for their actions and thus fosters an atmosphere of Christian charity. By means of the Honor Code, students practice moral leadership, accept personal responsibility and develop strong character.

It is a special honor given to the students for their desire to be part of this family and to be concerned for its well-being. At the heart of the Honor Code is respect for the dignity of the human person. Lying, cheating, stealing and bullying is damaging to the students' moral virtue and to the reputation of SHJHS. Taking responsibility for one's actions is vital to the maturity of each individual. The students are citizens of God's family, SHJHS family, and their own respective families. The trust among all members of this family builds confidence in the overall SHJHS community and enables all to be grounded in our Blessed Lord. In light of this:

- A SHJHS student always tells the truth. He/She is honest and cooperative with the administration, faculty and fellow students, even when questioned about wrongdoing.
- A SHJHS student has integrity. Any homework, reports, exams, tests or other graded or ungraded work is to be the sole work of the student whose name appears on that material. A student does not claim another's work as his own without giving proper credit.
- A SHJHS student does not steal. He/She does not take or use what belongs to another without being granted prior permission.
- A SHJHS student upholds the Code of Honor. Through charitable correction, he/she does not knowingly tolerate another student's violation of the honor code.

Your thoughts should be wholly directed to all that is true, all that deserves respect, all that is honest, pure, admirable, decent, virtuous or worthy of praise. Philippians 4:8

The Privilege of Attending Sacred Heart of Jesus

Admission to SHJHS is a privilege, not a right. Students who attend SHJHS must realize that with this privilege come duties and expectations, both academic and behavioral.

STUDENT RECORDS

Access of Student Records

Both parents, whether married, separated, or divorced, have access to the records of a student unless there is a court order that specifically revokes these rights. Parents may inspect and review education records during regular school hours.

*Records and/or transcripts will not be sent until a student has fulfilled all their financial obligations.

Attendance Policies & Information

Attendance Requirements

Regular attendance is expected of each student and is important for scholastic progress. In order for students to receive a unit of credit in a subject, students **must not accumulate more than ten (10) absences in a school year per class**. Attendance is taken each class period. Any absence in excess of five days (excused and/or unexcused) may result in the students losing the academic credit and notification made to the Jackson-Madison County Truancy Board. If a student is in danger of losing course credit due to absences, the student and the parent/guardian must meet with SHJHS administration.

Attendance Policies

Absences and Extra-Curricular Events, Athletics, Field Trips and College Visits

Excessive absences or tardies may be cause for not allowing a student to participate in athletics, student government, extra-curricular events or field trips. Students who are absent or tardy, excused or unexcused, may not participate in or attend SHJHS-sponsored activities (i.e., dance, play, etc.) or athletic events on the day or evening of the absence unless the Administration or designee has cleared them in writing. Students who are absent for more than two periods on a Friday are not permitted to participate in weekend activities or athletic events unless cleared by the Administration or designee. Participation may also be denied for academic probation or disciplinary action.

College Visits: Juniors and Seniors are generally permitted to make 3 college visits if approved by the Administration. Proof of attendance is required. It is the student's responsibility to make up any missed assignments.

Absences

1. General

Students and parents/guardians should do all in their power to guard against absence from classes. This includes taking good care of their health, preventing illness, and **arranging necessary appointments outside of SHJHS time**.

2. **Makeup Work Policy:** Regardless of the nature of the absence, it is the responsibility of the student to ask each teacher or fellow classmates for missed assignments and work. In general, one day for each day absent will be allowed for makeup work to be turned in. Otherwise, assignments may be given a grade of Zero. Refer to each teacher's policies concerning makeup work.

Tardy Policy

SHJHS emphasizes the importance of punctuality and dependability and maintains a strict policy regarding tardiness. Every effort should be made to schedule medical/dental appointments at times other than during school hours.

Tardies

- Tardies will be given to students who are late arriving to SHJHS in the morning. School begins promptly at 8:15 a.m. A student who is not in his first period class by 8:15 will be considered tardy.
- Attendance will be taken each class period. If a student is not in their respective class at the time of the bell, they will be considered tardy. On the 3rd tardy in each class, the student will be issued a detention. (Tardies will reset each semester).
- Five (5) tardies will cause a student to lose exam exemption for the class.
- In general, a student who enters a class 15 minutes late or departs 15 minutes early will be counted as **absent** for that class period.

Exam Exemption Policy

An added incentive for students to achieve perfect attendance and academic success is the option for exempting mid-term and final exams. Students may exempt up to three (3) exams, not including AP or Dual Enrollment classes, each semester subject to all the following conditions:

1. Students must have no more three (3) absences (not including absences for approved SHJHS-related activities) for the class in which they wish to exempt the exam. Five (5) tardies from a class will eliminate the student from exempting the exam.
2. Students must have a semester average of an **A-** or higher for each class they wish to exempt an exam.
3. Students may only exempt a class once per year (i.e. if the mid-term exam for Math is exempted, the final exam for Math must be taken).
4. Students enrolled in Advanced Placement classes are required to take the mid-term exam for each AP class and the Advanced Placement Test in the spring. Exceptions may be made for students taking three (3) or more AP classes.

Students Leaving Campus

1. After their arrival on campus in the morning, students may NOT leave campus until dismissal time. Students leaving campus without parent/guardian permission and the consent of the Administration are considered truant. Students will be placed on probation and may face disciplinary consequences.
2. For a student who wishes to leave campus after arrival (for example, a medical appointment) the student must provide a note, email or phone call from a parent/guardian to the office before 9:00 a.m. stating the time and reason for the departure.
3. Any time a student leaves campus early, the student must be signed out through the office.

Senior Lunch Off Campus

This honor is awarded to the senior class second semester on Tuesdays and Fridays during the 'Knight Time' and 'Power Hour' times through lunch (11:45 am – 12:45pm)

1. Seniors must sign out each time they choose to leave for lunch and sign in upon their return.
2. Seniors must be in good academic and behavioral standings in order to maintain this privilege.
3. After 3 tardies the entire class will lose this honor.
4. Seniors may NOT bring back food for other students.

Academic Policies & Information

General Admissions

The academic curriculum at SHJHS is college preparatory and intended for those students planning to further their education at the college level. The curriculum is designed for students working at or above grade level, who are highly motivated, organized and who possess a strong desire to learn. Faculty and staff are prepared to offer each young person the tools needed to be successful. The admission procedures are as follows:

- Registration packet that includes student information sheet, letters of recommendation, copy of most recent report card, standardized test scores from current school and a transcript copy must be completed and returned to the Office.
- An entrance exam may be administered at the discretion of the administration.
- Once the above items have been received and reviewed, an admissions interview will be scheduled with the parent(s) and perspective student.
- An official letter of acceptance or denial will be emailed within two weeks.
- Upon acceptance, the financial contract is required to be signed and appropriate fees paid.
- SHJHS is a Catholic school; therefore, preference in admissions shall be given to contributing members of the diocesan Catholic community.

Disabilities

Parents are asked to report all physical and learning disabilities to the Administration as soon as possible and documentation is required. SHJHS will make reasonable accommodations on a case by case basis; however, school standards and subject content will not be altered. SHJHS has the right to deny admission due to limited special education resources.

Community Service Requirement

SHJHS requires its students to complete and provide documentation of **20 community service hours each year**. The Community Service must be performed by the student. It can be service to benefit SHJHS, church, or a charitable organization. Community service must be completed within the current SHJHS year or the previous summer (June through May) and may not be carried over from year to year. These hours will be tracked on a yearly basis and a **student's final report card/transcript will be withheld if the community service hour requirement is not completed**. Forms for documentation are available in the school office and on the website.

Parents are required to complete 15 hours of service to SHJHS. If your child is enrolled in a sport, a minimum of 5 hours **MUST** be sports-related. These hours are tracked on a yearly basis. Any family not completing the above hours will be charged \$40.00 for every hour missed in May. For every \$40.00 spent on an item donated, 1 hour of service will be awarded.

Graduation Requirements

English	4 units
Mathematics	4 units
Science	4 units
Social Studies/History	3 units
Foreign Language	2 units (3 units for honors program students)
Fine Arts	1 unit
Physical Education/Wellness	1 unit
Religious Studies	4 units
Electives	5 units
Community Service	20 hours per year

Honor's Diploma

Foreign Language	3 units
Honors/AP/Dual Enrollment	6 units minimum

Student Classification

High School students are classified as follows:

Freshman.....	0-7 credits
Sophomore.....	7-14 credits
Junior.....	14-21 credits
Senior.....	21-28 credits

Grading System

The letter "A" indicates superior work; the student consistently excels in quantity and quality of work; a college recommending grade. The letter "B" indicates above average work; the student maintains a good standard of work; a college recommending grade. The letter "C" indicates average work; the student does expected work at a moderate level of achievement; a college-

recommending grade. The letter “D” indicates below average level of achievement. While this is a passing grade, the student may have to remediate this course to advance to the next level of instruction in that area. A “D” does not fulfill 4-year college entrance requirements. The letter “F” (Failure) indicates student does not meet minimum requirements and no credit is given.

The grade of “I” (Incomplete) may only be given with the permission of the Principal when extended illness or other unusual circumstances warrant giving the student additional time to fulfill the course work. These grades must be removed within six weeks of the next semester.

Grade Reporting

Grades will be reported quarterly using percentage and or decimal grades.

Grading Scale

A+	4.0	98-100	C+	2.0	83-85
A	4.0	95-97	C	2.0	80-82
A-	4.0	93-94	C-	2.0	76-79
B+	3.0	90-92	D+	1.0	74-75
B	3.0	88-89	D	1.0	72-73
B-	3.0	86-87	D-	1.0	70-71
			F		69 and below

Credit Recovery

If a freshman, sophomore or junior falls short of his/her respective 7, 14 or 21 credits at the end of the regular school sessions, he/she will be required to make up the needed unit(s) in summer school. A student will not be re-admitted if he/she does not recover their credits prior to the start of school.

A student can repeat a course at SHJHS with permission from the administration and department head.

Academic Integrity

Students have a responsibility to uphold the principle academic integrity in all of their academic work. Each teacher has his or her own classroom policy that will be the first step in classroom management. The SHJHS academic integrity policy prohibits cheating, plagiarism, falsification, multiple submissions and attempting or assisting with an academic integrity violation. This

policy is strictly enforced in the class and supported in full by the administration. Students are required to report possible academic integrity violations to the administration.

Dual Enrollment

Dual Enrollment Classes are periodically offered through The University of Memphis. The University of Memphis is responsible for administrating the program, assigning grades, setting the requirements and fees. Students are responsible for purchasing materials including textbooks needed for the course.

College Counseling

The main function of the college counseling department is to provide auxiliary services that enable the student to achieve the maximum benefit from a high school education. The Counselor helps each student effectively navigate the “college match” process. While the process and ultimate college choice are the responsibility of the student, the Counselor offers a variety of guidance resources along the way. The Counselor is available to help assist students with scheduling of courses, scholarship opportunities, college selection, college applications, standardized testing, transcripts and general college counseling.

Transcripts and College Applications

Requests for transcripts, completion of college applications and letters of recommendation for college admissions should be in writing and delivered to the Counseling Office at least four weeks prior to their due date. There is no additional fee for this service. Transcripts will not be certified or released for students who have delinquent accounts.

Communication with Teachers

Communication between the teacher and parent is vital to a student’s success. If a student is experiencing academic difficulty, the first person to contact is the student’s teacher. Each teacher can be contacted via e-mail. Teachers may also be contacted by calling the SHJHS office. A response can normally be expected within two business days.

Academic Reporting & Report Cards

SHJHS strives to communicate regularly with parents on student progress by the following means:

1. **RenWeb:** Teachers report grades weekly using RenWeb. Parents are given log-on information when they initially apply to the school. Parents are encouraged to check RenWeb frequently to monitor student’s progress.
2. **Progress Report:** In order to keep parents/guardians informed of the student’s progress, reports will be issued at the midpoint of each quarter via RenWeb. Parents are always welcome to contact a teacher if they are concerned about their child’s progress.
3. **Report Cards:** Report cards are issued quarterly via RenWeb.

4. **Parent-Teacher Conferences:** These conferences provide parents the opportunity to meet with teachers to discuss their children's academic progress and to address any issues that prevent students from realizing their potential.

Academic Probation

Any student who has received two D's or one F will be placed on academic probation at the end of the quarter. During Academic Probation students may not participate in sports or other extra-curricular activities.

Students dismissed for Academic Reasons or Conduct may not be allowed to attend SHJHS functions or be present on SHJHS property without permission from SHJHS Administration.

Standardized Testing

Grade 9

Incoming freshman students should take the Pre-ACT Test. The results of this exam assist SHJHS in placing students in the appropriate level classes. The freshmen also take the Preliminary Scholastic Aptitude Test during the academic term.

Grade 10

Sophomore students take the Preliminary Scholastic Aptitude Test/National Merit Qualifying Test* (PSAT). This test measures verbal, mathematics and writing abilities that are important for academic performance in college.

Grade 11

Juniors take the PSAT at SHJHS and are encouraged to take the ACT* and/or SAT* through national/local testing sites. Check with the Counseling Office or appropriate websites for more information.

Grade 12

Seniors are encouraged to take the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) exam. These tests are given throughout the year on various dates at various sites. Information on registration, fees, dates and locations can be found in the Counseling Office or on the SAT/ACT websites. These websites also have practice tests available.

When completing college applications and taking the SAT, PSAT, or ACT, students should use the **College Board Code of 430-963** for Sacred Heart of Jesus High School.

Students taking Advanced Placement courses are required to take the Advanced Placement tests for the classes in which they are enrolled. Teachers will notify students of the national test day as soon as they are announced by the College Board. There is an additional fee for the AP tests. Please refer to financial policies.

*Students with documented disabilities should apply to SAT/ACT Boards for accommodations BEFORE taking the ACT or PSAT/SAT. Please refer to their websites for detailed information., as SHJHS has no control over their policies and procedures.

Exams Policy

Exams are given at mid-term and end-of-year and count 20 percent of each semester's final average. Senior final exams, except for AP and Dual Enrollment exams, are given two weeks prior to graduation. Students may be exempt for some exams. Please refer to Exam Exemption Policy under Attendance Policies & Information section.

Homework

The homework assignment load can fluctuate considerably. This may be a combination of written assignments, studying, long-term projects or papers. Assignments should be neat, complete and on time. **Homework may also be assigned during summer break** in order to prepare students for the upcoming school year, including new incoming students. Teachers determine the credit given for summer assignments.

Class Projects

It is unacceptable for students to arrive late and then turn in class projects upon their late arrival to SHJHS. **If the student is late or absent the day a class project is due, arrangements must be made to have the project delivered to SHJHS by 8:15 a.m. on the morning of the absence.** Grade deductions will be made and a grade of zero may be given on late projects. Any exceptions to this rule must be cleared in advance through the teacher.

Textbooks & Laptops

Students and parents/guardians are required to read and sign the Technology/Textbook Agreement. SHJHS issued iPads/laptops and textbooks are the property of SHJHS and each student is responsible for its use and basic care.

Laptop Usage Policy

- Students must provide a protective cover for the Laptop and label it with their name.
- If laptops are lost, stolen or damaged, it is the responsibility of the student or parent/guardian to replace or repair.
- Laptops must not be left unattended. Laptops found unattended should be returned to SHJHS personnel.
- Files, data or information of others must not be improperly accessed or misused.
- User accounts must not be shared or left open and unattended.
- User passwords must be changed regularly. Passwords should never be shared with others.
- Students may not give out personal information regarding themselves or others utilizing an SHJHS laptop.

- If the addition of personal software or files impedes the performance of the laptop, SHJHS reserves the right to return the laptop to its original software image state at the expense of the student and/or parent/guardian.
- Students are responsible for backing up all academic files to a Drop Box account and/or iCloud account. Personal files, such as pictures or music, should not be backed up to the student's SHJHS Drop Box account. Students may also email files to themselves in order to back them up to a separate computer.
- SHJHS is not responsible for maintaining or providing technical assistance for any application not part of the standard SHJHS software or any hardware other than the laptop itself.
- SHJHS is not responsible for any alterations that are made to the laptop.
- Students are required to have their **fully charged** laptop at SHJHS every day. The teachers will manage the use of the laptop in the classroom and reserve the right to confiscate the laptop for inappropriate use. Laptops may be used before and after school for educational purposes.
- If a student's laptop is confiscated or loses its charge during SHJHS day or if the student does not have the laptop for any reason, the student is still responsible for any work that is due during the time the laptop is unavailable. Teachers reserve the right to use their set grading policies for work not completed due to the unavailability of a laptop for the above reasons.
- The illegal installation or transmission of copyrighted material is prohibited.
- All files and messages are subject to review by SHJHS.
- Messages must be deleted regularly to conserve space.
- Malicious attempts to harm or destroy hardware, software or data are prohibited.
- Any action which violates existing SHJHS policy or public law is prohibited.
- SHJHS will evaluate each upgrade to the laptop as necessary. This may result in laptops being unavailable for periods of times.
- The laptop is a Wi-Fi enabled device and is capable of accessing the internet when wireless networks are available. **While a student is at SHJHS**, protective filters are in place so inappropriate material cannot be downloaded. **While student is at home or at a location with Wi-Fi, access may NOT be filtered. The laptop itself does NOT have a filter.** Parents are encouraged to set parameters regarding iPad/laptop use at home.
- Inappropriate use or tampering with cameras, internet or other applications on the laptops will lead to disciplinary action.

Internet Acceptable Usage Policy

We believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any possible disadvantages. Ultimately, parents and guardians are responsible for setting standards.

This educational opportunity also entails responsibility. It is important that employees, student and parents/guardians read and understand the following guidelines. Violations may result in

disciplinary action up to and including suspension or expulsion for students and termination for employees.

Students are responsible for good behavior on SHJHS computer networks. Communications on the network are often public in nature. General SHJHS rules for behavior and communication apply. The Administration has the responsibility of monitoring all communications on the students' devices and network in and out of the classroom.

The network is provided for students to conduct research and communicate with others. Access is a privilege, not a right, and entails responsibility.

- Private, commercial or illegal use is prohibited.
- Materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients must not be transmitted.
- Programs that infiltrate a computing system and/or damage software components are prohibited.
- Files, data or information of others must not be improperly accessed or misused.
- User accounts must not be shared or left open and unattended.
- The illegal installation or transmission of copyrighted material is prohibited.
- All files and messages are subject to review by SHJHS.
- Messages and pictures must be deleted regularly to conserve space.
- Malicious attempts to harm or destroy hardware, software or data are prohibited.
- Any action which violates existing SHJHS policy or public law is prohibited.

Teaching about Human Sexuality: Some Guiding Principles

SHJHS endeavors to teach students the truth about God's gift of human sexuality and to promote chastity as the God-given vocation of unmarried persons.

Conduct and Behavior

Discipline

SHJHS is dedicated to providing every student an opportunity to pursue excellence consistent with SHJHS's mission and the teachings of the Catholic Church. Through personal example, exhortation and the publication and enforcement of the rules stated in this handbook, faculty and administrators strive to encourage law-abiding behavior and cooperation. SHJHS also promotes and encourages basic human virtues such as punctuality, diligence and organization. In addition to promoting the three theological virtues of faith, hope and love, special attention is paid to the cardinal virtues of prudence, temperance, justice and fortitude. In modern terms, SHJHS strives to develop the virtues of sound judgment, responsibility and self-control for the greater glory of God.

Nonetheless, from time to time it becomes necessary for a student to face discipline for actions that disturb the overall atmosphere of the learning environment or that violate SHJHS's rules and codes of conduct. At a moment such as this, as the apostle St. Paul says, *"Discipline seems a cause not for joy but for pain; but later it brings the peaceful fruit of righteousness to those who are trained in it"* (Hebrews 13:11). Enrollment in SHJHS indicates knowledge of and a willingness to comply with SHJHS's regulations. Appropriate punishment is at the discretion of the faculty and administration.

Classroom Conduct

Students are expected to be on time for each class and not to miss class except in the case of illness or other serious reason. Refer to Attendance Policies section. Students are expected to participate in all class activities. Further, they are expected to assist in maintaining order by refraining from disruptive conduct. Students are to always address members of the Administration, Faculty, and Staff by their proper title: Sister, Brother, Father, Mrs., Mr., Ms. or Miss.

Teachers are responsible for the day-to-day discipline in their classrooms. Disciplinary options available to the teachers include: warning, write-up, parent-teacher communication, counseling referral, and discipline referral to the Administration. All discipline is intended to help the student realize that all choices carry consequences and that the Gospel values of Jesus teach respect for all people and rules as well as personal responsibility for one's actions.

Respect for Others

All students are expected to obey rightful authorities and to follow their directives and instructions. Obedience is an important virtue to be cultivated. Any disrespect or defiance toward any SHJHS authority in word or action will be considered a grave offense and may result in suspension or expulsion.

Disrespect to fellow students will not be tolerated. Students may face disciplinary action for disrespectful behavior which includes, but is not limited to, teasing, touching each other, gossip and unwanted comments, whether spoken or written.

Language

Students are to use language that is respectful and in keeping with standards of Christian discourse and conversation. Profanity, obscenity, blasphemy and the like in word, writing (including social media), gesture or action is unacceptable on campus, at SHJHS events or off campus. Violations may result in disciplinary action.

Student Violence

There shall be no tolerance of violence or threats of violence. Any and all threats to inflict serious harm to self or others will be taken seriously. This includes the presence or threat of using

weapons or accessing internet sites dealing with weapons or destruction. Anyone becoming aware of any threat made by a student should immediately report it to the Administration.

Anti-Bullying Policy

SHJHS believes that all students have the right to a safe and healthy school environment. SHJHS will not tolerate behavior that infringes on the safety of others. A student shall not intimidate or harass another student through words or actions. SHJHS expects students and/or staff to immediately report incidents of bullying to the Administration. Staff is expected to immediately intervene when they observe a bullying incident occur. Each complaint of bullying should be promptly investigated.

Each student is expected to adopt a code of conduct regarding bullying. This code is to include, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the teacher or Administration.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the parent/guardian of the student feels that an appropriate resolution of the investigation or complaint has not been reached, they should contact the Executive Board. Retaliatory behavior against any complainant or any participant in the complaint process is prohibited.

Harassment Policy

SHJHS is committed to maintaining an educational environment in which all individuals treat each other with dignity and respect. This environment will be free from all forms of intimidation, exploitation and harassment (verbal or non-verbal) including sexual harassment. Harassment to a person by any individual or group is strictly forbidden. SHJHS will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. SHJHS will follow all state and local civil laws in regards to reporting harassment to the appropriate authorities.

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Administrative Detention

The Principal or Vice-Principal may assign a teacher's detention to a student. Four demerits of any kind will result in a detention. Detention may be issued for any violation of school policy. This detention is served at 7:15 am until 8am each Friday and may consist of writing an assignment, sitting quietly in a classroom, assisting with cleaning of the campus or similar assignments. SHJHS events, activities or athletics are not valid reasons for missing a detention.

Four detentions will result in an In-School Suspension.

Suspension

Suspension is intended to remove the student from the class environment. Suspensions can be on-campus or off-campus, depending on the severity of the offense, as deemed necessary by the Administration.

On-Campus Suspension/In-School Suspension (ISS)

On-campus Suspension: Students serving on-campus suspension report to SHJHS at the regular time in full uniform and are required to stay the entire school day(s). They may make up missed work without penalty; however, they will be isolated from the student body during the entire suspension. Students assigned in-school suspension may not attend or participate in SHJHS activities.

Off-Campus Suspension (OSS)

Off-campus suspension is intended to remove students from the school environment for a period determined by the Administration. It is not a "day off" from school. Students with off-campus suspension are required by law to **remain at home and be accounted for by parents or guardians**. Off-campus suspension is considered an absence; therefore, students must make up missed work and may be subject to grading penalties. **Off-Campus Suspended students are not permitted to participate in sports or other extra-curricular activities or attend SHJHS functions until the end of the suspension period.**

Suspension Offenses

A student may be suspended for any of the following acts or as determined by the Administration. A student may be dismissed from SHJHS for repeating any violation listed under suspension:

1. Truancy.
2. Aiding and abetting in another student's truancy.
3. Theft, destruction or defacement of SHJHS or personal property during school hours or during SHJHS sponsored events. Parents will be held financially responsible.
4. Defiance, disrespect or abuse of SHJHS authority on campus or at SHJHS sponsored events.
5. Failure to inform the Administration of a potentially harmful situation to students.
6. Harassment/Bullying.
7. Hazing.
8. Profanity or vulgarity in word or gesture.

9. Smoking or possessing tobacco products on campus or at SHJHS sponsored events.
10. Vaping
11. Reckless driving on or near campus or at SHJHS events.
12. Writing on, tagging or defacing SHJHS property.
13. Any infraction not listed but considered sufficiently serious by the Administration.

Disciplinary Probation

Disciplinary Probation refers to a period of time, determined by the Administration, during which a student's behavior is monitored and evaluated to determine the student's right to remain at SHJHS. The Disciplinary Probation period is a positive attempt to help the student realize that all choices carry consequences. After suspension or a serious and/or repeated disciplinary problem, a probation contract will be signed by the parent/guardian, student and Administration. Depending on the severity, failure to adhere to the terms of the contract may result in dismissal from SHJHS. Disciplinary Probation remains in effect for the entire semester or longer as determined by the Administration. A student's infraction of any SHJHS rule while on probation may be cause for immediate dismissal from SHJHS.

Expulsion – Dismissal from SHJHS

Students will receive immediate expulsion for the following reasons (also referred to as the Zero Tolerance Policy):

1. Possession or use of any weapons or firearms on SHJHS premises or at SHJHS sponsored events including parking areas. The term "firearm" represents any weapon that includes an explosive or incendiary device or anything capable of expelling a projectile by the action of an explosion.
2. Possession of illegal drugs including alcohol. This includes, but is not limited to: amphetamine/methamphetamine, marijuana, cocaine, heroin, illegally-issued prescription or any other drug as defined by state law.
3. Beating or other wrongful physical violence inflicted on a human being.

A student may be dismissed from SHJHS for any of the following major violations or repeating any violation listed under suspension:

1. Scandalous, immoral or other behavior contrary to the teachings of the Catholic Church.
2. Procuring or assisting in the procurement of an abortion.
3. Inflicting or causing bodily harm to any person on campus.
4. Assault or battery or any threat of force or violence directed toward anyone.
5. Fighting.
6. Theft of, tampering with, or unauthorized handling of a teacher's grade book, textbook, handbook, keys, briefcase or other personal items including any material in or on a teacher's desk.
7. Tampering with fire alarms or extinguishers.
8. Possessing a knife or other weapon on SHJHS premises or at SHJHS sponsored events including parking area

9. Habitual absence or truancy.
10. Any infraction considered sufficiently serious by the Administration.
11. Students may also be dismissed for reasons of academic performance. Please refer to this handbook's section on Academic Probation.

Due Process

Parents/Guardians may access their student's conduct record from the Administration at any time and may request a conference with the Administration to discuss the behavior and discipline of their student. Serious offences will be handled on an individual basis. If the situation warrants, contact will be made with parent/guardian immediately.

The Parents/Guardian of a student who is expelled may appeal the dismissal to SHJHS's Executive Board within two (2) school days of the action by submitting a letter addressed to the Board stating the reason for the appeal. The committee will conduct an impartial hearing and give its decision in writing within two (2) school days thereafter.

Corporal Punishment

SHJHS prohibits the use of corporal punishment. This prohibition shall not be understood to include the use of reasonable and necessary force:

- to quell a disturbance.
- to prevent a student from inflicting harm on himself or another.
- in self-defense.
- to obtain a weapon or a controlled substance.

Dress Code

Students in a Catholic school are called to a lifestyle that is different from the norm of society. Uniform regulations are designed to help students reflect the reality of being members of the mystical body of Christ. For that reason, students are to concentrate on cleanliness, neatness, modesty, good taste and safety. SHJHS students reflect the philosophy of SHJHS and the Catholic values it embodies. The regulations listed below are to be observed by all students at all times.

Students are expected to dress modestly and in good taste. Students must be neat, clean and well groomed at all times – during and after school hours – while on campus and at all SHJHS-related functions. It is important that students keep in mind they serve as ambassadors for SHJHS. In keeping with these principles, students are required to wear uniforms, and every student who accepts a place in the student body agrees to abide by the uniform guidelines. From time to time, a "Casual Dress" day may be approved by the Administration.

General Uniform Rules

- Summer Uniforms are to be worn from beginning of school until Thanksgiving Break.

- Winter Uniforms are to be worn from after Thanksgiving Break until after Spring Break.
- Summer Uniforms can be worn again after Spring Break until the end of school year.

The Uniform Source is the official supplier of SHJHS Uniforms. SHJHS spirit wear is for sale at Great American Sports during certain windows throughout the year.

Students are expected to be in proper uniform while on campus during school hours. The Administration reserves the right to send any student home for not complying with the Dress Code.

Gym Clothes: Gym clothes, including athletic shoes, are reserved for PE class and not to be worn in the classroom.

Hats/caps: No hats or caps of any kind are permitted in the building.

Outerwear: Any official SHJHS outerwear is the only jacket to be worn with SHJHS uniform. All other outerwear must be stored in lockers during school hours. SHJHS hoodies are allowed, however, no hood may be on a student's head at any time. Students are expected to be in full school uniform underneath their outerwear. Blankets are not allowed to be worn as outerwear in classrooms or in hallways.

Jewelry: Excessive jewelry is not permitted. Nose rings, dog collars and face piercings are not permitted.

Tattoos: Visible tattoos are not permitted. If a student has a tattoo, it must be covered at all times including all school functions and athletic events.

The final decision on appropriateness of anything involving the uniform will be made by the Administration.

Uniform Code for Ladies

Shoes: Ladies may wear black & white Saddle Oxford shoes, Toms' Style #001300B12-MARWH or Style #001001B07-GREY, or Tan Hey Dudes. Shoes must be kept neat and clean.

Socks: White, gray, black, or burgundy socks. Ladies may wear white, gray or black tights or solid ankle-length leggings in lieu of socks with their **winter uniform**. Leggings with mesh cut-outs are not permitted. Sweatpants are not allowed to be worn under skirts.

T-Shirt: Only a solid white short-sleeved T-shirt can be worn underneath the SHJHS blouse. No other shirt with visible markings of any kind will be allowed.

Blouse: One choice is the solid white Oxford blouse. The Oxford should be cotton/blend broadcloth with button down collar. The blouse should only have the SHJHS logo on it. The blouse can either be long or short-sleeved and have only one pocket (where applicable). Blouses are to be clean, pressed, and properly worn. The other blouse option is the three-quarter length dress blouse with the SHJHS logo over the left chest. These are appropriate for any school day, winter or summer. Undergarments must be white or neutral in color and not show through the SHJHS blouse.

Polo Shirts: Ladies may wear the maroon or the white polo shirt with the khaki skort or the plaid skirt/skort/ **only during Summer Uniform period.**

Skirts/Skorts: Ladies may either wear the khaki (summer only) or the plaid skirt/skort. They are to be properly fitted and be no shorter than three (3) inches above the knee. No exceptions. The length may not be altered by any means. If the skirt or skort is too short, the parent of the student will be called to bring a new skirt for the student, and the student will miss all classes or activities until an appropriate skirt can be provided.

Sweaters: Solid burgundy pullover or sleeveless sweater vests with SHJHS logo can be worn with the white dress shirt. Sweaters are appropriate for any SHJHS day, winter or summer.

Hair: Hair must be neatly groomed at all times. Ladies may not color their hair in extreme hues and the color should look natural.

Make-up: Excessive make-up is to be avoided. A healthy, natural appearance is encouraged. Any student found with excessive make-up will be asked to remove it immediately.

Senior Privilege: Female seniors are permitted to wear any shoes with their school uniforms that are not flip-flops, slides, slippers, open-toed shoes, or high heels. The administration reserves the right to suspend this privilege at any time.

Uniform Code for Gentlemen

Dress Shoes: Brown leather dress shoes or “Sperrys” are permitted with both shorts and long pants. No boots, athletic footwear or shoes covering the ankles, e.g., chukka style, are to be worn as part of the SHJHS uniform.

Socks: White, gray, black, or burgundy socks.

Undershirt/T-Shirt: Only a solid white short-sleeved undershirt or T-shirt may be worn underneath the dress uniform shirt. No T-shirts with writing of any type will be allowed.

Polo shirts: Maroon or white short-sleeved polo shirt with the SHJHS logo may be worn **only during the Summer uniform period.** The polo shirt may be worn with either shorts or long pants. Shirts must be tucked in at all times.

Dress Shirt: Only long or short-sleeved solid white Oxford cotton/blend broadcloth with button-down collar are allowed. The shirt may not contain any logos unless it is a SHJHS approved logo. Shirts must have only one pocket and be clean and pressed. Shirts must be tucked in at all times. The dress shirt is appropriate for any school day, winter or summer.

Sweaters: Solid burgundy pullover or sleeveless sweater vests with the SHJHS logo can be worn with the white dress shirt. Sweaters are appropriate for any SHJHS day, winter or summer.

Ties: Ties are required to be worn whenever the dress shirt is worn. Ties are to be worn properly.

Shorts: Men may wear the uniform khaki shorts with polo shirts only during the **Summer Uniform period**. Shorts are to be properly fitted, and must not be too short or tight.

Trousers: Khaki trousers can be worn any time with either the dress shirt (summer or winter) or the polo shirt (summer only). Trousers should fit and be worn properly, and must not be too tight.

Belts: Dark dress belts with both shorts and trousers are required to be worn.

Hair: Hair must be neatly groomed at all times. It must be cut above the collar and eyebrows. Sideburns and hair must not extend beyond the middle of the ear. No razor cut designs in the hair or eyebrows are permitted. Hats and caps are not permitted. The student's face must be visible at all times. Hair must not be dyed in extreme colors, and must be of a natural hue.

Jewelry: Excessive jewelry is not permitted. Ear rings, nose rings, dog collars and face piercings are not permitted.

Senior Privilege: Male seniors are permitted to wear sneakers or tennis shoes with their school uniforms. Flip-flops, slippers, or slides are not allowed. The administration reserves the right to suspend this privilege at any time.

Casual Dress Day

Throughout the year the Administration may allow the students a "casual dress day". The students may wear casual pants or jeans and an appropriate shirt on this day. The pants may not have any visible holes, patches, or appear "ragged". The shirt may not have any slogans, images or pictures that promote drug, alcohol or tobacco use. Shirts must fit the student and may not be overly tight or baggy. Students may wear non-uniform shoes but they may **not be flip-flops, slides, slippers, high heels, or open-toed shoes**. Gym/running shorts, sweat pants or pajamas are never appropriate. A student who violates the casual dress day will lose the privilege of being able to participate in the next casual dress day and will be sent home to change into an SHJHS uniform.

Spirit Wear Day

Each Friday of the school year is “spirit wear”. Students may choose to wear jeans (that follow the handbook policy) or their uniform bottoms along with a Sacred Heart of Jesus school shirt. Game days are NOT considered “spirit days” unless deemed so by administration.

Dress Code Violation Penalties

The final decision on appropriateness of anything involving the uniform will be made by the Administration. Students not conforming to the appropriate guidelines as outlined will be subject to disciplinary action including but not limited to demerits and detention.

Summary

Ladies Summer

White or Maroon Polo Shirt, or White Blouse
Khaki or Plaid Skirt/Skort
White, Black, or Gray Socks
Toms, Saddle Shoes, or Tan Hey Dudes

Ladies Winter

White Blouse
Plaid Skirt
White, Black or Maroon Socks
Toms, Saddle Shoes, Tan Hey Dudes
White, Black or Maroon Solid Tights
Leggings must be solid black, maroon or gray.

SHJHS Sweater Optional
Maroon Zip-up Sweater Optional

Men Summer

White or Maroon Polo Shirt, or White Button Down
Khaki Pants or Shorts
Socks Required (white or dark)
Sperry’s, Tan Hey Dudes, or Dress Shoes & Dark Belt

Men Winter

White Button Down Shirt
Khaki Pants
TIE REQUIRED
Socks Required (dark)
Sperry’s or Dress Shoes (dark, lace-up)
Dark Belt

SHJHS Sweater Optional
Maroon Zip-up Sweater Optional

SHJ hoodies are permitted, but may not be pulled over their head at any time.

Extra-Curricular Activities and Athletics

SHJHS is an academic institution that strives to develop the whole person. As such, we recognize the importance of both academic and extracurricular activities. The goal of the following guidelines is to maintain the balance between these two areas.

Extra-Curricular Participation Policy

The Administration reserves the right to withhold students from any function or service at any time for academic or disciplinary reasons. Please refer to the Academic Probation, Disciplinary Procedures and Attendance sections of this Handbook.

Delinquent financial accounts are also reason to withhold participation in SHJHS function(s), athletics or service. If a problem exists with making payments, parents should contact the Administration as soon as possible.

Student Government

Elections are held annually to determine School and Class Officers. A member of the faculty oversees all student government activities, elections and meetings to assure an effective student government. Students on disciplinary or academic probation may not run for office. School officers must maintain a passing GPA to continue in office. Elected officers form the Student Government and meet regularly to:

1. Maintain close cooperation between the administration, faculty and students.
2. Provide democratic school government through representation and participation of the student body in student activities in order to maintain an organized and unified school community.
3. Help promulgate the educational process, school spirit and honor based on school pride.
4. School officers will meet with the class officers to discuss and address individual needs of the classes.
5. All officers will organize and initially plan the specific events which they will then communicate and coordinate with other stakeholders.

Clubs and Organizations

The purpose of clubs and organizations is to provide a social learning experience that will coincide with the academic environment in order to foster meaningful student experiences. Members of the faculty will moderate clubs and organizations.

National Honor Society

Membership in the National Honor Society is an honor bestowed upon a student who meets certain requirements including outstanding scholarship, character, leadership and service. Students who meet the academic requirement of at least a 3.3 GPA are eligible to apply for

membership at the beginning of the second semester of the sophomore year and remain eligible through grade twelve, providing the academic requirements continue to be met. Students with a 3.00-3.2 GPA may apply and be given consideration by the faculty on an individual basis. To apply for membership, an eligible student must complete a National Honor Society application form. A candidate must have been in attendance at SHJHS for the equivalent of one semester to apply. Selection of members for the National Honor Society shall be by majority vote of the faculty.

Beta Club

The National Beta Club is the nation's largest independent, non-profit, educational youth organization. It is committed to recognizing and promoting high academic achievement, rewarding and nurturing worthy character, fostering leadership skills and encouraging service to others. Membership is open to all students and is determined by the candidate's honesty, service, morality, industrious, leadership and scholarship as voted on by the faculty.

Guidelines for SHJHS Social Events

General Policies

1. Once a ticket is purchased for an event and that ticket is counted in the total for the event, no refund will be issued unless the event is cancelled.
2. Any student bringing a guest who is not currently enrolled at Sacred Heart of Jesus High School must obtain a guest pass and have it completed and approved prior to purchasing tickets for the event.
3. A guest may not be over the age of 20 unless the event is open to the public.
4. The guest of the student must be of the opposite gender.
5. All students bringing a guest take full responsibility for the conduct of the guest.
6. The number of required chaperones for any event will be established by the administration, and this requirement must be met before approval of the event is granted.
7. Chaperones have full authority to admit, refuse admission to or eject any student or guest from an event.
8. All attendees must be dressed appropriately and modestly in accordance with our understanding of the dignity of the human person.
9. All social events will be scheduled with the approval of the Administration.
10. Students attending SHJHS dances may not leave the dance until the doors re-open 30 minutes prior to the end of the dance. Students and guests must arrive within one hour of the beginning of the event.
11. Loitering before, during or after an event is not permitted.
12. Any student or guest believed to be under the influence of drugs or alcohol will be detained by the administrator on duty. The parents will be immediately contacted.
13. Smoking/Vaping is not permitted by students or their guests at any SHJHS event.
14. SHJHS reserves the right to deny anyone entrance to any SHJHS activity.

Athletics

Interscholastic Athletics Develops:

1. An ability to keep sports competitive in the proper Christian perspective.
2. A desire to develop and properly use God-given abilities.
3. A willingness to accept responsibility both as an individual competitor and as a team member.
4. A capacity for self-discipline, vital to leading a Christian lifestyle.
5. An ability to properly control emotions under stress.
6. An appreciation of the efforts of others.
7. A Christian environment of SHJHS and community, spirit and loyalty.

SHJHS Sports:

Fall Season:

Football (Boys)	Cross Country (Co-ed)
Cheerleading (Co-ed)	Soccer (Girls)
Golf (Co-ed)	Volleyball (Girls)

Winter Season:

Cheerleading (Co-ed)	Basketball (Boys & Girls)
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Spring Season:

Cheerleading (Co-ed)	Baseball (Boys)
Soccer (Boys)	Softball (Girls)

Athletic Eligibility

1. SHJHS competes as a member of the TSSAA and MTAC (football) and follows the guidelines established by these organizations including maintaining a minimum grade point average of 2.0 for the grading period to remain eligible. Students who fall below 2.0 GPA are placed on athletic probation for one quarter. Additionally, athletes must meet SHJHS's eligibility requirements as follows:
 - a. If Progress Report GPA is below 2.0, if the student has an "F" in any class or two D's, the student will be placed on athletic probation for a minimum of one week (7 days) and until grade(s) increase to passing.
 - b. If a student's quarterly GPA is below 2.0, if the student has an "F" in any class or two D's, the student will be placed on athletic probation for one quarter and until grade(s) increase to passing.
 - c. Athletic Participation fee(s) must be paid.
 - d. Has not received Academic or Disciplinary Probation or Suspension.
 - e. Review of academic progress is below expectations.
2. Athletic Probation includes but is not limited to participation in practice, games or training.

3. Students must exhibit satisfactory citizenship and conduct on and off the field.
4. Students must observe all regulations outlined in the current addition of the TSSAA and MTAC rules.
5. Students must pass a physical examination given by a medical doctor and have the appropriate medical form on file with SHJHS.
6. Students must carry adequate insurance.

Attendance (as it pertains to athletics)

Illness, an unexcused absence (including a suspension) or an unexcused tardy on the day of a game will generally render the player ineligible to play on that day. An absence on Friday will render the player ineligible to compete in weekend events. Students absent or tardy from SHJHS may not participate in practice or games unless the Administration has given permission.

Make-Up Course Work While Participating in Extra-Curricular Activities

Students may be dismissed from class to participate in SHJHS-sponsored activities without it being a recorded absence. All students, however, are required to inform the teacher in advance to the particular day of the activity. If the absence will cause students to miss an assignment deadline, the students are responsible for turning in the assignments by the end of class period. If missing a test, the students must coordinate with the teacher to make-up the test at the discretion of the teacher. If students do not inform their teacher in advance, the teacher reserves the right to deny the students the opportunity to make up the test. Exceptions are to be made only in sudden and unforeseen events of a serious nature.

Booster Club

Parent/Guardian membership is encouraged in order for a student to participate in athletics. Membership Fees are set and collected by the Club. Parents/Guardians (or student athletes) are required to perform **Service Hours per sport season. (see section under academic policies and information).**

It is a direct violation of SHJHS policy for any parent/guardian or SHJHS employee to place an order or make a financial obligation on the part of SHJHS without a requisition and purchase order signed by the Administration. All fundraisers are to be cleared in advance. In order to keep accurate financial records and tax information, donations and gifts are to be recorded in school office. Refer to Use of SHJHS Name under Miscellaneous.

Responsibilities of Fans and Parents/Guardians:

1. Use announcements and posters that promote SHJHS spirit and values.
2. Be a good host or guest to another school. Be respectful during the playing of the national anthem, pre-game ceremonies and half-time activities.
3. Follow directions of officials and school security personnel.
4. Stay away from the other school's campus and facilities prior to and after athletic events (except on official SHJHS business). Any vandalism or destruction of another school's

property will subject a student to severe disciplinary action. Parents will be held financially responsible for any damage committed by a student.

5. Parents/Guardians should insist that standards adhere to the high standards of Gospel values on and off the playing field.
6. Parents should support SHJHS's athletic program by participation in the Booster Club and related events and by attendance at athletic contests.

All Student Athletes who intend to participate in athletics in college should see the Athletic Director for NCAA Clearing House Application Forms.

Health and Safety

Alcohol and Other Controlled Substance

Possession of or consuming alcohol or illegal drugs (including any controlled substance or legend drug) on campus or at a SHJHS sponsored activity or event will be reason for immediate expulsion.

Student Random Drug Testing

See drug testing policy

Use of Tobacco on Campus

The use or possession of tobacco or any tobacco products is strictly prohibited on campus and at all SHJHS events and will result in disciplinary action. This includes vaping. Parents and visitors are asked to support SHJHS's effort to maintain a "Tobacco-Free Zone" and must refrain from smoking on campus or at any SHJHS event or activity.

Child Abuse Reporting

Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, any teacher or staff member who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment is mandated by the Child Abuse Reporting Law to notify the proper authorities.

Communicable Diseases Policy

SHJHS adopts the following policy on communicable diseases in accordance with the recommendations and guidelines of the Center for Disease Control:

1. Strict isolation and Nonattendance at Classes:
 - a. Childhood diseases such as chickenpox, measles, German measles, and mumps.
 - b. Viral Hepatitis.
 - c. Active pulmonary tuberculosis.
 - d. Meningitis
 - e. Shingles
 - f. COVID-19: (if test results are positive, stay home for five days. Please refer to the CDC website for more detailed COVID-19 protocols)
2. Modified isolation and Nonattendance at Classes:
 - a. Severe influenza, severe infectious mononucleosis and pneumonia.
 - b. Conjunctivitis (Pink Eye).
 - c. Any communicable disease.

3. Recommended isolation and Nonattendance at Classes:

- a. Severe sore throat and influenza.
- b. Any severe infection or illness.

Family Illness

Parents/guardians should notify the school office about a serious illness or injury to the student or any member of the student's immediate family. This includes parents, brothers, sisters and grandparents. If the individual is hospitalized, please inform us of the name of the individual, the hospital and room number.

Emergency Procedures

Fire, earthquake, lockdown and tornado drills are required by law at regular intervals and are an important safety precaution. SHJHS maintains a detailed scenario for all types of emergencies. Parents are asked not to call SHJHS in order to keep lines open for emergency information calls. **Families are to complete SHJHS's Health History & Emergency Information form for each student annually.**

Emergency School Closing

Please listen to local television and radio stations for announcements of SHJHS closings or delays. Email, phone and other mass communication such as social media may also be used to relay information. Please do not call SHJHS as phone lines need to remain open. In the event of an emergency or early dismissal, students will need to have the permission of their parents/guardians to leave SHJHS in the manner the parents/guardians designate on the "Health Information & Authorization" form.

Health Services

A Confidential Health History & Emergency Information Form and a current Tennessee Certificate of Immunization must be on file for every student. Athletes are required to have a physical examination before participating in athletics. SHJHS does not employ a school nurse. SHJHS personnel may administer only minor, very basic first aid to students if needed.

Any student accident during the school day should be reported by SHJHS personnel immediately. Accident forms are available from the Administration and a written record of the accident must be made.

If a student becomes ill or injured during class, the teacher will excuse him immediately, and the student is to report to the office. If the student seems too ill to return to class the parent/guardian will be called to pick up the student. If a student is determined to have a fever, the parent/guardian will be notified to pick up the student or permission given for the student to drive home.

Lost Items

The School, staff, and Executive Board are not responsible for loss or theft of personal items in SHJHS school buildings, parking lots, or while on field trips or at extra-curricular activities.

Medication

Before medication of any kind can be taken at SHJHS, a Confidential Health History & Emergency Information Form and Authorization for Medication Form must be on file in the school office even if no medications are provided. **ALL MEDICATION MUST BE IN ORIGINAL CONTAINERS.** No narcotics or liquid medications are allowed at SHJHS.

Motor Vehicles

- Once students arrive on campus, they may not leave campus until the school day ends unless they have received prior permission by the Administration and parents/guardians. Please refer to Attendance Section of Student/Parent Handbook for details. Refer to “Early Dismissal” above.
- Students enter and exit from the rear doors or breezeway of the school in the mornings and at dismissal.
- All laws relating to the operation of Motor Vehicles in the state vehicle code are to be obeyed when driving on or near SHJHS grounds.
- Excessive speed (limit 10 mph) or careless driving will not be tolerated.
- All student drivers must register their car and license plate. A copy of their valid drivers license must be on file with the office.
- The driver and all passengers must wear seat belts.
- Driving and Parking Violations could result in disciplinary action including detention or loss of driving privileges.
- Overnight parking is not permitted without Administration approval.

Drop-off/Pick-up Procedures

- Students are to be dropped off and picked up at the double breezeway doors on the church side of the building.
- Please do not turn left onto McClellan Road during pick-up or dismissal.

Miscellaneous

Attitude of Parent or Guardian

As a matter of charity and unity, parents are asked to avoid discussion of faults, difficulties or problems—actual or perceived—with SHJHS or its staff in the presence of students. Beyond being an objective source of scandal, this spirit of criticism severely undermines the operation of the school and destroys in the students their confidence in authority.

Cell Phone Policy:

With student safety and education as the top priority for SHJHS, we will be using the Yondr system for the beginning of this school year.

SHJHS Student Cell Phone Policy

To promote the best possible learning and social environment at Sacred Heart of Jesus High School, students will not use their phones during the school day. Every student will be assigned a personal Yondr Pouch. You are expected to bring your Yondr bag every day and return it in good shape at the end of the year.

Process for Bag Use

Start of School Day:

1. Prior to the bell, turn your phone off or put on airplane mode.
2. Unlock your empty Yondr Pouch using an unlocking base if necessary.
3. Place your phone inside the pouch, securely close it, and store it in your backpack or locker.
4. This process may take a few minutes. **You are responsible for getting to class on time with a secured pouch.**

During the School Day:

1. Keep your phone inside your Yondr Pouch for the duration of the school day.
2. If you leave campus for an appointment or for senior off-campus privileges, unlock your bag upon leaving and lock it upon re-entry
3. You may not access your phone during the school day anywhere on campus unless you are leaving campus

End of School Day:

1. When your school day ends, unlock your pouch using an unlocking base.
2. Remove your phone from your pouch.
3. Students are free to use their phones on campus after school ends at 3:15 p.m.

Violations

Each of the following violations will result in the student's phone and/or pouch being confiscated by school staff.

1. Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Inappropriate markings, holes, bent pin, stripped lock, etc.)
2. Losing the pouch.
3. Damaging or taking someone else's pouch.
4. Using a phone anywhere on campus during school hours.

Consequences

If a student's phone is visible at all during the day (a student is found using their phone, a student is found using an "extra" or "burner" phone, a phone is not in a Yondr bag, etc.):

1. Your phone will be confiscated and given to the Administration who will contact your parents via email.
2. See steps below for retrieving your phone:

1st Offense

- Phone will be kept in the office for the remainder of the day
- Students can retrieve phone by paying a \$10 fine
- OR
- A parent can retrieve the phone prior to 4:30 p.m

2nd Offense

- Phone will be kept in the office for the remainder of the day
- Students can retrieve phone by paying a \$20 fine
- OR
- A parent can retrieve the phone prior to 4:30 p.m.

3rd Offense

- Phone will be kept in the office for the entire day
- Mandatory meeting (in person or virtual) with student, parent and Administration. \$20 fine. Phone will be returned after the meeting.

Consequences for additional infractions will be discussed at this time.

YONDR: STUDENT PHONE POLICY & GUIDELINES: FREQUENTLY ASKED QUESTIONS

Why has SHJHS decided to use the Yondr system?

We want our students to be engaged in their learning and in appropriate interpersonal social interaction throughout the day. Phones have become a distraction within the school day for many students, and for teachers who have to constantly monitor students for phone use during class and school activities. Additionally, we have seen an increase in discipline related to cyberbullying and the circulation of inappropriate videos and pictures. The Yondr system

simply assists our school in enforcing the policy currently in place regarding phones on campus.

What if I want to reach my child during the school day?

We want our students to be engaged in their learning. Please contact the main office at 660-4774 if you need to contact your child during the school day. Students also have the option of utilizing a laptop in order to have access to email throughout the day.

Will my child's phone be locked away?

Your child will put their phone in the Yondr pouch and keep it with them, in their backpack, throughout the instructional day. When the final bell rings, students will unlock the pouch to access their phones.

Will my student's phone be safe?

Students are in possession of their phones - in their Yondr pouch - for the entire school day. We will advise students to store the pouch in their backpacks or lockers where it is completely safe. The pouch is made of a soft fabric padding that protects the phone while stored.

I have a tracker on my child's phone, does it have to be off during the day?

As long as the phone is in the pouch and not interfering with the instructional day, a student can either turn it off, put it on airplane mode, or put it on silent. We strongly encourage students to turn off their phones prior to putting them into their Yondr pouch.

Does this apply to smartwatches and other devices like Airpods?

This applies to smartwatches as well. Students are to place their smart watches in their Yondr pouch each morning. If a student misuses their wireless headphones (EarPods, Air Pods, etc.), they could be required to store it in the pouch (on a case-by-case basis depending on the level of misuse).

What if there is a school emergency?

In case of a school emergency, we direct our students to safety first, following our school emergency preparedness protocol.

- In the event of an emergency lockdown, school staff will direct students according to emergency preparedness protocol. Student cell phone use during this time has the potential to endanger the safety of the student using the phone and all students and staff within that classroom.

It is the advisement of National School Safety and Security Services that cell phone use during an emergency creates a less safe school emergency response. Specifically:

- Cell phone use during crisis management overloads telephone systems and renders them useless.

- Calls, texts, and other outside communications have the potential to alert a dangerous individual to the location of students and staff during a lockdown.
- Cell phone use accelerates the unintentional (and potentially intentional) spread of misinformation, rumors, and fear.
- Cell phone use, texting, and other outside communications by students during a crisis also have the potential to cause parents to flock to school at a time when school and public safety officials may need parents to be away from the school site due to evacuations, emergency response, and/or other tactical or safety reasons. This could delay or otherwise hinder timely and efficient parent-student reunification. It could also potentially put parents in a zone of harm.

Electronic Devices/Equipment

Electronic devices are not to be brought on campus unless being used for a specific school project. Violators will be required to forfeit such equipment to the Administration. Further violations could result in disciplinary actions.

Students traveling for SHJHS-related events are permitted the use of electronic equipment during travel; however, such use will be subject to the authority of the coach, faculty member or chaperone supervising student travel. Students should always be respectful of others when using electronic equipment.

Change of Address

It is important that all information regarding students and their families remain current. Therefore, if a student or family changes residence, email or telephone number, please notify SHJHS as soon as possible. This will ensure that communications will be received without delay or interruption.

The Holy Sacrifice of the Mass

In a Catholic school setting, Holy Mass represents the heart of the school as expressed in worship and love of God. Therefore, Mass is considered to be at a higher level of importance than academic classes. Holy Mass, confessions and devotions are held most school days and **attendance is required**. Personal behavior and attire in the school chapel should be consistent with all due respect and reverence for the Blessed Sacrament. Each student must demonstrate proper courtesy by listening carefully and behaving properly. There is to be no unnecessary talking, distracting others or disturbance. No food, drinks, jackets or hats are allowed.

Non-Catholic students may receive a blessing at Communion, if they choose to do so. Catholic students are reminded that they must be in a state of grace and have fasted from food or drink for one hour before receiving Holy Communion.

Chewing Gum

Gum chewing is prohibited at all times on campus both inside and outside.

Confidentiality Policy

There are three instances in which a counselor or teacher is legally bound to inform a parent or authority with information given during a “confidential” counseling session: 1) when a student indicates he is going to physically harm himself or jeopardize his life; 2) when a student indicates he is going to physically harm another or jeopardize another’s life or has knowledge that another’s well-being is threatened; 3) when a student indicates he is being physically and/or emotionally abused.

Disparaging Remarks

Any student who willfully makes public disparaging remarks about SHJHS or any of its representatives, faculty or staff will be subject to disciplinary action.

Field Trip Policy

SHJHS is structured to provide a safe place for students at all times. It is therefore important to make outings as safe as possible while allowing students to learn from their experiences in a variety of settings. Attending a school field trip is a privilege, not a right. Students must be cleared to attend the event for both academic eligibility as well as behavior.

Parent(s)/guardian(s) must sign a Permission Slip each time a student participates in a field trip. SHJHS and all of its employees, volunteers and the Executive Board of Trustees are released from liability for any and all harm to their student while on Field Trips. Permission slips are available on the school website via CheddarUp.

Grievance Procedure

Issues are to be resolved at the lowest possible level. Persons with concerns about a teacher or staff member should first attempt to address that concern with the individual before discussing it with the Principal. A parent/guardian may then appeal in writing to the Executive Board.

Lockers

Each student is assigned a locker for the storage of books and other necessary SHJHS supplies. While the locker is provided for the student's use, it remains the property of SHJHS. No change to the locker is permitted without prior permission. **SHJHS reserves the right to inspect lockers at any time.**

Opening, entering, attempting to enter or tampering with another student’s locker can be interpreted as an attempted theft and the student can be subject to disciplinary action. Since lockers are a permanent part of the building and publicly visible to others, students are expected to keep them neat and in good, usable condition. All decorations must be in good taste and consistent with SHJHS’s philosophy and mission. All lockers will be kept free of graffiti and students may not write inside or outside of lockers. Locker decorations are not to be of a permanent nature and students should use magnets to hang items. The Administration will remove, without notice, any locker decoration not in keeping with these guidelines. Problems

with lockers should be reported immediately to the Administration. Students are required to make restitution for damaged lockers.

Lunch

Students may bring lunch from home or purchase from School House Fare. Food delivery options such as DoorDash are not permitted. Students may not eat food during class time.

Marriage

SHJHS does not admit/enroll married students. Any student who marries must withdraw.

Majority Age

SHJHS requires that, even if a student is of majority age (18 years of age or older), every student's parent or legal guardian is the designated legal agent for all SHJHS matters. In instances where SHJHS policy or procedure requires the signature of a parent or the sending home of records or SHJHS information, official communications or correspondences will be between the designated legal agent and SHJHS.

Parent/Guardian Service Hours

In order to help foster a partnership between SHJHS and parents, SHJHS requires that all parents give at least **15 hours of service to SHJHS**.

Parents Out of Town

When parents/guardians are planning to be out-of-town, they should send a note to SHJHS office with the specifics including how to reach them in case of an emergency and who will be responsible for the student.

Personal Property

Even though SHJHS has cultivated an environment of trust, particularly through its Honor Code, students are cautioned not to bring large sums of money or valuable objects to SHJHS. Students are responsible for their personal property.

Pregnancy and Abortion

SHJHS teaches the truth, which the Catholic Church has the authority to proclaim, regarding the sanctity of all human life and the virtues of purity, chastity and virginity. According to the plan of God, the sacred gift of sexual intimacy is reserved between a married man and woman.

Abortion at any stage of pregnancy is the killing of an innocent human person. Therefore, a girl who attempts to procure an abortion or a boy who assists in this attempt will be withdrawn from SHJHS.

If a student becomes pregnant, she will be withdrawn from SHJHS in as much of a discreet manner as possible. The attendance of the father will likewise be handled accordingly.

Public Displays of Affection

Because such exclusive behavior can detract from SHJHS community spirit, it is not considered appropriate for students to engage in public displays of affection on campus or at SHJHS events.

School Telephone Use and Messages

Students may use a designated phone in school office only when prior permission is given and a phone is available for use. Students are otherwise not permitted to use SHJHS phones designated for use by staff or faculty. Messages called into SHJHS for students should be limited to emergency situations only.

Use of SHJHS Name/Logo

No person, club, organization or fund-raising group may use the name or logo of SHJHS without the prior authorization of the Administration. No funds may be solicited on behalf of SHJHS without prior authorization of the Principal.

Use of Student Photos

SHJHS will have photographs and other images of students. If a parent does **not want photographs shared for private or school marketing purposes, NOTIFICATION MUST BE RECEIVED IN WRITING BY AUGUST 30 EACH YEAR.**

Visitors

Any person who visits SHJHS campus must sign the Visitors Log Book in the office, receive and wear a visitor's pass and sign out in the log book upon leaving. Visitors are not to have unsupervised access to students. Prospective students and their parent/guardian must ask prior approval to visit SHJHS and "shadow" current students. Prospective student/visitors are expected to dress modestly. Students who have been suspended or dismissed from SHJHS are not permitted on SHJHS property or at SHJHS functions. Friends of current students are not allowed to visit SHJHS.

Withdrawing from SHJHS

If parents/guardians choose to withdraw their child, the following procedures must be followed before records can be released:

- Submit to the Administration a written notice signed by the parent/guardian informing SHJHS that the student is withdrawing from SHJHS.
- The date of withdrawal is determined either by the last day of actual attendance or by the date written on the notice. This requirement must be satisfied even if a student does not return to SHJHS after a vacation or long absence.
- No records or transcripts will be sent until all obligations to SHJHS have been met. Transcripts are not issued to students as they are sent directly to the transferring institution.

- Allow five business days for processing request.
- An exit interview with the parent and student may be required.
- Refer to SHJHS's current Financial Policies.

Financial Policies
Sacred Heart of Jesus High School
2023-24 School Year

The following information comprises the financial policies and fee schedules of Sacred Heart of Jesus High School. It is the goal of Sacred Heart of Jesus High School to provide tuition and fee plans to meet the needs of our families, and at the same time, provide a stable financial plan for the school. Financial assistance is available to those families who can demonstrate a definitive financial need. Please note annual fees are in addition to your regular tuition.

Honors Program Placement Testing Fee: A **\$50** Fee is required at the time of testing. This fee is non-refundable. Fee covers the cost of testing, scoring and analysis.

Registration Fee: The Annual Registration Fee for all Returning Students is **\$135** and must be paid by **March 30**. **The fee increases after this deadline.** The Registration Fee for new students (Freshmen or Transfer) is **\$150** due at time of admission to the school.. Registration Fee is non-refundable. The Registration Fee includes the following: Student Data Processing, Tuition Processing, Master Liability Insurance, Audio Visual Materials, Office Mailings and Related Costs, Student Accident Insurance (not including football), Grade Reporting, Testing (PLAN & PSAT), Initial Student Scheduling, and the Parent/Student Handbook.

Technology Fee: The technology fee is a non-refundable **\$350** due by **June 15**. This fee helps to cover basic applications, RenWeb, OnCourse, website, Wifi, and other technology equipment and services used by the school. Since I-pads are secured based on paid technology fees, students paying after the deadline may not receive I-pads in time for the opening of school.

Textbook Fee: A textbook fee of **\$350** is due by **July 15**. This is non-refundable after August 1. There may be additional books, workbooks, supplies or applications that will need to be purchased by students to assist them in completing assignments.

Tuition Plan: SHJHS offers an affordable Tuition Plan designed to meet the needs of both our families and the school. Tuition may be made on monthly payment schedule, annual or semi-annual payment, and may also be made through the school website at shjhs.org. Tuition schedules for families with three or more children at SHJHS may be negotiated with the principal.

Automatic Payment: Families are encouraged to make payments through our Automatic Payment Plan. We have two payment plans, 10-month and 12- month. There is no charge for the service. Contact the School Office to set this up. **There is a \$10 per month processing charge if the Automatic Payment Plan is not used.** Annual or semi-annual tuition payments may be made at the school at no additional charge. We accept credit card payments with a 2.75% convenience charge for each use.

Graduation Fee: A Graduation Fee of **\$150** will be charged to all seniors and is due by **February 1**. This non-refundable fee will offset the school's graduation expenses. Students and parents are responsible for making arrangements for purchasing announcements/invitations and thank-you notes.

Art Fee: For students enrolled in art class, there is a **\$50 per semester** fee to cover consumable supplies, payable the first day of class.

Some elective classes or activities may have fees associated with them.

Athletic Participation Fee: The fees are set by the school's Athletic Director and coaches for students who participate in a sport. Fees must be paid before the first practice and are non-refundable after the first

competition. There may be additional charges for participation in Summer Athletics, sports camps or tournaments and do not include any team fundraisers or other expenses associated with individual sports.

Students may not participate in any Sacred Heart of Jesus High School activity including sports without satisfactory standing in academics, behavior, and finances. Uniforms and equipment must be cleaned and returned within one week of the conclusion of the season. Report cards and transcripts will not be issued until all fees, uniforms and equipment have been returned and verified by the Athletic Director.

GENERAL FEES AND OTHER EXPENSES

Late Charges: If a tuition payment is not paid by the due date of the 15th each month, a **\$35** late fee will be charged.

Returned Checks: If a check is returned, you will be charged **\$25** and the check will be re-presented in an electronic manner. You hereby authorize service charges and processing fees, as permitted by law, to be debited from the same account by paper or electronically at our option. Your payment by check shall be recognized as acceptance of our electronic check recovery system.

Dual Enrollment and Advanced Placement: Students enrolled in Dual Enrollment and/or Advanced Placement will be responsible for all fees, textbooks, supplies and/or testing required by the sponsoring organization.

Uniforms: School uniforms are purchased through the Sacred Heart of Jesus High School's preferred provider.

DELINQUENT ACCOUNTS

The Parents/Guardians of students at Sacred Heart of Jesus High School understand that all payments must be made on time. Delinquent accounts will prevent students from participating in school activities, (such as athletics, prom, dances and graduation). In addition, the Administration reserves the right to suspend students from class if accounts are more than sixty (60) days past due. The Administration also reserves the right to withhold student records if accounts are delinquent. A delinquent account is subject to legal action as deemed necessary by the school, and parents/guardians will be responsible for all Collection costs.