Sacred Heart Cathedral Preparatory reserves the right to make revisions to the Student and Family Handbook when deemed necessary by the school administration. Observance of any changes is expected by all as soon as the change is formally announced to the student body and to parents and guardians.

Sacred Heart Cathedral Preparatory
1055 Ellis Street
San Francisco, CA 94109
www.shcp.edu
(415) 775-6626
Dear Students and Families,

Welcome to a new year at Sacred Heart Cathedral Preparatory! This handbook is designed to familiarize you with the many facets of academic and community life at SHC. The policies, procedures and programs described in the pages that follow have the common goal of providing a well-ordered environment within which students can reach their full potential. I encourage you to read and discuss the contents carefully.

As a Lasallian Vincentian Catholic community, Sacred Heart Cathedral Preparatory is a place where we continually remember the holy presence of God and deepen our relationship to each other in the light of such reflection. As a college preparatory school, SHC is a place of rigorous learning and the pursuit of truth. Faith provides the context for our inquiry; inquiry informs our faith. We are a hopeful, joyful and prayerful community. Animated by the Lasallian and Vincentian charisms, SHC provides our student body with a well-rounded program of studies and activities aimed at the formation of the whole person. We challenge and support our students to excel in all that they do.

SHC takes seriously our responsibility to ensure that our students are safe at all times. This handbook articulates the disciplinary guidelines that will ensure the safety and well-being of the entire community. We commit ourselves to high and positive expectations concerning how we relate to one another and society at large. When one of us does well, the entire community is enriched. When one of us fails to live up to our ideals, the whole community is affected.

Our faculty and staff strive to impart to each student the means to develop relationships founded on mutual respect and a firm belief in the intrinsic dignity of all people. School and student leadership seek to model the Gospel message, leadership that is in service to others. Service is a significant part of the SHC experience. We offer opportunities throughout the year for students and family members to serve both the school and the larger community. I encourage you to engage these opportunities as often as you can.

The Student and Family Handbook provides a framework to help ensure that we live our dynamic mission and continue to grow as a community in faith, service and academic excellence. We can only achieve this with the support and collaboration of all community members. We must continue to support, challenge, question, debate and demand nothing but the best from ourselves in all that we do.

On behalf of the faculty, staff and administration, I extend to you a warm welcome, best wishes and heartfelt prayers for a successful, happy and healthy school year.

Gary J. Cannon
Principal
MISSION STATEMENT

Inspired by the Daughters of Charity and the De La Salle Christian Brothers, in partnership with families, Sacred Heart Cathedral Preparatory’s mission is to provide the finest education in an inclusive Catholic community of faith. We prepare our students to become service-oriented leaders with a commitment to living the Gospel.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

WE ARE:

PEOPLE OF FAITH WHO
- Demonstrate an awareness of connection to God and to others
- Discern our gifts for service to the world
- Make choices based on Gospel values
- Articulate the role of the Catholic faith in the life of the individual and society

PEOPLE OF ACTION WHO
- Pursue rigorous learning experiences consistent with our individual potentials
- Work independently and collaboratively
- Promote justice, respect and compassion
- Serve others, especially those who are marginalized or vulnerable

PEOPLE OF INTEGRITY WHO
- Promote in action and word the inherent dignity of each person
- Make choices that balance a healthy mind, body and spirit
- Honor our responsibilities to our families, our school and the global community
- Demonstrate honesty

PEOPLE OF THOUGHT WHO
- Exhibit academic knowledge and skills to succeed in college
- Question critically and constructively
- Employ sound reasoning to solve complex problems
- Communicate effectively in diverse mediums
- Demonstrate informational and cultural literacy
- Approach the world with intellectual curiosity
- Create and appreciate works of imagination

PEOPLE OF HOPE WHO
- Develop habits of self-reflection
- Show resilience in the face of challenges
- Act as stewards of communal and natural resources
- Lead with a vision formed by the Lasallian and Vincentian traditions
PHILOSOPHY
Sacred Heart Cathedral is a Roman Catholic coeducational high school that provides a college-preparatory education to students from San Francisco and its surrounding communities. The De La Salle Christian Brothers, the Daughters of Charity and dedicated lay persons, in collaboration with the Archdiocese of San Francisco, have joined their educational ministries to serve the needs of youth who choose to participate in the multifaceted experience of a school deeply rooted in tradition. Sacred Heart Cathedral welcomes students from diverse ethnic, social and religious backgrounds into a school community that integrates Lasallian Vincentian Catholic beliefs with a challenging academic curriculum and a balanced student activities program.

Inspired by and grounded in the philosophies and visions of St. John Baptist de La Salle and St. Vincent de Paul, the respective founders of the Brothers of the Christian Schools and the Daughters of Charity, the school aims to help students live the Gospel, build a faith community, and serve others. Faculty and staff provide each student with a quality college-preparatory education and an opportunity to grow in his or her relationship with God. They strive to impart to each student the means to develop relationships founded on mutual respect and a belief in the intrinsic dignity of all people. They endeavor to nurture in each student a positive and realistic sense of pride and self-esteem. In this educational environment, all are invited to learn from and to teach one another so that each person may be enriched by the diversity of our community.

The professional educators, both religious and lay, who educate the students of Sacred Heart Cathedral, strive to exemplify a love of learning, unconditional respect for all people, and a commitment to God. The faculty encourages students to develop their personal talents and to ready themselves to be fully contributing members of society. To this end, the students partake in a well-balanced program of religion, arts, sciences, athletics and social and service activities. Through these experiences students learn to develop a vision that is sensitive to different environmental and human conditions, a vision enhanced by a faculty of religious educators who help students clarify and deepen their own personal commitment to God, to others and to self. Within the context of this educational experience, student freedom and self-direction are commensurate with maturity and responsibility.

Sacred Heart Cathedral is a family-inclusive environment. Parents and faculty are partners in a collaborative process aimed at providing an enriching educational experience. The active involvement of parents and guardians with their sons and daughters is an essential component of our educational partnership. Because our school community is an extension of family, our administration, faculty and staff are committed to exhausting all possible resources to ensure the success of each student who embraces the spirit of our community.

Successful student-centered education requires an environment of mutual respect and cooperation. Thus, Sacred Heart Cathedral insists on an orderly campus and a mode of behavior that complements its religious and academic programs. Through these measures, the school community hopes to promote an awareness of human dignity and an understanding of socially appropriate and acceptable behavior.
A true Lasallian Vincentian Catholic education invites students to pursue the ultimate goals espoused in the Gospels and in the teachings and traditions of the Catholic Church. At Sacred Heart Cathedral, we commit to this undertaking with an eye to the good of those societies of which students are or will be members and in whose responsibilities they will share. We also strive for excellence with due regard for the gifts and talents of each individual student. Through the combined efforts of parents, students, administration, faculty and staff, we work to enable each student to reach his or her religious, social and academic maturity marked by a zealous commitment to God, an abiding dedication to society and a confident belief in the worth of oneself. In these endeavors we are a hopeful, joyful and prayerful community firm in our belief that we are integrating the school’s vision within a meaningful world of action.

PARTNERSHIP WITH FAMILIES
At Sacred Heart Cathedral, parents and guardians play a vital role in the academic, emotional, social and spiritual growth of their children. We recognize and support the close relationship between family involvement and student achievement.

Parents and guardians partner with the school and become involved in the full spectrum of student life at SHC. There are numerous events that invite families to campus, and we expect that attendance at these events will be a priority: Back to School Night, family events sponsored by the Parents Association, school community Masses, our annual Cioppino Dinner, and the Spring Gala. Parents are encouraged to become involved as volunteers at various campus functions and as active members of the SHC Parents Association. The Parents Association holds monthly meetings, which are listed on the SHC calendar. If you would like additional information about volunteering with the Parents Association, please contact Parents Association President Brian Byrne.

ACCREDITATION
Sacred Heart Cathedral is accredited through the Western Catholic Educational Association and the Western Association of Schools and Colleges.

ARCHDIOCESAN EDUCATIONAL MISSION STATEMENT
The Department of Catholic Schools of the Archdiocese of San Francisco is dedicated to the teaching mission of the Catholic Church. For our elementary and secondary schools we strive to provide quality leadership, to develop programs of educational excellence, and to prepare students for a truly Christian life.
ACADEMICS

I. GRADUATION REQUIREMENTS

Students must complete 240 credits in approved courses in order to graduate, and must enroll in a minimum of six courses per semester. Students have primary responsibility to ensure that their course of studies fulfills the SHC graduation requirements. Please consult the SHC website, under Academics > Departments and Courses, for course descriptions and UC / CSU admissions requirements.

English (Four years):
Required every semester in attendance.

LOTE (Two years):
Four semesters of the same LOTE required. Six to eight semesters recommended.

Mathematics (Three years):
Algebra 1-2, Geometry 1-2, and Advanced Algebra/Trigonometry or Advanced Algebra. Four years recommended.

Religion (Four years):
Required every semester in attendance.

Science (Three years):
Six semesters required, including two semesters of a life science and two semesters of a physical science. Four years recommended.

Social Studies (Three years):
Six semesters required, including two semesters of World History, two of United States History, and either one semester each of Economics and Civics or two semesters of Advanced Placement United States Government and Politics.

Visual and Performing Arts (One year):
Two semesters in the same discipline required.

Wellness
9th Grade Introduction to Physical Fitness and 9th-12th grade physical activity required. Health Education is taught each year within other disciplines.
II. ACADEMIC PLACEMENT

Initial Placement
Ninth graders are placed into appropriate courses as determined by departments that offer advanced standing (LOTE and Mathematics). Based on the curriculum and criteria shared by the College Board, departments determine the prerequisites for placement in honors and advanced placement courses in the tenth, eleventh, and twelfth grade courses, and post such criteria for these limited enrollment courses on the website under Academics > Departments and Course Descriptions. Except for those instances noted below, enrollment in more than six courses is allowed only with the approval of the Director of Studies.

Registration and Class Transfers
Students work with counselors each spring to determine an appropriate course of study for the next school year. Following presentations at the Academic Fair and meetings with their counselors, students register for courses via PowerSchool.

Students receive academic schedules in the summer prior to the school year. All requests for changes must be made to the Director of Studies via email (kmcfadden@shcp.edu). The Director of Studies grants changes only for appropriate reasons, and only as space is available.

Once the school year begins, though students may be in communication with teachers, requests for class transfers must be made through the student’s counselor and/or the Director of Studies. Requests must be made no later than September 1 in the first semester for first semester only and yearlong courses, and no later than January 15 for second semester only courses. After these dates, transfers will be granted only in extreme cases. Second semester transfers out of a yearlong course will almost assuredly be denied. All transfers require the approval of the Director of Studies.

Seventh Class Enrollment
Required Enrollment:
All ninth graders are enrolled in a one semester course, Introduction to Physical Activity that meets during a collaboration for either the first or second semester.
To ensure their success in SHC’s rigorous curriculum and their ability to participate fully in the cocurricular life of the school, some students may be required to enroll in Study and Organizational Skills as a seventh course.

Optional Enrollment:

- Any student may elect to enroll in Journalism, Graphic Journalism, Visual Basic, Dance, Concert Band, String Ensemble, and all choral program classes as a seventh class.
- Qualified students may enroll in Advanced Placement Art History or Advanced Placement Computer Science through the Bay Area Catholic Schools Online Consortium (BACSOC).
- Enrollment in an eighth course is not allowed.

Please note: any student who enrolls in a seventh course commits to that class for its term. Hence, students who elect Graphic Journalism, Journalism, Visual Basic, or any VPA course at the beginning of the first semester will not normally be allowed to drop the course at any time beyond the regular window of course changes for yearlong courses. In the fall, students should carefully evaluate their capacity for a seventh course if they intend to participate in winter or spring athletics, as the course becomes part of the student’s regular program of study for the year.

All academic and attendance policies, which apply to the regular six courses taken during the school day, also apply to a seventh course.

In the event that a student who has opted to enroll in a course beyond the regular six required classes experiences difficulty balancing his/her program, the Director of Studies will determine whether a course may be dropped and, if so, from which course the student will be released.

**Online Course Policy for Courses Offered by Other Institutions**

SHC encourages students to take online courses from institutions, especially courses that are not part of the school’s regular course of studies. Such courses may include those offered through BACSOC, appropriate college courses, and elective courses that do not otherwise fit into an SHC student’s prescribed course of study. Students should discuss the advisability of online courses with their counselor in the context of their overall curricular, cocurricular, and extra-curricular commitments before enrolling. Students themselves are
responsible for obtaining official transcripts from institutions other than SHC, and conveying them to our Registrar. Such courses may not be listed on SHC transcripts and students should consult with their counselors regarding submitting such transcripts for college admissions. Grades in these courses will also not be factored in when institutionally reporting GPAs or when tabulating GPAs for awards.

III. GRADING POLICIES, PRACTICES AND NOTIFICATION

Grading Policies
In collaboration with the Assistant Principal for Academics, the Director of Studies, and department colleagues, teachers establish syllabi and grading policies for individual courses. Teachers explain policies at the start of the course and post syllabi on the course Schoology page. Students have primary responsibility for familiarizing themselves with course syllabi, grading policies, and expectations for academic achievement and behavior. We strongly encourage students and families to discuss course expectations at the start of the semester.

Academic Progress
Grades are routinely available through PowerSchool for students, families, and counselors to monitor progress. In particular, parents are encouraged to review student progress at the halfway point of every marking period (quarter) so that steps can be taken by the student, parents, counselors, etc. to address any deficiencies before the end of the marking period. SHC teachers are expected to update their grade books at least once every two weeks.

Report Cards
PowerSchool provides an online record of student grades on a continuous basis. Report cards are sent home at the end of each semester, but not at the quarter.

Permanent Academic Record
A student’s permanent academic record reflects the final semester grades only (not quarter grades or comments).
Grade Point Average
A student’s base grade point average (GPA) is determined by the student’s unweighted semester grades. The GPA is calculated by converting the student’s semester grade in each class into points using the following values:

- A: 4 points
- B: 3 points
- C: 2 points
- D: 1 point
- F: 0 points
- INC: 0 points

After adding the points for each semester grade, the GPA is determined by dividing the total points by the number of courses taken that semester. Academic Explorations, Study and Organizational Skills, Introduction to Physical Activity, and Physical Education courses (other than advanced courses) are taken on a pass/fail basis, and thus not figured into the GPA calculations.

IV. ACADEMIC STATUS

Honor Roll
To attain academic honors, a student must achieve the following GPAs:

- First Honors: GPA of 3.75 to 4.00
- Second Honors: GPA of 3.50 to 3.74

No student with a “D,” “F,” or incomplete grade will be included on the honor roll.

Good Standing
A student remains in good academic standing if the student passes all of his or her courses and maintains a semester and cumulative GPA of 2.0 or above.

Academic Review
The Principal, the Assistant Principal for Academics, the Dean of Students, the Director of Studies, and the Counseling and Advising Department Chair will review the status of any student whose academic performance and/or classroom behavior fails to meet the expectations of an SHC student. This review committee will consider such matters as the student’s grades, achievement over the course of the term, behavior, reports from counselors and teachers, and circumstances outside school. Among the courses of action that may be recommended, either solely or in combination, are ineligibility for cocurricular participation, referral for additional counseling, parent or guardian conferences, summer school, tutoring, and academic and/or disciplinary sanctions up to and including probation and expulsion.
**Academic Probation**
A student will be placed on academic probation if the student’s semester GPA is below 2.0 for two consecutive semesters. Students on academic probation or who are ineligible to participate in cocurricular activities because of low grades will be monitored by Assistant Principal for Academics and the Assistant Principal for Student Life who will determine the circumstances under which the student’s academic or cocurricular ineligibility may be waived.

**Academic Expulsion**
- For ninth graders, expulsion may occur if the student’s cumulative GPA is below a 2.0.
- For other students, expulsion may occur if the student’s semester GPA is below 2.0 for any three semesters.
- Any ninth, tenth, or eleventh grader who receives three semester failures for the academic year will be removed from the school at once regardless of which courses were failed. Two semester “F” grades in the same subject count as two “Fs.”

**Cocurricular Eligibility**
Cocurricular ineligibility means that the student will not be allowed to participate in any SHC cocurricular activities. This includes, though is not limited to, participation on athletic teams, clubs, performing arts, immersion trips, retreats, and attendance at dances/proms.

**Ninth Grade:** If a ninth grade student falls below a 2.0 GPA for a single grading period, the student will be placed on cocurricular probation. This probationary period will last until the end of the next grading period. Should a ninth grade student’s GPA fall below a 2.0 for two consecutive grading periods, the student will become ineligible for cocurricular participation and will not be allowed to participate in any cocurricular activities until the student achieves a 2.0 GPA or better at the end of the next grading period.

**Sophomore, Junior and Senior Year:** If a student falls below a 2.0 GPA for a single grading period, the student will become ineligible and will not be allowed to participate in any cocurricular activities until the student achieves a 2.0 GPA or better at the end of the next marking period. A student may appeal for a probationary period through his counselor. Please note: waivers of cocurricular ineligibility are typically granted only once during a student’s high school career.
Deficient Grades
All semester “F” grades must be made up via an approved pathway (see “Approved Pathways to Remedy a Semester ‘D’ or ‘F’”). Working with a private tutor alone is not acceptable remediation. Please see the section “Academic Expulsion” for information concerning three semester “F” grades. A student who has not remedied a semester “F” during the summer may not be allowed to return to SHC in the fall.

Because a “D” is not an acceptable grade for entrance to college, students with a final semester grade of “D” are strongly advised to attend summer school to demonstrate mastery of the subject.

Approved Pathways to Remedy a Semester “D” or “F” for College Admissions and/or a Semester “F” for SHC Graduation Credit
The following four approved pathways are listed in the order of recommendation. For courses not taken at SHC, students must obtain the approval of the Director of Studies to acquire credit toward graduation, and should discuss any remedial coursework taken to fulfill college admissions requirement with his or her counselor.

Conditional “D” or “F” - A student who obtains a grade of “C” or better in the second semester of a math course or the second semester of a LOTE course is considered to have remedied the deficiency. While the student has thus fulfilled the subject requirement, however, the student’s grade point average has suffered because of the first semester “D” or “F.” For college admissions purposes, SHC strongly recommends that the student remediate the course in summer school.

Attending Summer School - A student who receives a first and/or second semester “F” in a course other than math or LOTE must attend summer school and remediate the course. Though attendance at the Sacred Heart Cathedral summer school is preferred (because the curriculum closely aligns with the school year offerings), attendance at another accredited high school or an online provider whose courses meet UC approval may be accepted, though prior approval by the Director of Studies or the student’s counselor is required to ensure that the student enrolls in the correct remedial course. Generally, only summer school courses taken at SHC will be reflected on the Sacred Heart Cathedral transcript.
Community College or Other Accredited Post-Secondary Institution - A student, with prior approval of the Director of Studies and knowledge of the counselor, may opt to take a summer course at a community college or at another accredited post-secondary institution (e.g. Art Institute of California, UC Berkeley’s Pre-Collegiate Program). These courses will not be reflected on the SHC transcript, but otherwise may be part of a student’s college application.

Online Courses - A student may take an equivalent online course with prior approval of the Director of Studies and as advised by a counselor. Such classes are not routinely reflected on the Sacred Heart Cathedral transcript. Therefore, if a student takes an online course, he should familiarize himself with the requirements of the college(s) he plans to attend to confirm whether the online course meets the college admissions requirements. *For admission to the UCs and CSUs, neither visual and performing arts courses nor science lab courses may be taken online.*

**Academic Information Specific to Seniors**

1. A senior receiving a first semester “F” in a subject other than math and LOTE will be obligated to make up that “F” by repeating the course through the San Francisco Unified School District’s Independence High School, an approved online institution, or another accredited school during the second semester. Evidence of having passed the course must be presented to SHC before a graduation diploma will be issued.

2. Any senior who has one semester “F” at the end of the second semester will NOT be given a diploma until the student makes up the course (or its equivalent) in summer school or through an approved online provider. The student may be permitted to take part in the graduation ceremonies but will not receive a diploma until the school receives official verification that the “F” has been remedied.

3. Any senior who has two semester “Fs” at the end of the second semester will NOT be permitted to participate in any of the graduation ceremonies. The diploma will be withheld until such time as the student makes up the two courses (or their equivalent) in summer
school or through an approved online provider. The student will be given a diploma only after SHC receives official verification that the “Fs” have been remedied.

4. If a senior has more than two semester "Fs" at the end of the second semester, the student may NOT participate in any of the graduation ceremonies. In addition, the student must enroll in another school to complete necessary coursework. In that instance, the student will NOT be issued a diploma from SHC.

V. FIELD TRIP POLICIES
Sacred Heart Cathedral encourages field trips since these allow students to experience a larger context for their learning and to apply their knowledge in the real world. Students will be provided with permission slips that must be signed by the parent /guardian and returned to the teacher, coach or moderator. Students will not be allowed to attend a field trip if the signed, school-issued permission slip is not returned prior to the field trip. If for any reason parents or guardians would prefer that the student not attend the field trip, an appropriate assignment will be provided by the teacher for the student to complete in the library during the time of the field trip.

No field trips will take place during the two weeks before semester examinations or the last week of an interim grading period.

VI. LIBRARY POLICIES
Library Hours: Monday – Thursday: 7:00am – 5:00pm Friday: 7:00am – 4:00pm
- Students should be seated and working quietly. Conference rooms are available for collaborative work.
- Students must enter and exit via the east door.
- There is no limit on the number of books or magazines that students may check out. Regular checkout period is three weeks; items may be renewed as needed.
- Students may print single copies of work from Library computers. Photocopies cost 10¢ each.
- Eating, gum chewing, and drinking are not permitted in the Library. (The Study Cafe in the Student Life Center is open every day after school.)
- Talking on cell phones or playing games on Library computers is not permitted.
• Students must use headphones when listening to music and watching videos.

Device Loans
• IPads, Chromebooks, and headphones are available for borrowing on an emergency basis to use for up to one school day per week. Students are responsible for bringing their own devices each day. Library devices may not be used in place of purchasing your own device.
• Devices may be borrowed up to one time per week when the student’s device is not working, not charged, or cannot perform the task assigned in class.
• All items borrowed from the Library must be returned on the same day borrowed. A student who does not return an item will receive one warning and then will be banned from borrowing items for one month following each infraction.
• If a student’s device is broken and out for repair, they may inquire at the Library about a long-term checkout.

VII. ACADEMIC CODE OF CONDUCT
SHC students are expected to learn with integrity. Cheating and plagiarism (copying the work of others and passing it off as one’s own) are forms of academic dishonesty that are inconsistent with the Lasallian, Vincentian, and intellectual principles for which SHC stands. Any member of the faculty or administration who has reason to believe that a student has cheated or plagiarized may make a reasonable inquiry that would include questioning the student(s) to determine whether an infraction occurred. SHC asks all students to sign an Academic Integrity Contract upon matriculation and expects them to adhere to the contract during their four years.

Cheating or academic dishonesty is defined as follows:
• Copying another person’s work, including homework;
• Receiving or providing information during a test, including posting or accessing such information digitally;
• Receiving or providing information on tests given during an earlier period, including posting or accessing such information digitally;
• Using unauthorized material on tests;
• Violating testing rules as outlined by the teacher;
● Intentionally using or disabling any electronic or digital device to obtain or provide unauthorized course material;
● Using ideas or written materials from other sources, including the internet, without acknowledging the source in assignments;
This list is not meant to be all-inclusive; other actions not specifically delineated may also be considered cheating.

Cheating and plagiarism are major academic offenses that also have serious disciplinary consequences. Students who are involved in such infractions are referred to the Dean of Students or the Assistant Dean of Students who will consult with the Assistant Principal for Academics to determine appropriate consequences for each offense on a case-by-case basis according to the following criteria:

**First Offense**
Student receives an “F” on the assignment or test without the possibility of regaining those points. The student is referred to the Dean or Assistant Dean of Students, who notifies counselors, the Dean of Students, the Director of Studies, the Assistant Principal for Academics, and parents.

**Second Offense**
Student receives an “F” on the assignment or test without the possibility of regaining those points. The student is referred to the Dean or the Assistant Dean of Students. The student will be suspended from school and a parent/guardian conference will follow with the Dean of Students and/or the Assistant Principal of Academics. The student will be placed on disciplinary probation and reminded that suspensions, particularly for academic dishonesty, can seriously affect college admissions.

**Third Offense**
Student may be expelled from SHC and official notification will be made on all transcripts.
Academic Integrity Contract

Sacred Heart Cathedral Preparatory affirms academic excellence and integrity as essential elements of a LaSallian Vincentian and college preparatory education. Our Academic Integrity Code holds each of us to high educational and behavior standards; emphasizes the importance of personal responsibility, honor and accountability; and asks students to model academic integrity for peers in a Lasallian Vincentian Catholic educational environment.

Electronic devices (such as laptops and cell phones) and technological tools such as the internet provide unparalleled resources for learning as well as opportunity to compromise academic integrity. Sacred Heart Cathedral Preparatory expects students to use electronic devices productively and honestly.

The SHC Academic Integrity Code

- I pledge the work in all my courses will be my own.
- I pledge not to allow others to copy or present my work as their work.
- I pledge not to commit any acts of plagiarism.
- I pledge to cite and reference any work obtained from material or digital resources.
- I pledge not to lie, cheat, or steal to gain academic advantage.
- I pledge to oppose every instance of academic dishonesty.

I understand that any act of academic dishonesty is a direct violation of this Academic Code of Conduct and will have consequences, up to and including failing the course, as outlined in the Sacred Heart Cathedral Preparatory Student and Family Handbook.
COCURRICULARS

Inspired by a commitment to educate the whole person, Sacred Heart Cathedral asks students to engage fully in the life of our community by actively participating in one or more of our diverse cocurricular programs. These dynamic opportunities are integral to SHC’s overall educational mission and to the intellectual, physical, social and spiritual development of our students.

I. FRESHMAN PARTICIPATION REQUIREMENT

All freshmen are required to participate in at least one cocurricular organization during their first year at SHC. In order to be considered a formal participant and meet this requirement, the following minimums must be achieved. In creating these minimums, we hope and expect a greater commitment to our various groups and programs.

In order to meet the participation requirement during freshman year, a student must have AT LEAST:

- Six (6) contacts (e.g., meetings, events, gatherings) with the SAME club/team/organization, and;
- Participate for a MINIMUM of twelve (12) hours during a SINGLE semester.
- Both conditions (six or more contacts and 12 or more hours) must be met to be considered a formal participant.

If a student meets the minimum time commitment of 12 hours, but leaves the club/team/organization during the season or semester, the moderator/coach will determine participation status on a case-by-case basis.

II. ATHLETICS

The entire student body is encouraged to take a genuine interest in the athletic program and contribute in our efforts to promote excellence. All students are expected to manifest a spirit of good sportsmanship, whether a student-athlete or a fan. Along with skill development, athletics provide a venue for the development of interpersonal, leadership and time-management skills. Student-athletes should refer to the Academic Program section of this handbook for eligibility requirements.

A member of the West Catholic Athletic League (WCAL), our athletic program offers students the opportunity to compete in the following sports:
Sanctions Regarding Athletic Teams
Any student participating on an athletic team is expected to follow all school policies and procedures. Any sanctions for violations of general school policies while under the direction of athletic department personnel will be determined by the school in consultation with the athletic department. Coaches may have contracts with student-athletes that address specific team issues and sanctions.

III. COMMUNITY LIFE
The Community Life Program nurtures the spiritual and social life of the individual student and the entire school community. Through a variety of programs and activities, Community Life offers students and adults opportunities to develop their faith, serve others, build community, show school pride and work for social justice. Community Life sponsors the following organizations and activities:
• Architecture Club
• Art in Action Club
• Block Club
• Broadcasting Club
• California Scholarship Federation (CSF)
• Charity Projects & Drives
• Chess Club
• Christian Service Learning
• Dance Team
• Earth Action Club
• *Emerald* (newspaper)
• French Club
• Guitar Club
• International Thespian Society
• Intramural Athletics
• Japanese Club
• Lasallian Vincentian Youth
• Liturgical Life (including liturgy committee, lectors, Eucharistic ministers and liturgical dancers)
• Martial Arts
• Movie Club
• NetWorld (Internet club)
• *Oracle* (creative writing journal)
• Percussion Club
• Photography Club
• Ping Pong Club
• Retreat Programs
• *Shamrock* (yearbook)
• Spanish Club
• Speech and Debate Team
• Sports Medicine Club
• Student Council
• Venaver (service immersion programs)
• Video Production Club

**Student Council**
The student council is composed of the student body officers and class councils that represent the entire student body. Student council members organize both educational and
community-building activities for the whole student body. Some student council members are elected to their positions by their peers, while others are appointed by their peers in conjunction with the class moderator and program director.

IV. PERFORMING ARTS

Chorus
The SHC chorus performs regularly for the school community. Two major concerts are presented annually, a Christmas concert and a spring concert, which include both classical and popular musical selections. In addition, the chorus travels and performs early each summer. Concert tours have included travel to Italy, France, the Philippines, Austria, Hungary, Slovakia, England and New York City. Chamber Ensemble, Women's Ensemble and Vocal Jazz, as well as Jubilee Chorus (a liturgical group), are select groups that present expanded opportunities for students to share their gifts.

Instrumental Music (Concert Band)
The SHC instrumental music program performs regularly for the school community. This group assists with liturgies, school assemblies, athletic events and chorus concerts. Its major concert is in the spring of each year and includes contemporary and classical musical selections. The String Ensemble, Jazz Ensemble, and the Percussion Club also provide students an opportunity to learn and play instruments. The instrumental music program allows students to develop and share their artistic talents with the entire community.

Theater
Sacred Heart Cathedral Preparatory produces two plays annually, a play in the fall and a musical in the spring. The drama program allows students to develop their skills in acting, artistic collaboration and production; it also serves to provide the entire Sacred Heart Cathedral community with the opportunity to enjoy and support live dramatic performances.

V. EARNING AN SHC BLOCK

Basic Criteria for Earning an SHC Block

1. Commitment/Dedication: Time dedicated to the cocurricular life of the school. Generally, this commitment must be over one major season or two academic years (minimum).
2. Achievement/Skill: Demonstrated mastery or leadership in a particular area. This can be demonstrated through auditions, tryouts, cuts, leadership role, etc.
3. Representation/Service: Publicly represent the school community and/or directly serve the entire school community.

Programs/Persons Earning Blocks

Athletics
- Completion of a season on a varsity team.

Community Life
- Completion of a year as a member of the Lasallian Vincentian Youth core team.
- Completion of two years in Jubilee Chorus.
- Completion of two years serving as an elected or appointed member of Student Council.
- Upon election as student body president.
- Upon achievement of varsity status in the National Forensics League.

Performing Arts
- Completion of four plays for an actor or technical crew member.
- Completion of a year in Chamber Ensemble after completion of at least one year in chorus.
- Completion of two years in concert band or string ensemble and performance in each year-end concert as well as other school functions (e.g., assemblies, prayer services, sporting events, etc.).

Successful completion of any of the above is determined by the program directors in collaboration with the teachers, staff, coaches and moderators directly responsible for each group.
General Rules and Regulations

I. FINANCIAL MATTERS
Statements are sent to parents or guardians during the school year if tuition payments are not current. Parents or guardians are asked to keep their son's/daughter's financial account up-to-date and to contact the business office immediately if there is any financial question or difficulty so that student completion of coursework is not jeopardized.

A student may not be readmitted to Sacred Heart Cathedral for a school year unless the previous year's financial account is settled in full.

A diploma of graduation will not be awarded unless a student’s financial account is settled.

II. FEDERAL AND STATE REGULATIONS RELATED TO SCHOOLS

Title IX
Sacred Heart Cathedral adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Family Education Rights and Privacy Act (FERPA)
Sacred Heart Cathedral adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will be sent directly to the school. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the registrar’s office. All forms should be submitted to the Sacred Heart Cathedral registrar’s office for distribution.

Under the Buckley Amendment (FERPA), noncustodial parents have a right to information about their child even if they do not have access to or custody of their child.

Child Abuse
All employees of Sacred Heart Cathedral are mandated under Penal Code 11165.7 to report any occurrence of abuse or neglect to Child Protective Services.
III. SCHOOL HOURS

School Day

Green Schedule
- 7:55 am to 2:30 pm (First bell for Block 7 class at 7:45 am)

Blue Schedule
- 9:30 am to 2:30 pm (First bell for class at 9:20 am; Blue Meeting Time 7:55 to 9:20 am)
- There will be times during the school year when attendance will be required for all students during the Blue period, 7:55 to 9:20 am. It is the responsibility of the families and students to follow the schedule as directed on the website.

White Schedule
- 7:55 am to 1:30 pm (First bell for class at 7:45 am; White Meeting Time 1:35 to 2:30 pm Block 8 classes will begin at 1:30)
- There will be times during the school year when attendance will be required for all students during the White period, 1:35 to 2:30 pm.

Mass Schedule
- 7:55 am to 2:30 pm (First bell for class at 7:45 am)

Full Rotation
- 7:55 am to 2:30 pm (First bell for class at 7:45 am)

La Salle Campus
The main office on the La Salle Campus is open Monday through Friday from 7:30 am to 3:30 pm. The La Salle Building is closed at 5 pm.

Study Café
The Dining Hall in the Student Life Center will be open from 3 pm to 5 pm on school days. It may be closed on occasion due to special events.

De Paul Campus
The Attendance Office on the De Paul Campus is open from 7:30 am to 3:30 pm. The De Paul Campus Building is closed at 5 pm.

Library Hours
The Sacred Heart Cathedral Library is open from 7 am to 5 pm, Monday through Thursday, and from 7 am to 4 pm on Friday.

Campus Safety
SHC campus safety personnel are on campus daily from:
6:30 am to 10 pm on LaSalle Campus  7:30 am to 5 pm on DePaul Campus

Additional security is used for school events.
IV. ATTENDANCE POLICIES

All students are to be present at school daily, to be on time for school each day, and to be prompt in arriving for scheduled classes and meeting. This is essential if the student is to derive the full benefit of his/her education at Sacred Heart Cathedral. Students who are late to class or tardy to school incur progressive steps for remediation (cafeteria duty, detention, Saturday detention, suspension).

All routine matters concerning attendance are handled through the Attendance Office. Cases of non-routine nature will be referred to the Dean of Students or the Assistant Dean of Students.

Office Procedure for Absence and Tardiness

1. The parent or guardian is to phone the school office (415.775.6626 ext. 760) between 7:45 am and 9 am to report any absence from school.
2. Parents and guardians will receive an automated call from the school office as a reminder to phone the school office to report any absence from school.
3. If a student is absent for multiple days, the parent/guardian should call each day.
4. Upon returning to school the student must present a note (by law) from the parent/guardian containing:
   a. date or dates of absence
   b. date note is written
   c. reason for absence
   d. signature of parent/guardian
5. This note is to be turned into the Attendance Office before 7:55 am on the returning day.
6. A student who is late for school more than 30 minutes must present a signed parent note with a reason for their tardiness. Students that are tardy to school for more than 30 minutes of their first class without a note or absent from school without contacting the Attendance Office cannot make-up work that is from those classes without approval from the Dean of Students or Assistant Dean of Students. This student will have 1 day to provide a note with a reason for their tardiness, if the note is not submitted within that time the tardiness will be unexcused and make-up work will not be accepted.
7. Students that are tardy or late for any particular class during the day for any reason (e.g., counseling appointment, moving their car) must report to the attendance office and obtain an admit slip before being admitted to class. Failure to sign in to the Attendance Office will result in detention. A student is considered tardy if he/she is not in his/her seat ready to begin class when the second bell rings.
8. A student who is leaving school early for any reason must sign out in the Attendance Offices. The student must have a note with the reason for the early dismissal and turn the note into the attendance office in the morning.

Failure to comply with any of the regulations concerning absence and/or tardiness will result in after-school detention for the student. If the note has not been turned in within three school days the student will receive Saturday detention. If note is not turned in on
Saturday detention the student will be considered truant from school and can face suspension.

**Excessive Absence Policy**
If a student accumulates a total of eight (8) absences in any class in a given semester, the student may not be eligible to receive academic credit. Long-term illness will be reviewed on an individual basis. The Dean of Students, Assistant Dean of Students, the Assistant Principal for Academics and the Director of Studies will review students who accumulate excessive absences and/or tardies to determine whether such behavior indicates a lack of commitment to the academic program at SHC.

**Daily Cocurricular Participation Policy**
Students must be present in school at least two (2) periods in order to participate in/or attend any after-school cocurricular activity.

**Extended Illness Policy**
If a student misses three or more consecutive days of school for a serious illness/injury, the student must present a written verification from a doctor upon his/her return to school. If it is expected that a student will be absent for a prolonged period of time, the parent or guardian must immediately contact the attendance office to explain why. In the case of prolonged absences for medical reasons, the school will assist the family in contacting a home teacher from the San Francisco Unified School District or other appropriate agency. A student’s attendance record is part of his/her transcript that is sent to colleges and universities.

**Tardy Probation**
Students who are tardy to school for their first class of the day ten (10) times will receive Saturday Detention and his/her parents will receive notification from the Dean’s Office. If a student is tardy twelve (12) times, he/she will be placed on tardy probation and they will be placed on a two-week suspension from all cocurricular activities. A combination of excessive tardies and absences from a specific class may result in a student not receiving academic credit for the class.

**Excused Absences**
Students and parents are expected to observe the published Sacred Heart Cathedral calendar in matters of vacations and days off from school. In the event that a student is taken out of school for personal reasons, the parents and student must assume full responsibility for this action and for the academic consequences entailed. In order for these absences to be excused students and parents must complete an Absence Notification Form and turn the form into the Attendance office for approval from the Dean of Students or Assistant Dean of Students 3 days prior to the absence.

**Unexcused Absences/Tardies**
Students that are tardy to school for more than 30 minutes of their first class without a note or absent from school without contacting the Attendance Office cannot make-up work that is from those classes without approval from the Dean of Students or Assistant Dean of
Students. Students will not be allowed to make-up work for any unexcused absence. Families will be contacted if an absence note is due, failure to submit the note by the deadline established by the Dean of Students will result in an unexcused absence.

Medical, Dental or Special Appointments
All appointments with doctors, dentists, etc., should be made during hours which do not infringe upon school time.

If circumstances should necessitate appointments during school hours, the student is to present a note from his/her parent/guardian requesting that the student be dismissed from school for the appointment. The time of the appointment, name of doctor and phone number is to be clearly stated. This note is to be presented to the attendance office by 7:55 am on the day of the appointment or the student may be asked to cancel the appointment.

When a student returns to school after an appointment, he/she must present a note from the doctor, dentist, etc. Most medical offices have a special form for this purpose. This note is to be presented to the Attendance Office as soon as the student returns to school. The student is responsible for any work missed during this time.

Contagious Diseases
Students whose absence from school is due to a contagious disease (e.g., hepatitis, mononucleosis, etc.) may be asked to provide the school with a doctor’s note certifying their well-being.

Illness During The School Day
If a student becomes ill during the school day, he/she should report to the Attendance Office. In no case should a student leave the campus if he/she becomes ill without reporting to the Attendance Office. Students are responsible for work missed in classes that day.

Student Health
The school administration should be made aware of any medical, physical or emotional problem of a student that may, in any way, affect his/her performance in school or school activities. Prior notification to the administration concerning such matters, even though they may appear minor, can prevent possible misunderstandings at a later time.

If a student is using medication prescribed by a doctor for a specific reason, the Dean of Students should be alerted to this fact in advance. Official written communication from the student’s doctor with the doctor’s signature will be required before the administration of medicine by school personnel.

Official School Pictures
Student photos for registration and student identification cards must adhere to the standard dress code and grooming policies for a regular school day. Senior photos for yearbook must also adhere to standard grooming policies. All seniors will wear a
graduation gown provided by the photographers, no cap. All clothing materials are supplied by the photographers.

**Student Identification (ID) Cards**
Certain matters of discipline and attendance are expedited by using student identification cards. Students are to carry their cards on their person at all times during the school day and during school activities. Student ID Cards are used to receive passes to class.

Students who lose their cards are responsible for a replacement. If a new card is needed the student may see the Dean of Students for a replacement. A fee will be charged for a new card.

**Visitors on Campus**
Visitors must be cleared through the Office of the Dean of Students and carry a visitor’s pass while on campus. Guests must be approved at least two days in advance.

**V. COMMUNICATION**

**Parent/Guardian Communication**
As part of its partnership with families, SHC prioritizes communication with parents and guardians. Families and the school communicate through various platforms. SHC personnel aim to respond in a timely fashion (generally within 24 hours) to reasonable email and voicemail requests from families and students. Appointments must be made ahead of time to meet with school personnel.

All administrators, faculty and staff at SHC may be reached through the school phone system or through email. Please see the faculty and staff directory on the school website to access the full list of phone extensions and faculty emails.

**Student/Family Directory**
The information found in the student/family directory is to be used only for school community purposes. It is not to be used for business, political, financial or any other reasons. It is not to be given or sold for others to use.

**PowerSchool**
SHC utilizes an online grade book to post student scores. Parents and students are given passwords and have continuous access to PowerSchool with the exception of brief periods at the end of the grading period. Teachers are expected to routinely update grades throughout the course of the semester.

**Schoology**
Faculty will use the school’s learning management system (Schoology) to post contact information, course syllabi, assignments and exam information, as well as to facilitate online class discussions.
School Website
SHC maintains a school website and routinely updates information about events, academics, cocurricular activities, and faculty and staff contacts.

Messages to Students
To allow students to be fully present in their learning and to focus on their responsibilities at SHC, parents and guardians are asked to refrain from texting, calling or emailing students during school hours.

Telephone messages cannot be delivered to a student while at school unless it is a case of extreme emergency (e.g., death in the family, serious accident, etc.). Reminders of appointments, requests that a student go to work at a certain time, etc., cannot be considered extreme emergencies, and such messages cannot be delivered. Parents, guardians, employers and other persons are asked to cooperate in this regard.

Change of Address, Phone Numbers or Email
The Main Office of the school is to be notified immediately of any change of address, email, and/or change of phone number. This is essential in order to keep school records accurate and in order to be able to contact the parents or guardians in the event of an emergency.

Publications
Second Century includes both alumni and school news in the form of in-depth feature articles, fundraising reports, alumni connections, student profiles and campus news. This magazine is mailed three times a year (winter, spring and summer) to all constituents, as well as parents of alumni who wish to receive it. The Annual Honor Roll of Investors is published in the fall.

The bimonthly eConnect includes news specific to parents and families who have students currently enrolled at SHC. It focuses on academic information, parent and student events, classroom and club activities, and athletics news and announcements.

Shamrock Express is a bimonthly e-newsletter for alums with time-sensitive information of upcoming events, links to timely news articles, and general announcements and reminders.

SHC Social is a monthly e-newsletter for alums, friends and the greater SHC community with time-sensitive information of upcoming events, links to timely news articles, and general announcements and reminders.
VI. PERSONAL APPEARANCE
Sacred Heart Cathedral believes that a student’s appearance has an impact on his/her attitude and behavior. Respect for the school community, for the students themselves, and for what the school is giving to the students is evidenced by dressing appropriately for the proper time and place. It is the specific responsibility of the dean of students and assistant dean of students to prevent the adoption of exaggerated or faddish hairstyles, clothing, tattoos, jewelry and/or accessories. The school does not see this as an infringement on personal fashion desires, for the student has many off-campus hours to dress as he/she wishes. However, attending Sacred Heart Cathedral is a privilege, and the school expects its students to conform to its dress code.

For those articles not listed, students should consult with the dean of students or assistant dean of students to see if they are appropriate. Dress code regulations are in effect during the entire school day including lunch. Any article of clothing or accessory that features an inappropriate picture, symbol or slogan may not be worn (e.g., references to alcoholic sponsorships). The dress code may be amended during the school year if necessary.

Final determination for any personal appearance issues in terms of what constitutes appropriate, inappropriate, in good taste, and the like, will be at the sole discretion of the Dean of Students, Assistant Dean of Students, or other school administrator.

School Jackets
A school jacket is acceptable as long as it is neat and clean. Jackets from other high schools, military jackets, oversized parkas and jean jackets are not allowed.

Sacred Heart Cathedral jackets are to be kept clean and the leather sleeves devoid of writing and drawings. The school jacket, which is standard in style (except that it is blue or green on alternate years) is to be maintained in the same condition as when it was purchased. Students may not put cocurricular blocks on their school jackets. If jackets are altered in any way they will be confiscated and not returned.

Regular Dress – Women
Women are encouraged to wear the school skirt. If women choose not to wear the school skirt, an acceptable pair of slacks or pants must be worn (see below). Skirts other than the school skirt are never allowed.

School Skirts
- The length must not be shorter than two inches above the middle of the knee.
- Colored nylons or tights are allowed to be worn under a school skirt which meets these length requirements.
- The dress code skirt in plaid, navy blue or khaki must be purchased at the school’s uniform company, Dennis Uniform Company.
Pants
- Pants, slacks and corduroys that are a white, brown, green, solid tan or khaki color only may be worn in lieu of the school skirt. No dark-colored pants such as black, blue, red, pink, and grey are allowed as part of the regular dress code.
- No faded or distressed or colored pants are allowed.
- Work pants (Ben's, painter pants, etc.), sweats, and fatigues of any color are unacceptable.
- No tight-fitting or excessively baggy pants are allowed. Slacks and pants may not be cut or frayed at the bottom.
- No leggings or exercise-style pants (yoga pants) are allowed.
- No pants with a stripe down the side are acceptable. Stitching on all pants should be the same color as the pants’ material.
- While the current fashion trends are leaning towards tight-fitting pants and legging-styled khakis, it is the policy of SHC that all pants worn to school are not excessively tight. Pants should be loose fitting.

Shorts
- Only brown, solid tan or khaki shorts may be worn on all regular dress days as long as they are not shorter than two inches from the middle of the knee.

SHC Polo Shirts
- The regular dress polo shirt is a long- or short-sleeve SHC polo shirt. This shirt must be purchased from Lands' End. Students may also wear other SHC-purchased polos (athletic polo, chorus polo, student council polo, block club polo, or any other school related polos approved by the Dean of Students).
- The shirt may not be altered in any way (hemmed, rubber banded in the back, etc.). All shirts must be kept clean and neat at all times.
- Students may also wear a Walkathon Shamrock Club shirt from the current school year instead of their polo at any time.
- No other shirts are to be worn over the school polo.

Shoes
- Shoes must be flat and modest.
- Students are encouraged to wear sneakers or loafers.
- Shoes that are never allowed include sandals, thongs/flip-flops, shower shoes, any shoe without a back or back strap, any shoe over two inches in height, platform shoes or work boots.
- Leg warmers or leggings are not appropriate.

Sweaters and Sweatshirts
- Students may wear sweaters and sweatshirts over their polo shirts as long as the collar is showing. Students may wear the dress-up day sweater or fleece pullover at any time.
- No sweatshirts with inappropriate slogans or symbols are allowed.
- No oversized sweatshirts are allowed
Hair
- Extreme, shaved or faddish hairstyles are not permitted. A student’s hair should be clean and combed.
- Students must maintain their natural hair color, and are not allowed to color or braid extreme colors (bright red, burgundy, orange, purple, etc.) into their hair. Any highlights must appear natural to a student’s normal hair color.
- A student found in violation of this policy will be sent home and will not be allowed to return to school until her natural hair color is restored. All school time missed will be made up in detention and Saturday detention.

Hats
- Students may not wear hats on the school campus during the school day.

Makeup
- Makeup, if worn, must be in good taste.

Accessories/Jewelry
- No excessive piercings or facial piercings are allowed.
- This includes but is not limited to nose rings, tongue rings, lip rings, eyebrow rings, labret piercings, bridge piercings and surface piercings. Students are not allowed to use a clear plastic stud or accessories to allow piercings to heal.
- Tattoos cannot be visible and must be covered; students who participate in athletics must have them covered at all times or they will not be allowed to compete.

Regular Dress – Men

Pants
- Pants, slacks and corduroys that are a brown, green, solid tan or khaki color only may be worn. No dark-colored pants such as black, red, pink, blue or grey are allowed.
- No faded or distressed or colored pants are allowed.
- Work pants (Ben’s, painter pants, etc.), sweats and fatigues of any color are unacceptable.
- Students shall not wear pants that, when fastened, sag or fit below the waist. Slacks and pants may not be cut or frayed at the bottom.
- No pants with a stripe down the side are acceptable. Stitching on all pants should be the same color as the pants’ material.

Shorts
- Only brown, solid tan or khaki-colored shorts may be worn on all regular dress days.
SHC Polo Shirts
- The regular dress polo shirt is a long- or short-sleeve SHC polo shirt. This shirt must be purchased from Lands' End. Students may also wear other SHC-purchased polos (athletic polo, chorus polo, student council polo, block club polo, or any other polos approved by the dean of students).
- The shirt may not be altered in any way (hemmed, rubber banded in the back, etc.). All shirts must be kept clean and neat at all times.
- Students may also wear a Walkathon Shamrock Club shirt from the current school year instead of their polo at any time.
- No other shirts are to be worn over the school polo.

Shoes
- Shoes must be flat and modest.
- Students are encouraged to wear sneakers or loafers.
- Shoes that are never allowed include sandals, thongs/flip-flops, shower shoes, any shoe without a back or back strap, or work boots.

Sweaters and Sweatshirts
- Students may wear sweaters and sweatshirts over their polo shirts as long as the collar is showing. Students may wear the dress-up day sweater or fleece pullover at any time.
- No sweatshirts with inappropriate slogans or symbols are allowed.
- Oversized sweatshirts are not allowed.

Hats
- Students may not wear hats on the school campus during the school day.

Hair
- Extreme or faddish hairstyles are not permitted. A student’s hair should be clean, professionally cut, neatly combed and/or styled in a moderate manner.
- As a guide, the hair is not to extend below the top of the dress-shirt collar in the back, or extend past the middle of the forehead.
- Sideburns must not extend below the earlobe.
- Students must maintain their natural hair color.
- Shaved hairstyles, two-tone hair color, bowl cuts, shag cuts and tails are unacceptable. Any designs and lines that are blended or part of a hair style are not allowed.
- Students who arrive to school with hair that is in violation of this code will be sent home to get a proper haircut, and all time missed will be made up in detention and Saturday detention.

Shaving
- Students who are not clean-shaven may be asked to shave at school or be sent home to shave.
- Lines shaved into the eyebrows are not allowed.
- All school time missed will be made up in detention and Saturday detention.
**Accessories**

- Earrings are never permitted; no excessive jewelry may be worn.
- No excessive piercings or facial piercings are allowed.
- This includes but is not limited to nose rings, tongue rings, lip rings, eyebrow rings, labret piercings, bridge piercings and surface piercings. Students are not allowed to use a clear plastic stud or accessories to allow piercings to heal.
- Tattoos cannot be visible and must be covered; students who participate in athletics must have them covered at all times or they will not be allowed to compete.

**Dress-Up Days**

In keeping with appropriate dress and respect for certain events and occasions, Sacred Heart Cathedral will have dress-up days. These days will be announced in advance and students will be expected to adjust to the special guidelines of the day.

**Women**

On special occasions (Masses, awards ceremonies, etc.) the community will be required to come properly dressed for a Lasallian Vincentian Catholic high school event. Women are to wear the following:

- Green dress-up day sweater or fleece pullover from Lands’ End is required. The only exceptions are the Athletic Varsity Game Day Jacket, the white SHC Block Club Sweater, the green SHC V & P jacket or the SHC School Jacket that is purchased from Jostens during sophomore year.
- Pants, slacks and corduroys that are **khaki color only** may be worn. No dark colored pants are allowed such as black, blue, or grey.
- White or Light Blue Button down blouses with a collar that extend past the waistline. These blouses may be purchased through Lands End and if purchased with logo can be worn on regular dress day.
- The school uniform skirt is acceptable.
- Flat dress shoes; shoes must have a full back or back strap. All black leather tennis shoes are also acceptable. No boots or converse tennis shoes are allowed.

**Men**

Men are to wear the following:

- Green dress-up day sweater or fleece pullover from Lands’ End is required. The only exceptions are the Athletic Varsity Game Day Jacket, the white SHC Block Club Sweater, the green SHC V & P jacket, or the SHC School Jacket that is purchased from Jostens during sophomore year.
- White or Light Blue Dress-shirt with a tie. If this dress shirt is purchased through Lands End it may be worn on regular dress days.
Pants, slacks or corduroys that are khaki color only may be worn. No dark colored pants are allowed such as black, blue, or grey.

Dress shoes or all black or white leather tennis shoes. Converse tennis shoes are not allowed

**Modified Dress Days**
There are certain days during the year when students are allowed modified dress. These days usually revolve around spirit-building events such as a rally or the Walkathon. An email or Schoology post from the Dean of Students will outline specifics for students. The general guidelines for these days are as follows:

- Students are allowed to wear only SHC polos, SHC T-shirts, or SHC sweatshirts.
- Only jeans, SHC sweats are allowed.
- Shorts are allowed as long they must meet the guidelines for regular dress days. Short athletic shorts for the women are not allowed.
- All pants or shorts must be hemmed and have no holes.
- Overalls, fatigues, work pants, any excessively baggy pants, leggings, yoga pants, skirts or dresses are not allowed.
- Shoes worn on modified dress days must meet the requirements for regular dress days.

**Irish Friday**
The Dean of Students will assign on some Fridays of the school year as Irish Friday, students are free to wear any SHC top instead of their school polo. Students must wear regular school pants.
VII. DISCIPLINARY POLICIES

Code of Christian Conduct

The students’ interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, Sacred Heart Cathedral may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus that is consistent with the Christian principles and philosophy of Sacred Heart Cathedral determined by the school in its discretion. These principles include, but are not limited to, policies, principles or procedures set forth in our Student and Family Handbook. Likewise, it shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to these standards of conduct as determined by SHC in its discretion.

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

1. Parents/guardians are expected to work courteously and cooperatively with Sacred Heart Cathedral to assist the student in meeting the academic, moral and behavioral expectations of the school;
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive;
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., athletics, field trips, etc.)

Sacred Heart Cathedral reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles and philosophy of the school. Failure to follow these principles will result in a verbal or written warning to the student and/or parent/guardian, and may also result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian’s privilege to come to or to participate in school activities, volunteer work, etc.).

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

Classroom Behavior

- Students are expected to show courtesy to all faculty, staff and other students. Students should use proper titles in addressing faculty members, “Brother, Sister, Miss, Ms., Mr. and Mrs.”
- It is necessary that each student brings all books and supplies to every class.
- There will be a bell to end the period. The teacher, and not the bell, dismisses the class.
● There is to be no eating or drinking (water is acceptable) in any of the school buildings except for the Dining Hall.
● Students who have official permission to leave during a class period must notify the teacher before leaving.
● If a student is told to leave the classroom for disciplinary reasons, he/she is to report immediately to the waiting room of the Dean of Students’ office, be seated, and remain in absolute silence until the Dean of Students or Assistant Dean of Students is notified and contacts the student.

**Student Behavior Outside of School**
Sacred Heart Cathedral expects all students to behave in a manner, both on and off campus, consistent with the Christian principles and philosophy outlined in the Code of Christian Conduct. Students who are in violation of the Code of Christian Conduct off campus will face disciplinary action. Students should not, for example, gather in unsupervised areas (such as Sigmund Stern Grove) after they are legally closed or participate in activities that violate the Code. Students in violation of the Code of Christian Conduct face suspension from school. Students who are suspended from school will also be suspended from cocurricular activities for two weeks. Any student in repeated violation of this policy may face expulsion.

**Failures in Good Order**
The following infractions of good order are examples of actions that are considered to be serious and will be dealt with accordingly.

● Disobedience, insubordination or rudeness to a member of the administration, faculty or staff.
● Language or behavior that is seriously immoral, profane, vulgar or obscene.
● Possessing, selling, giving away, using or being under the influence of a controlled, mood-altering substance on the campus, at school functions, or at a time and place directly involving the school.
● Theft or vandalism.
● Dishonesty of any kind, including cheating and plagiarism.
● Possession of indecent books, pictures or objects.
● Fighting, injury or harm to persons or serious threat of same.
● Possession of graffiti pens or markers.
● Outrageous, scandalous or seriously disruptive behavior.
● Possessing, using, or threatening to use any weapon including all types of knives.
● Conduct at school or elsewhere that would reflect adversely on Sacred Heart Cathedral and be detrimental to the reputation of the school or the Catholic Church.
● Truancy from school and from class.
● Any form of inappropriate behavior exhibited through email, text messaging, IMs or on social networking sites.
Disciplinary Sanctions
The following sanctions may be imposed on students:

Warning: Ordinarily, a student who is involved in a single minor disciplinary infraction will be corrected verbally or asked to discuss the matter with a faculty member.

Detention: Detention is held for a determined length of time either after school, in the morning, or on Saturdays. Detention takes precedence over any cocurricular activity. Detention must be served on the day of the infraction. Rescheduling will be made only for very serious reasons, and students who “cut” detention are liable for serious disciplinary action (i.e., added days of detention, Saturday detention, suspension). Students who are repeatedly assigned detention may be suspended and/or placed on probation. The student will be readmitted to school after there has been a conference with the Dean of Students or Assistant Dean of Students, the parents and the student.

Suspension: A student may be placed on suspension for serious misconduct, whether on or off campus, or for serious misconduct after having been placed on probation. The parents will receive notification of the suspension and must confer with the Dean of Students or Assistant Dean of Students before the student is readmitted to the school.

Suspension may involve loss of class time. Teachers will be informed by the Dean of Students whether the student will be allowed to make up assignments, tests, etc., which the student has missed.

Suspension always results in the loss of the right to participate in any school activity for a period of time to be determined by the school administration.

Probation: Parents will be notified that their son/daughter, because of a relatively serious infraction of school regulations or of repeated minor incidents, has been placed on probation. Students may lose the right to participate in cocurricular programs (athletics, drama, etc.) and activities (athletic events, dances, etc.), while on probation. Any serious infraction or an accumulation of minor infractions while on probation may be grounds for expulsion. The length of the probation is to be determined by the Dean of Students.

Expulsion: This is the final and irrevocable dismissal of the student from the school. Expulsion is incurred by misconduct of a very serious nature such as theft (students are to return any items lost on campus to the main office, possession of a lost item will be considered as a theft), possession of a weapon or the selling of any controlled, mood-altering substance (alcohol, drugs, etc.). These cases call for immediate dismissal without suspension. Expulsion can also occur by repetition of conduct leading to one or more suspensions. The dismissal will be effected with the approval of the Principal.
Sanctions For Chemical Substance Use and Abuse
The following chemical substance policy will cover all school activities on the campus, school functions, or times and places involving the school:

- Sacred Heart Cathedral with probable cause has the right to verify through testing (Breathalyzer, alcohol lick strips, drug test) if a student is under the influence.
- Selling any controlled, mood-altering substance (alcohol, drugs, etc.) will be dealt with by immediate expulsion from the school.
- Possessing or being under the influence of any controlled, mood-altering substance or possession of any drug paraphilia will be handled in the following manner:

First Offense
The first offense will bring immediate suspension from school; also the student will be suspended from all cocurricular activities for a period of four weeks. The student will be readmitted to school after there has been a conference with the Dean of Students, the parents and student. Readmittance to all cocurricular activities is probationary until the student and/or family complete the following:

- Appropriate drug/alcohol assessment or treatment determined by a professional substance abuse counselor.
- Enrollment and completion an 8 hour online drug and alcohol course assigned by the Dean of Students.

Students are subject to random testing as long as they remain at Sacred Heart Cathedral. Test results indicating subsequent use of any controlled, mood-altering substances will be treated as an additional offense of this policy.

Second Offense
The second offense may be dealt with by immediate expulsion, or may necessitate the student’s enrollment in either an in- or outpatient treatment group depending on the seriousness of the chemical dependency. The determination will be made after consultation and evaluation of professional testing, at an appropriate agency or institute. Failure to enroll and to participate in the designated program will result in expulsion.

Third Offense
The third offense will bring immediate expulsion.

Off-Campus Use of Mood-Altering Substances
The use of mood-altering substances (alcohol and other illegal drugs) is illegal, and such behavior puts the adolescent in danger of himself/herself and/or others. If SHC personnel discover evidence that a student has used mood-altering substances outside of school, school personnel will inform the student’s parent or guardian of this evidence. If school personnel learn of a second incident of mood-altering substance use outside of school, SHC will invoke the Chemical Substance Use and Abuse Policy. In other words, the second report by SHC personnel of outside-of-school substance use will be treated as a first offense under the section Sanctions for Chemical Substance Use and Abuse of this Student and Family Handbook.
School Trips
Students who participate in school activities (i.e., athletic or chorus trips) that require overnight stays, overseas travel, retreats and/or overnight field trips, are subject to random testing for drugs or alcohol during the trip. A positive test will result in the student being sent home from the trip at parental expense, and the student being referred to the Dean of Students.

Tobacco
Tobacco use is deemed by the surgeon general of the United States to be unhealthy and addictive. In support of this, both smoking and chewing tobacco are deemed unacceptable on campus, in the vicinity of the school or at school functions. Violators are subject to disciplinary sanctions.

Policy on Pregnant Students/Married Students
In case of pregnant students or married students, the best interest of the student, parents and school will be considered. Procedures will be developed in each individual case. SHC’s policies regarding pregnant students are consistent with the teachings of the Catholic Church.

Harassment Policy
Sacred Heart Cathedral is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee or religious employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of 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.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual’s race, creed, color, national origin, physical disability, or sex or sexual orientation or perceived sexual orientation. Harassment can occur any time during school, during school-related activities and outside of school. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment**: Derogatory comments and jokes; threatening words spoken to another person;
- **Physical Harassment**: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
- **Visual Harassment**: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures;
• **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

  a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s academic status or progress;
  b. Submission to or rejection of such conduct by a student is used as a basis of academic decisions affecting the individual;
  c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive educational environment.

**Specific examples of sexual harassment include, but are not limited to:**

- Making unsolicited sexual advances and propositions;
- Using sexually degrading words to describe an individual or an individual's body;
- Displaying sexually suggestive objects or pictures;
- Telling inappropriate or sexually related jokes;
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

**It is the responsibility of Sacred Heart Cathedral to:**

  a. Implement this harassment policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
  b. Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement;
  c. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
  d. Establish practices designed to create a school environment free from discrimination, intimidation or harassment.

**It is the student’s responsibility to:**

  a. Conduct himself/herself in a manner that contributes to a positive school environment;
  b. Avoid any activity that may be considered discriminatory, intimidating or harassing;
  c. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
  d. Report all incidents of discrimination or harassment to the dean of students;
  e. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.
**Complaint Filing and Investigation Procedures:**
The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the dean of students or assistant dean of students; or to a teacher who will report it to the principal; or to the Office of Catholic Schools if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator if he/she prefers to do so.

2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.

4. Once the facts of the case have been gathered, the principal, in consultation with the Office of Catholic Schools, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination/expulsion.

5. If the complaint is against a non-employee or nonstudent, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

**VIII. Responsible Use of Technology Resources**
Technology resources used at Sacred Heart Cathedral Preparatory (SHC) are designed to support and improve the educational environment and educational opportunities of students, to enhance the productivity and effectiveness of the administration, faculty and staff, and to provide various channels of communication among community members. More specifically, they are intended to enhance learning, develop effective information literacy, promote digital citizenship, and support respectful, productive communication.

No set of policies and procedures can lay down rules to cover every possible situation. The policies stated herein are designed to express a framework and to set forth general principles for use of technology resources at SHC. In order for the technology systems and services to perform optimally, it is necessary for everyone at SHC to comply with these policies. Use of technology is a privilege that should always demonstrate the ethical and academic values of a Lasallian Vincentian Catholic, college-preparatory institution.

The SHC Responsible Use Policy applies to all technology resources including, but not limited to:
• all computers (school owned or personally owned) – desktop, laptop, tablet, servers, etc.;
• all peripheral equipment (school owned or personally owned) – disk drives, printers, etc.;
• other electronic equipment (school owned or personally owned) – video/audio equipment, copy machines, information storage devices, cell phones, etc.;
• the school network – including local area networks, wireless networks, network connections to remote sites, etc.;
• all software administered by the school or running on school resources, such as email, web browsers, file exchange software, etc.;
• the school telephone system, including voicemail;
• school-provided access to the Internet.

SHC students are expected to use technology resources in a considerate, ethical, moral and legal manner. All SHC technology systems and information stored on them are governed by school policies and are subject to school supervision and inspection whether they reside on school owned computers, personally owned devices, the school network, or cloud based, externally hosted communication and collaboration systems.

Students are prohibited from altering the normal functioning of the computing system or engaging in activities that impair the operation or security of the school’s network or computer systems. The school may take any action required to protect the integrity of its systems, to prevent or stop illegal use of its systems, or to prevent or stop users from impeding the use of the systems by others. SHC is not responsible for materials acquired by the student on the system, for violations of copyright restrictions, users’ mistakes, or negligence of any kind incurred by users.

All Information Technology (IT) Resources at SHC are the property of the school and all messages or documents composed, sent or received on these systems are and remain the property of the school. There is no expectation of privacy with use of the school network, software or hardware. The school reserves the right to audit and monitor usage of these resources and to access, view and disclose their contents, with or without notice or the consent of the user and with or without cause. The school may take disciplinary action against users found violating this policy. Disciplinary action may include dismissal.

As the primary educators of their children, it is assumed that parents will monitor their student’s use of technology resources, set appropriate limits on their use, and discuss with them acceptable use of these resources.
Bring Your Own Device (BYOD)/Personally Owned Devices (PODs)
All SHC students are required to bring in a personally owned device/computer for use on campus. Just like textbooks, calculators, pencils and other tools for learning, devices are expected to be brought to school each day in good repair and ready for classroom learning experiences. Our vision is that SHC students acquire the skills necessary to select and manage digital tools that will empower them in all phases of the learning process, including research, problem solving, content creation, communication and collaboration. Students and families must choose a device that meets our program’s minimum specifications. These specifications are outlined on the Educational Technology page of the school website. Students are not required to purchase a new device if they already own a system that meets these minimum specifications. This Personally Owned Device (POD) serves as a student’s primary device, while devices such as Kindle readers, smartphones, and similar devices may serve as secondary PODs. A comprehensive set of BYOD Frequently Asked Questions resides at the school website and should be read by all students and families, but some key highlights include the following:

- Students are required to bring in a fully charged device that meets minimum specifications each day. Participation in this program is mandatory, not optional.
- SHC provides a limited amount of support for a student’s ‘BYOD’ device. If the issue can’t be resolved by SHC staff, a loaner device will be issued for a maximum of two weeks while the student has his/her device repaired.
- Students who elect to use a tablet computer as their BYOD device must have an external keyboard.
- Protective cases for devices are required.
- All devices and associated accessories including power adapters should be labeled with the student’s first/last name and graduation year.
- BYOD devices should never be left unattended and unsecured while on campus.
- Two secure charging stations will be provided for student use; one in the library, and one in the attendance office of the DePaul Campus. Students may not leave their BYOD overnight in these charging stations. SHC is not responsible for loss or damage that occurs if a student leaves his/her BYOD overnight in a charging station.
- A robust professional development model that supports teachers in the efforts to utilize technology in thoughtful ways that positively impact student learning has been in place for several years.
- Students should take appropriate measures for securing devices during transportation to and from school. Coaches and teams will use sensible practices that help secure devices during practices and competitions.
Parents are invited to participate in the development of our 'BYOD' program by joining the 'BYOD at SHC' group on Schoology and through attendance at parent education opportunities.

Parents and students accept responsibility for the security, maintenance, and repair of their own PODs. SHC accepts no responsibility for PODs or software including, but not limited to theft, vandalism, or intentional destruction both on and off campus. Students are responsible for maintaining their virus protection and setting the POD to automatic update and scanning. SHC will not support hardware or software issues with non-school purchased personal computers, printers, or peripherals at home or at school.

Students who bring a POD on campus are responsible for securing them at all times. SHC assumes no responsibility or financial liability for any damage the student or parent suffers, including but not limited to theft, physical damage, loss, software malfunction or loss of data on the POD. If a POD appears to have been stolen, the student should immediately report the incident to the Dean’s Office. The Technology Department will be contacted to disable wireless access for the unit. Parents are encouraged to add such devices to their homeowner's or renter’s insurance.

Students are expected to keep their PODs with them or locked in their classroom building lockers. They are not to lock PODs in their PE lockers. Students are expected to take their PODs with them to practice or store them in their classroom building lockers during/after school events. Students are advised to keep PODs in protective cases at all times while on campus. Students taking public transportation should take care to conceal their POD (e.g. put inside their backpack).

We strongly encourage students to back-up all work on a daily basis to a personal flash drive, home computer or storage device, or on a cloud based storage site. The school assumes no responsibility for lost or corrupted work due to failure to back-up or due to non-operation of a POD. Students will not be granted work extensions for a failed POD, or lost or corrupted work.

PODs may be used in the library at any time. In addition, students can use their POD in a classroom with teacher approval and supervision. The student must adhere to any additional guidelines that the classroom teacher or library personnel may require. The use of the POD may in no way disrupt or distract from the learning environment.

Students may connect PODs wirelessly (and only wirelessly) to the school’s network backbone upon completion of a simple registration procedure when the POD first connects.
to the wireless network. However, they may not do so in a classroom without explicit teacher approval. All usage must be consistent with the mission and philosophy of SHC. Students are prohibited from using resource intensive applications, programs, etc. Items that use excessive amounts of bandwidth can slow the network experience for other users. The use of network monitoring software or applications considered intrusive by the school is a serious offense, and will result in disciplinary action, up to and including expulsion. Network access is a privilege that may be revoked for any reason at the discretion of the administration, Director of Educational Technology, or Director of Informational Technology.

The student is responsible for coming to school with a fully charged POD and may not rely on school outlets throughout the day. Repair and maintenance are the responsibility of the owner of the device.

Students must surrender their PODs to any teacher or administrator upon request and must allow these authorized personnel to examine the system to determine whether established policies have been violated.

**Portable Devices (phones, recording devices, etc.)**

Students may use portable electronic devices throughout campus, including all buildings, before the first warning bell and after school. If using a device to listen to audio at any time, earphones must be worn.

Students may use their portable electronic devices during breaks and passing periods, but they may not use these devices for phone calls/conversations. In a similar fashion, these devices may be used in the dining hall, plaza, atrium, and library during the lunch periods. If a student needs to phone a parent or relative, he or she must come to the Attendance Office to make the call.

Due to safety concerns, students are not to use their devices in any manner while crossing streets from campus to campus or while walking on any stairwells. Students are also not permitted to use these devices during liturgies and school or class assemblies (rallies excepted, where appropriate).

Personal items that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of SHC. Use of these devices in restrooms or locker rooms is strictly prohibited. Taking pictures, videos, or recordings of teachers without their knowledge is a violation of this policy. The transmission and display/sharing of inappropriate images is subject to disciplinary and legal action.
Students must have permission from all parties involved (teachers and students) before a recording device is to be used.

Students are strictly prohibited from using SHC’s name, initials, logos, pictures, or representations of the faculty, staff, students, or other individuals that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate. Students are to be committed digital citizens and use technology resources in ways that promote rather than degrade the school community or any individual member or group within the school community. Deliberate publication or postings of inappropriate material will result in serious disciplinary action up to and including dismissal from the school.

**School Owned Devices**
The school has a limited number of laptops, tablets, digital and video cameras, etc. that are loaned to students. The student and families accept responsibility for the loaned device in the same manner they accept responsibility for PODs.

The equipment provided for student use is the property of SHC. Students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations. Students may not bypass security systems, access systems areas without instructor permission, change configurations, or alter in any way the setup of school computer equipment.

**Software Licensing & Copyright**
General Statement of Policy
It is the policy of SHC to respect all computer software copyrights and to adhere to the terms of all software licenses to which SHC is a party. The Director of Educational Technology, Director of Information Technology and Technology Department staff are charged with the responsibility of enforcing these guidelines. SHC students may not duplicate any licensed software or related documentation for use either on SHC premises or elsewhere unless SHC is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users to both civil and criminal penalties under the United States Copyright Act. Students may not give software to any outsiders including other students, parents, other teachers, alumni, contractors, and others. SHC users may use software on local area networks or on multiple machines only in accordance with applicable license agreements.
Installation of Software
Software will only be installed by Technology Department personnel.

Home or Personal Computers
School computers are organization-owned assets and must be kept both software legal and virus free. Students are not permitted to bring software from home and load it onto school computers. SHC owned software should not be taken home and loaded on a student’s home computer or on a personal computer. If a user is to use software at home or on a personal computer, the school or user will purchase a separate license.

Penalties & Reprimands
According to the US Copyright Act, illegal reproduction of software is subject to civil damages and possible criminal penalties. A school user who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstance. Such discipline may include expulsion.

Copyright
Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is against the mission of SHC and will result in disciplinary action.

Email Acceptable Use
This policy describes school guidelines with regard to access to and disclosure of electronic mail (email) messages sent or received by SHC students through the SHC email system. SHC respects the individual privacy of its students; however, no one should have an expectation of privacy through the use of school-provided equipment, supplies or the school’s network.

Administration’s Right to Access Information
The email system has been installed by the school to facilitate business and educational communications. Although each student has an individual password to access this system, the system belongs to the school and the contents of email communications are accessible at all times by the administration. The email system may be subject to periodic unannounced inspections, with or without notice and with or without cause, and should be treated as a shared filing system. The contents of email, properly obtained for legitimate purposes, may be disclosed within the school without your permission. Therefore, no one should assume that messages are confidential.
Personal Use of Email
Email is an important form of communication at SHC. Students are expected to check their email at least daily. Faculty and staff will often communicate with students via email. Personal use of email is permitted by SHC, but these messages will be treated the same as other messages. The school reserves the right to access and disclose as necessary all messages sent over its email system, without regard to content. Since personal messages can be accessed by school administration without prior notice, students should not use email to transmit any messages that they would not want read by a third party. For example, SHC email should not be used for gossip, including personal information, for forwarding messages under circumstances likely to embarrass the sender, etc. It is important that students fully sign out of email when using public, shared computers on campus.

Forbidden Content of Email Communications
The school’s email system may not be used in any way that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, or religious or political beliefs. Furthermore, the school’s email system should not be used for such purposes as soliciting or proselytizing for commercial ventures, religious or personal causes or outside organizations or other similar, non-SHC related solicitations. Use of the school-provided email system in violation of this guideline may result in disciplinary action as appropriate under the circumstances.

Password Integrity
Users are prohibited from the use of the passwords of other users to gain access to the other user’s email messages. Students are also forbidden from sending email from another user’s account. Students are encouraged to protect the security of their email accounts by not disclosing their passwords to anyone. All students are expected to safeguard their own user name and password. Anyone who uses another student’s name or password is subjected to disciplinary action.

Email Backup and Archiving Policy
Email documents should not be treated as a substitute for proper permanent records. Technology Department staff will take appropriate care to preserve the integrity of the email system; however, permanent archive of any email is the user’s responsibility.
**Internet Use, Blogging, and Social Networking**

The use of the Internet and school accounts must be in support of education and consistent with the mission of SHC. Students are to report any misuse of the network to a teacher or administrator. Misuse is considered to be intentionally accessing any Internet site deemed inappropriate by the administration of SHC. Misuse also includes any conduct in and out of school that reflects negatively upon the reputation of SHC. Misuse is considered any message(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Students may not use any forum to intentionally mistreat, embarrass or disrespect other students, families, alumni, faculty or other members of the school community. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited.

The use of the Internet requires that students abide by accepted rules of network etiquette. These include, but are not limited to, the following:

- **Be Polite** Do not send abusive, harassing, discriminatory, violent, or threatening messages to anyone. Students are representatives of our school community. A student may be alone on a computer, but what is written or posted can be viewed globally.
- **Use Appropriate Language** In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
- **Respect Privacy** Do not reveal the passwords, personal addresses, or phone numbers of yourself or any person via the Internet. Note that electronic mail (email) is not guaranteed to be private.
- **Connect Fairly and be Courteous** Do not use the network in ways that disrupt its effective use by others. Do not use resource intensive applications, programs, etc. Items that use excessive amounts of bandwidth can slow the network experience for other users.
- **Use Appropriately** Students are strictly prohibited from using computers or email systems in ways that are disruptive, offensive to others, or harmful to morale. Some examples of such prohibited use include sexually explicit images or messages, ethnic slurs, bullying, or racial comments.

SHC recognizes the usefulness of social networking sites and their potential for education. This policy provides rules and regulations for participating in social networking, both on and off campus.
Definitions
Blogging consists of written postings or other content on a publicly available Internet site by an individual. While the information posted is usually written comments, it can also be or include photographs, drawings, videos, or any other graphic or audio information. “V-blogging” involves the same principles as blogging, but the content consists of live and/or taped video content broadcast on the Internet.

Social Networking consists of using Texting, Instant Messaging, Facebook, Twitter, Myspace, LinkedIn or other related tools or websites for communicating with other individuals.

No SHC student may post by blogging and/or v-blogging or Social Networking, whether during school hours or elsewhere at any other time, comments or images that:

- are in violation of SHC’s codes of conduct including but not limited to policies pertaining to violence, threats, discrimination, or harassment;
- are defamatory or disparaging of the school, its employees, other students or their family members;
- include inappropriate graphics, images, pictures, or video of employees of SHC or fellow students.
- intentionally misrepresent, embarrass or fail to respect other students, faculty or members of the school community.

When students use such sites they should remember that they represent SHC at all times, day and night, and whether on or off campus. Students should keep in mind as they participate on social networking websites that anything posted online is available to anyone in the world. Any text or photo placed online should be considered by the user as a public document or image.

SHC may monitor these websites regularly. Students should be creative, thoughtful, and proactive in building digital footprints that contribute to their personal growth and that they, their parents, and SHC can be proud of. Students should be aware that colleges and universities, scholarship committees, potential employers, and internship supervisors may monitor these sites as a way of assessing and selecting applicants.

Network and Devices
The network administrator will configure and connect PODs to the SHC network. If networking hardware is needed, the school will assist in advising the student what is
required. Directions showing users how to connect their PODs to the school's wireless network will be posted by the Technology Department.

**Anti-Virus and Firewalls**
All users should maintain the latest version of an anti-virus software package on their devices. Users should also be sure to enable the software firewall on their devices. The Technology Department maintains a page listing free and open source software at the following link: [http://goo.gl/6xqJs](http://goo.gl/6xqJs). This page includes freely available computer anti-virus programs.

**Updating/Upgrading**
When software is updated or upgraded, the policy is the same as it is for software licenses, but for operating system upgrades, the owner of the device must agree to buy the license or order it.

**Security, Vandalism & Hacking**
The security of the network and the advancement of teaching and learning is our primary concern, and students are asked to work with the network administrator to protect computers. Students must log on with their school account if the computer is attached to our network and used on campus. Security measures must not be bypassed. Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem on the Internet or school network, he or she must notify a member of the faculty or staff immediately. Students are asked not to demonstrate the problem to other users. Students may not use another individual’s account at any time. *Personal passwords should never be shared or revealed.* Attempts to log on to the Internet, school network, or school email system as anyone else will result in suspension of the user's access and technology privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access and technology privileges at SHC.

Vandalism or hacking will result in suspension of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. Vandalism includes, but is not limited to, destruction of hardware, software and peripherals, and the uploading/downloading of viruses or malware. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, willful damage to computers and peripherals, creation of computer viruses, or changing online materials without permission.
Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damages caused by a student or other user.

**Audio, Photo & Video Release Policy**

By enrolling in SHC, all parents/guardians, and students are deemed to have given their consent and approval to SHC and any Lasallian, Vincentian or Archdiocesan organization designated as appropriate by the school, to use any photograph, audio or video likeness or reproduction of the student without further permission or notification. In granting this permission, parents/guardians and students release any and all claims for damages for libel, slander or invasion of right of privacy.

**IX. POLICIES FOR CAMPUS AND NEIGHBORHOOD**

**Closed Campus**

Students are not allowed to leave campus during school hours. If they are leaving and have permission to do so (medical appointment, parent note, moving car), they must sign out and get a pass from the La Salle or De Paul Attendance Office. Failure to sign out will result in detention.

**School Property**

Any student damaging, destroying or removing school property from the school is liable for repair or replacement of the property, in addition to any other disciplinary sanction determined by the Dean of Students or Assistant Dean of Students.

**Textbooks**

The student’s name should be placed prominently in several places in each textbook as soon as it is purchased. This will help to prevent loss or theft of books. It will also make it easier to return lost textbooks to the proper owner if they are found.

The school cannot assume responsibility for lost or stolen textbooks or supplies. Students should always take care to keep their books within sight and not leave them unattended.

Textbooks and other personal property should be kept in a condition befitting a student at Sacred Heart Cathedral.

**Lockers**

Each student is assigned a locker at the beginning of the school year. This locker should not be shared with anyone nor may a student change his/her locker without permission of the Dean of Students or the Assistant Dean of Students. Only combination locks purchased from school may be used on school lockers. Any other locks will be removed; the contents of these lockers will also be removed and can be obtained from the Dean of Students’ Office.
Each student is expected to keep his/her locker neat, clean, free of any controversial materials (e.g., pictures) and securely locked at all times. In the interest of security, the locker combination should not be given to any other person. The school will not be responsible for any loss, theft or damage to any books or other personal property. Large amounts of money or items of exceptional value should never be brought to school.

Because Sacred Heart Cathedral is a private school, the administration reserves the right to investigate any student’s locker at any time.

Elevators
Use of the elevators on both campuses is limited to faculty and staff members and students who are physically handicapped. Exceptions may be made for students who have sustained injuries that severely limit their mobility.

Jaywalking/Crosswalks
Students should use marked crosswalks at all times. The south crosswalk at Gough and Ellis is unavailable to students before, during and after school. Students should follow other directions given by faculty prefects. Jaywalking is never allowed, and students who jaywalk are subject to disciplinary sanctions.

Plaza Area (La Salle Campus); Foyer (De Paul Campus)
Students may gather in these areas during break. Litter should be placed in the proper receptacles. Since these areas are the main entrances to the respective campuses, care should be taken to ensure that they are presentable at all times. Students who fail to clean up their trash may be assigned multiple days of clean-up duty and/or detention. Students are not to conduct athletic contests, play catch, and throw Frisbees, etc., in these areas, unless the activity has been organized by school personnel.

Pavilion, Gymnasium Facilities, Fitness Center
Unless otherwise stated (inclement weather, intramurals, etc.), the Pavilion is out of bounds for students at lunchtime. Students are not permitted to use the Pavilion at any time unless there is a faculty member or assigned prefect present. The same holds true for the gymnasium and the Fitness Center.

The weight room is located in the basement of the gymnasium. This facility may be used only with faculty supervision.

Athletic Field
The field may be available for supervised student activities and intramurals with prior approval of the administration.

Lunchtime
La Salle Campus
The hallways and lavatories in the main building are off limits for students. Lavatories for student use during lunchtime are located in the Student Life Center.
De Paul Campus
Students are to eat their lunches in the Student Life Center on the La Salle Campus. No students are allowed in the building during the lunch periods.

Vending Machines
The vending machines located in the Student Life Center may be used before school, at break, at lunchtime or after school. They are not to be used during class time or at the change of classes.

Neighborhood
Students will respect the privacy and the property of our neighbors in the area of the school. Gathering on the steps or in the doorways of neighboring buildings, leaving refuse lying around, defacing property, not respecting our neighbors or their property, etc., are all things that injure the reputation of Sacred Heart Cathedral in the eyes of the public. Such activities are not acceptable to the school.

Skateboards and Bicycles
Students who choose to use skateboards and bicycles as a mode of transportation to and from school are welcome to do so, but these items are brought to school at the student’s own risk. Skateboards may not be ridden on campus and should be stowed securely in a student’s locker during the school day. Any skateboard used inappropriately will be confiscated. Bicycles should be locked in bicycle racks during the school day and should be walked on campus grounds.

Street Parking
Students who must move cars parked on the street need a pass to do so and are expected to follow the rules stated on the pass. Passes are available in the Attendance Office. Failure to obtain a pass or to follow the rules on the pass will result in detention and/or loss of the privilege to move your car.

St. Mary's Cathedral Parking
St. Mary’s Cathedral makes a limited number of parking spaces available for our students in the church’s parking lot. These are given under certain conditions for only those students who:

- Have received permission and are given a special parking permit to display in their car;
- Observe proper order;
- Drive slowly, carefully and courteously in the lot;
- Maintain the cleanliness of the lot;
- Exit and enter the parking lot using the Cleary Street driveway.

Permits may be confiscated without warning if these parking rules or speed limits are not observed. Confiscated permits will not be refunded. Passes are given out by lottery.

Those students who have permission to use the Cathedral parking lot are not to use the facility as a gathering place. Cars are to be parked and the area promptly vacated. Students
are not to go to their cars in the parking lot at any time during the school day without permission from the Dean of Students or the Assistant Dean of Students. Students who are parked in the Cathedral lot without a parking pass will have their cars towed away at their own expense.

**X. TRANSPORTATION POLICY**

**Extracurricular Non-Field Trip Transportation**
(e.g., sports, academic contests, etc.)
Sacred Heart Cathedral may provide team members, chorus members, etc. with supervised transportation, preauthorized by the athletic or program director, principal, or assistant principals and dean of students, to and from practices, games, events, etc. (“Activities”). This will normally be by way of a supervised team bus or van(s)/cars driven by coaches, assistant coaches, other paid staff members or authorized volunteer adults.

Should unforeseen circumstances arise whereby the authorized method of transportation becomes unavailable (or is not being provided for the particular activity) students wishing to participate in the activity shall be responsible for arranging their own, independent transportation (by a driver age 18 or over as evidenced by a current driver’s license) to and from the activity to the same extent that they are responsible for arranging their transportation to and from school. Students whose parent(s) or guardian(s) have not signed Sacred Heart Cathedral’s alternative, independent transportation permission form (applicable for all school activities for the entire academic year) shall not be authorized to attend the activity.

Sacred Heart Cathedral will make reasonable attempts, for coaches, etc. to keep on hand a list of those students who have or have not been given permission by their parent(s) or guardian(s) to attend and/or leave activities via independent, alternative transportation. However, parent(s) or guardian(s) shall have primary responsibility for instructing the student whether he/she may attend and leave an activity by way of an independent, alternative mode of transportation when authorized school transportation is not offered or available.

Sometimes, even though a supervised mode of transportation is pre authorized and provided by the school, a student may wish to utilize independent, alternative transportation opportunities to and/or from the activity (e.g., return directly from the activity with a parent, teammate, friend, etc. due to the close proximity of the activity to the student’s home, etc.). The athletic director, principal, assistant principals or dean of students may authorize coaches to allow such independent, alternative transportation (by a driver age 18 or over as evidenced by a current driver’s license) if the parent(s) or guardian(s) have signed Sacred Heart Cathedral’s form granting permission for such mode of transportation in lieu of school’s supervised transportation. If the form is not signed and on file, the student will be returned to Sacred Heart Cathedral on the supervised mode of transportation.
XI. STUDENT DANCES
Dances during the year are sponsored by student government. Doors close one hour after the dance begins and all the rules of good order are in effect. Students who are listed on the ineligibility list are not allowed to attend dances or proms. Because proms are an upper class privilege, no freshmen are allowed to attend either the junior or senior prom. Student attire for various dances should meet with specifications presented on the dance bid. Any dance pictures taken by professional photographers hired by the school are subject to review by the dean’s office. Inappropriate photos will not be released and no refund will be issued.

Parents of juniors must attend a prom meeting so their child can attend the junior class prom, parent of seniors and their child will need to complete the prom contract. Limousines or other vehicles with hired chauffeurs are never allowed to be used for dances or proms. Students are not to rent hotel rooms for parties.

S.F. Archdiocesan Dance Policies for High Schools
Dances and Mixers
The secondary schools of the San Francisco Archdiocese have adopted the following common policies pertaining to regular school dances and mixers. The common policies of these schools promote Catholic Christian values that recognize the dignity and self-worth of each person. Dances and mixers should provide an opportunity for students to socialize in a supervised and safe environment.

Dance Regulations
- Students will not be admitted into any school-sponsored dance without a student ID or other valid photo identification.
- All bags, purses, jackets or other hand-carried items may be subject to inspection.
- Student attire for dances must be clean, neat and follow the school's standards of modesty and appropriateness. The school reserves the right to determine the appropriateness of any attendee’s dress (see below).
- The drug and alcohol policies of the host school will be enforced at all times.
- Students and their guests must engage in acceptable and appropriate forms of dancing for a Catholic high school dance. The school reserves the right to determine the appropriateness of any attendee’s form of dance (see below).

Dance Attire
All students and their guests **MAY NOT** wear the following:
- Bandanas or other head coverings
- Ripped or torn clothing
- Clothing that promotes alcohol, drugs, profanity, tobacco or anything deemed inappropriate by the school
- Flip-flops, backless sandals or slippers. **Closed shoes must be worn at all times by both males and females.**

Males
- Sleeveless shirts or tank tops (shirts must have sleeves)
Females

- Halter, tube tops, tank tops, spaghetti straps, tops that reveal the midriff or bare back, off-the-shoulder tops
- Spandex pants, leggings, or tights
- Dresses or skirts with slits above the mid-thigh

Types of Dancing

Students and their guests **MAY NOT** engage in the following types of dancing:

- Slamming
- Break dancing
- “Freak” dancing
- Moshing
- Sexually explicit, suggestive or otherwise inappropriate or dangerous dancing

A student in violation of any of these rules will face the following consequences:

- Parents of student will be contacted to pick up their child
- Guests will be asked to leave the dance
- Student's and guest's IDs will be confiscated
- Student will face disciplinary procedures as deemed appropriate by the school

XII. EMERGENCY PROCEDURES

Earthquakes

If there is an earthquake, students and teachers should position themselves under their desks for the duration of the quake. If the building must be evacuated, the student body and faculty will assemble on the athletic field. To expedite the necessary taking of attendance, students should group together with their class teacher for that particular period.

Students will not be released from school after a major quake. Parents/guardians must pick them up. The school is prepared to hold students for 72 hours. Students who have not been picked up after 72 hours will be taken to the nearest disaster aid center. A staff member will remain with the students at the center until all students have been picked up.

Parents or guardians will be contacted through an emergency notification phone system in the case of an emergency.

Lockdown Procedures

If there is a lockdown, students and faculty will follow school procedures for a lockdown.

Parents or guardians will be contacted through an emergency notification phone system in the case of an emergency.

Fire and Evacuation Drills

Signs are posted in each classroom to indicate the proper fire evacuation exit for that particular classroom. Students are to follow the directions indicated on these signs and also the directions given by the teacher in charge. Silence is to be observed during the entire time of the exercise, both leaving the classroom and returning.