



PARENT/STUDENT HANDBOOK

2021-2022

Sacred Heart School

9968 Bayou Des Glaises Moreauville, LA71355

Phone: 318-985-2772 FAX: 318-985-2164

www.shsmoreauville.com

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Dear Parents and Students,

*“What greater work is there than training the mind and
forming the habits of the young?”*
St. John Chrysostom

Welcome to Sacred Heart Catholic School! In choosing Sacred Heart Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Sacred Heart School for the 2021-2022 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Sacred Heart School during the 2021-2022 school year.

The faculty and staff of Sacred Heart School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Sr. Sandra Norsworthy, OLS
Principal

Sacred Heart School

Sacred Heart School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Alexandria Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that the Sacred Heart School theology complies with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Sacred Heart, we are attempting to "teach as Jesus taught."

The Diocesan curriculum guidelines, consistent with the State of Louisiana guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-sensory approach to the content areas.

History

Sacred Heart School in Moreauville, Louisiana was first opened in 1899 and staffed by the Daughters of the Cross Sisters. The convent and the school were dedicated to St. Francis de Sales, their founder.

In 1908, the school, convent and rectory was burned in a tragic fire. The people of the parish quickly rose to the occasion and responded to the request of the Pastor, Father Gimbert, to rebuild the entire parish plant. By the end of 1910, the church, the school and the rectory was completed.

The school continued to operate until 1920, when the threat of low enrollment caused the school to be temporarily closed. The low enrollment and the insufficient funds caused the Daughters of the Cross Sisters to withdraw and the buildings were sold to the public school and moved from the premises.

Twenty-eight years later, in 1947, Fr. DeKeurver asked the Daughters of the Cross to return to Moreauville to re-open the school, since the buildings had been sold and moved, Fr. DeKeurver and the people of Moreauville went to work and built a new school building.

In 1953, under the direction of Fr. John Peters, the school was enlarged by adding an auditorium and 2 classrooms.

In 1959, Msgr. John Timmermans was named pastor and remained until 1999. Under his direction the school flourished. In the spring of 1963, due to the shortage of sisters, the Daughters of the Cross announced that they would no longer be able to staff the school. In the fall of 1963, the school came under the direction of the Congregation of the Sisters of Our Lady of Sorrows.

Under the direction of Msgr. Timmermans and the Sisters of Our Lady of Sorrows, a gymnasium with two classrooms, a cafeteria, and two more classrooms were added to the school.

Sacred Heart school was granted approval by the state of Louisiana in 1964 and has maintained its approval ever since.

Throughout the years, Sacred Heart's enrollment continued to climb. In order to meet the needs of God's people in Avoyelles parish, in 2006, the school began a capital campaign to gradually expand each grade to 2 classrooms. The remodeling and expansion of Sacred Heart began in 2008 and continued until the summer of 2019 with the renovation of the gym.

MISSION STATEMENT OF SACRED HEART CATHOLIC SCHOOL

Sacred Heart School Mission is to provide an excellent opportunity for spiritual and intellectual growth of the students. Here, the students are prepared to further Christ's mission with vision, compassion, and zeal. Sacred Heart School is diligent in upholding its values, and its strong, extensive curriculum. The primary concern of the school is to integrate truth, knowledge, and values in the everyday life of the students and in the surrounding communities.

GOALS

- ❖ To experience and encounter God who is love in each other and our students.
- ❖ To be a good example and role model of love of self, others and God.
- ❖ To leave a lasting, enduring impression through the students' formation.
- ❖ To create a loving, caring, and family environment for each other and our students.
- ❖ To create a Christian, loving environment where our students can flourish academically, spiritually, intellectually, emotionally, psychologically, and physically.

Motto

“Grow in Knowledge and Wisdom”

PHILOSOPHY

Sacred Heart School Community is an integral part of the Church and as such we are called to share the educational mission of the Church with the families of our students and to further the Kingdom of God. We believe in helping each other to attain the Gospel values of holiness, truth, love, peace, and justice.

The integration of curriculum with faith and worship is essential to the development of the whole person. Under the guidance of the Holy Spirit, we believe it is vital to instill and promote the authentic teaching of the Catholic faith and to advance the cause of ecumenism in our world.

Even though Sacred Heart School endeavors to offer to each student the opportunities needed to take his/her place successfully in society, we also believe that each individual student has an obligation to himself/herself as a human being and to the society in which he/she lives.

We believe that the family has the primary responsibility for all phases of a child's growth and that the school assumes varying degrees of responsibility for each of these phases at different times in the student's life. Therefore, we welcome parental involvement in the education of the children.

We believe that our mission is to help prepare each individual to freely and responsibly choose his value system with knowledge, passion, and zeal for the Kingdom, so that these values, enhanced by positive Christian attitudes, will help him to determine his principles of conduct in order to live a good Christian life on this earth and to enjoy God's presence for all eternity.

ABSENCE

When a student is absent from school, a parent must call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Sacred Heart students and is aligned with the state statutes of the state of Louisiana.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed

to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year as well as holiday breaks. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 2:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations or unexcused absences. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Students who are absent from school on the day of a sporting event, ballgame, etc. will not be allowed to play or cheer at the game or sporting event that evening.

Excessive absence (20) days or the equivalent of 20 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. **Students who are tardy more than 20 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved.**

ACADEMIC INFORMATION

Curriculum

The curriculum followed by Sacred Heart School is in harmony with the Diocese of Alexandria curriculum guidelines and consistent with the State of Louisiana guidelines. It offers the student a challenging and well-integrated program of studies.

Sacred Heart School offers students opportunities for growth in the following major subjects: Catholicism, English, Reading/Literature, Mathematics, Science, Social Studies, Physical Education, Art, Library skills, and Technology. Sacred Heart School, as a member of the National Catholic Education Association, follows a rigorous curriculum and holds high expectations for its students, while at the same time meets the individual needs that each student possesses.

Spiritual Formation

The spiritual life of the students is and must be a paramount concern to our pastor, principal, faculty, and school parents. In line with the teachings of the Catholic Church, the program is designed not only to present a well-organized exposition of subject matter but also to bring each student to a personal experience of faith and a deeper knowledge and love of Jesus Christ as He is revealed to us through Scripture, Tradition, and the people around us. We accomplish this through daily prayer, weekly liturgies, prayer services, opportunities for the Sacrament of Reconciliation, and special observances throughout the year. The teaching of

authentic Catholic doctrine promotes the building of community through service to God, the Church, and neighbors. Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held at 8:15 every Friday for the entire school community. Parents and guardians are always welcome to join us. Grades 3 – 8 take turns in preparing and leading the liturgy.

Since parents are the primary teachers of their children, the efforts of the students and staff should be supported at home by family prayer, completion and discussion of religion assignments, and Sunday worship. Without these things, the spiritual life of the students is diminished.

Academics

In the primary grades strong emphasis is placed on reading and mathematics. Reading is expanded in the Language Arts program (Reading, English, Penmanship, Spelling, Library Skills). Mathematics is presented in a manner to provide opportunities to think mathematically and to create imaginative methods for attacking mathematical problems. All the other subjects are geared toward the social aspects of the child's growth in the early years of development in the educational process.

The curriculum in the intermediate grades includes state required courses: English, Mathematics, Science, Reading, Spelling, Social Studies, and Physical Education. Grades five and six are introduced to pre-junior high courses. This helps to smooth the transition from elementary to middle school level. The emphasis is placed on self-reliance and acceptance of responsibility.

The academic program on the middle school level is **departmentalized for the basic content areas of English, Literature, Math, (Algebra) Science, Religion, and Social Studies**. Christian doctrine is incorporated in the curriculum both as a required course and in religion oriented activities.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but who choose *not* to learn. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. **Students whose average is below the**

required grade point average will not be allowed to participate in any sport or academic competition or events until the grade has improved to the required GPA.

First and foremost, a student must see academics and behavior as the first priority. During the time which a student is placed on probation, he/she may need to find time with his/her teacher or report to the office during recess time to bring up his or her grades. If this is not sufficient, tutoring may be recommended. If the student does not bring the grade up to the expected standard, he/she may be dismissed from the club or team. When a student is dismissed from the activities, he/she may not be called on to represent the club, team, or school in such fashion, whether it be for pictures, field trips, parties, or banquets.

ADMISSION INFORMATION

Nondiscriminatory Policy

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

Entrance Requirements

As openings become available, the following priorities will be used to accept students to Sacred Heart School:

1. Students who are currently attending Sacred Heart School.
2. Siblings of children currently enrolled at Sacred Heart School.
3. Children of faculty and staff members of Sacred Heart School.
4. Members of Sacred Heart Parish
5. Members of other Catholic parishes
6. Non-Catholic students

A child entering Sacred Heart School must meet the age requirement as stipulated in the State Department of Education Bulletin 741.

Pre-Kindergarten, 3-4 year old, Placement

By September 30 of the current school year, a student entering:

- Pre-K 3 must be three (3) years of age
- Pre-K 4 must be four (4) years of age.

All students must be potty trained. Occasional accidents are expected and acceptable; however, excessive accidents will be brought to the attention of the parents and school administration.

Kindergarten Placement

The initial entry level for all students entering Catholic schools in the Diocese of Alexandria is the Kindergarten level. Students must be at least five (5) years of age by September 30th of the current academic year.

Exceptions to entry placement in Kindergarten are as follows:

1. Those students who are already enrolled in the first grade in a certified school will be placed in first grade.
2. Those students who are at least six years of age prior to January of the year pending, who attend private Kindergarten, and who meet the Diocese of Alexandria Catholic Schools promotion requirements for kindergarten will be placed in first grade.
3. Those students who are at least six years of age prior to January of the year ending and have not attended Kindergarten but meet the Diocese of Alexandria Catholic Schools promotion requirements for Kindergarten or who have other exceptionalities will be placed in first grade.

First Grade Placement

A student must be six (6) years of age by September 30th of the current school year to enter 1st grade.

Requirements include:

- *Verification of active parish affiliation/stewardship
 - +Use of weekly envelopes or automatic deposit confirmed by Pastor
- *Health Records
- *Immunization Records
 - +All students entering Sacred Heart School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP or 504 Plan

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Sacred Heart School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will include the student's parent or guardian.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Sacred Heart School. The recommendation and decision of the school is final. Sacred Heart School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. Sacred Heart School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a

student exceed what would be considered *reasonable*, the student may need to be separated from Sacred Heart School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting.

Non-Catholic students whose parents accept the philosophy of Sacred Heart School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Financial Obligations

Registration

A pre-registration fee is payable at the time of pre-registration to insure the student's place in the school the following year. Pre-registration for current students usually is in February. **The pre-registration fee is not refundable.**

Final registration is usually in the 15th of July. **The final registration will not be accepted for any student whose tuition or any other financial requirement that is not currently paid.**

TUITION SCHEDULE SCHOOL YEAR – 2021-2022

For tuition rates please call the school office.

Tuition Payment Options:

Payment Options: *(Please read carefully as our payment options have changed.)*

- Pay in full by July 15, 2021, or
- Pay ½ annual tuition by July 15, 2021 and the remainder by December 15, 2021, or
- Enroll in the FACTS® Tuition Management Service. Payments begin in July 2021 and finish in May 2022.
- Please note that you may pay in full for one child and utilize FACTS® for another.

Enrollment/Re-Enrollment

- The \$125.00 Pre-registration Fee for new students must be submitted with the application. The pre-registration Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Pre-registration Fee by the date designated (March).
- All Registration Fees are **NON-REFUNDABLE**.
- There will be a \$35 returned check fee for all payments to Sacred Heart School or FACTS that do not clear the bank.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable \$50 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition in full via personal check, money order, or automatic deduction over 11 month period using FACTS.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to Sacred Heart School for the entire amount of tuition no later than June 1, 2021. You may drop off your payment to the school office or to the School Accounting Office.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for first two months (July and August) of the tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.

- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$35.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL SECRETARY at 318-985-2772.

SCHOOL YEAR 2021-2022

NONREFUNDABLE FEES.....\$510.00 *per child*

Covers application fee, registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, Diocesan Fee, Insurance.

OTHER NONREFUNDABLE FEES

Application Fee: (non-refundable)..... \$125.00

8th Grade Graduation Fee.....125.00

Pre-Kindergarten and Kindergarten Instructional Material Fee\$100.00

DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (football, basketball, baseball, softball, cheerleader, pep squad) or other after school activities.

Parental Responsibility in School Fundraising:

The annual Sacred Heart School Festival is held on the **third weekend of October**. The festival helps to offset the cost of tuition for our students. Certain requirements need to be met for the festival to be successful. To meet the fundraising obligation, **each family is required to volunteer at least 8 hours of time**. If for some reason, a family cannot meet this requirement, **a fundraising fee of \$600** will be assessed. A letter will be sent out with further details and

requirements for each family to assure the success of the festival. A Spring Fundraiser may be necessary and will be required for all families to participate in.

Other fundraisers not mandatory, but your support is definitely appreciated and needed are: the Number 1 Fundraising (Christmas wrapping paper); Santa Shop, Book Fair, School Mall, etc.

ALLERGY POLICY

Sacred Heart School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with information needed.

Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

Record Keeping

At the beginning of each school year, or when a child joins Sacred Heart Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. Sacred Heart School makes no claim to be a peanut-free school; however, we make every effort to keep the school free of peanuts and peanut products.

Food Allergy Policy

Sacred Heart School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Sacred Heart School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. No peanut products will be served in the cafeteria.

Classrooms

In the event of a suspected allergic reaction (where there is no known allergic history), the administrators will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the office personnel.

Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. Sacred Heart School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

ASBESTOS MANAGEMENT STATEMENT

SHS has been inspected for asbestos containing substances as required by Federal Law. It was found to be free of friable asbestos, but non-friable asbestos has been found in our school which does not present a problem unless disturbed. Regular inspections are made as required by law.

Inspection records are on file in the office as is the School's Asbestos Management Plan and may be viewed by the public upon request.

AWARDS

The administration of Sacred Heart School has established awards to recognize students who display outstanding accomplishments in a variety of areas. The goal is to help students recognize their gifts and to further develop those gifts. The purpose of awards given at the school is to help students realize the personal growth that happens when they accomplish something. The award should not take on more importance than the internal motivation we hope to impart in students as they grow. We celebrate an accomplishment, but the real value is not in the event but in the personal growth that happened in the process.

Award assemblies, banquets, or fun days will be announced.

BIRTHDAY OBSERVANCES

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months). For summer birthdays, parents may ask for a particular day in

May. In addition, birthday treats may be brought to school for students in **Grades Pre-K through Grade 3 only**. All treats should be pre-packaged with ingredients listed on the package. No homemade treats. No treats with peanuts or peanut products. Parties must be pre-arranged and approved with the birthday student's teacher.

BLOGS

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, or other parents, or the parish.

No parent should open a Facebook® or Twitter®, account under the name of the school or a particular grade or organization. The only official Sacred Heart Facebook® or Twitter® page is the one created and monitored by the Sacred Heart personnel. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

BUCKLY AMMENDMENT

Sacred Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

BULLYING AND CYBERBULLYING

Sacred Heart School has the responsibility as a Catholic institution to instill in the mind of each student every child's worth and value as an image of God. All SHS students have a right to a safe and healthy environment. The school and

community have an obligation to promote mutual respect, tolerance, and acceptance.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. In addition, retaliation in response to bullying will not be tolerated, and any such retaliation will be dealt with accordingly.

Sacred Heart School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate harass, or bully another student through direct contact, verbal assaults, or social isolation or manipulation. (See the chart below).

Sacred Heart School administrators expect students and/or staff to immediately report incidents of bullying to the principal or the assistant. Any faculty or staff member who witnesses such acts has the right to take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, and any school sponsored activities.

Definition of Teasing:

According to the dictionary, teasing is defined as follows: “To make fun of somebody: either playfully or maliciously; deliberately annoy somebody, or irritate a person or an animal; to persuade somebody by coaxing; to urge somebody...”

Bullying behavior is defined as **repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear, or distress to another person (or group of persons)**. An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying included any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Example of bullying, as defined above may include, **but are not limited to:**

VERBAL	PHYSICAL	SOCIAL/EMOTIONAL
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Intentional Exclusion
Sexist Comments	Inappropriate Gestures	Intimidations
Teasing/Taunting	Tripping	Written Notes
Threatening/Extortion	Stealing	

CAR POOL

All car riders are dropped off and picked up on Fox Street, in front of our Library/Media Center. All students should be dropped off between 7:30 and 7:55 a.m. If a child arrives later than 8:00, they must check into the office and are counted as tardy. Carpool dismissal begins at 3:00.

All cars must have a number clearly displayed in the front windshield or hung on the rearview window. Numbers are assigned by the school. The number cards are distributed from the school office at the beginning of the school year. Students will be called to the appropriate pick-up area by their number. It is important that students are aware of their carpool number.

Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the carpool process. It is a Louisiana state law that no cell phones are to be used in a school zone. Please consider the safety of the children and the safety of our teachers. Please follow the traffic directions given by the teachers on duty.

If someone else will be picking up your child, you must give them a sign or send a note to school stating who will be picking them up. For safety reasons, your child will not be allowed to leave with anyone that does not have a carpool sign. Our primary goal is for the safety of your child.

CELL PHONE AND OTHER ELECTRONIC DEVICES

Cell phones and/or any form of unapproved electronics (MP3 players, handheld gaming devices, tablets, laptops, laser pointers, ear buds, smart watches, or headphones, etc.) **are not allowed** on campus.

At no time during the day should a cell phone be in a student's locker or in his/her possession. If a student is found with unauthorized electronics such as those mentioned above, the items will be confiscated by the teacher and/or administration. The student will serve a detention and **any items taken away from students will be returned to the parent(s)/guardian(s) after 24 hour period with a \$25 fee assessed.** The administration reserves the right to search the contents of a confiscated cell phone.

Sacred Heart School is not responsible for any device during or outside of school hours.

If your child has an emergency, he/she may come to the office to use the school telephone. If there are family emergencies, please call the school office.

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

CHILD ABUSE LAWS

Sacred Heart School abides by the Child Abuse laws of the State of Louisiana and the Policy of the Diocese of Alexandria. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness

will indicate to them. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, toys, trading cards, laser lights, CDs, cameras, fidget spinners, anything that can be considered as a weapon or drugs, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) after a 24 hour period with a fee assessed.**

CRISIS PLAN

Sacred Heart School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

CUSTODIAL RIGHTS

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

DISCIPLINE

Sacred Heart School strives to form the entire person in the Catholic tradition. Our policy for behavior and discipline is not to serve as a form of punishment, but rather as a form of moral guidance for each child. As our world changes, there are certain principles that do not. We choose to recognize the good in each person and foster that good so that he/she may become the person that he/she as well as God, the parents, guardians, teachers, and administration desires for them to be.

The purposes of disciplined behavior are:

1. To adopt the virtues which are necessary in order to live a Christian life in love.
2. To provide an avenue for personal development of the entire person.
3. To guarantee the student and fellow students a path to success in the classroom.
4. To display proper self-control and self-respect.
5. To value cooperation with others on the path to success.
6. To see authority figures as individuals who will provide academic and life blessings through obedience.

Disciplined behavior is said to exist when there is evidence of a cooperative spirit. The parents are the first teachers and should develop in the child good, healthy habits of behavior as well as proper attitudes towards school. To assist the child, the parent(s) should:

1. Recognize that each administrator, teacher, and school employee takes the place of the parent while the child is in school and to teach the child to respect these individuals accordingly.
2. Teach the child respect for law, authority, sacred environments (church), the rights of others, and private and public property.
3. Permit open and proper communication for parents, teachers, and students when necessary.
4. Provide a suitable home environment and establish a daily routine resulting in organizational and study skills.
5. Teach the child to value the unique character that God has given to each of us, all created in His image and likeness to know him, love him, and serve him.
6. Become familiar with the school rules and guide the child in complying with them.

7. Show an active interest in the school by attending school functions and spiritual events by taking part in school meetings and fundraising projects, by affirming those who staff the school, and by volunteering God-given gifts of time and talents whenever applicable.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal or her Designee who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work in isolation either in the administration office or library. The students' work will be sent to the teacher. His or her conduct grade will be lowered.

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion or Dismissal

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Sacred Heart School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Students whose parents have violated the **Parents as Partners agreement** in this handbook may also be excluded from Sacred Heart School.

DRUGS AND ALCOHOL

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

EMERGENCY DRILLS

Fire drills are held on a monthly basis. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Lock Down/Intruder drills will be held periodically.

1. Specific directions will be given to the teachers.
2. Students will be directed on what to do and where to go during these drills.

FACEBOOK AND OTHER SOCIAL MEDIA POSTINGS OF STUDENTS PHOTOGRAPHS

Sacred Heart School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Sacred Heart School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Sacred Heart School are forbidden from posting photographs taken at

school sponsored events that include the images of students other than their own on their personal Facebook® or any social media page. Such postings are a violation of the Sacred Heart School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Sacred Heart School.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. The Diocese of Alexandria Liability Form must be filled out, signed, notarized and kept on file in the administration office before the student can participate in any school field trip.
9. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus (or assigned vehicle) to and from the field trip with their class. Students not on the bus (or assigned vehicle) may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable and should be paid in cash.**
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones (Virtus Trained and Up-to-Date with bulletins) may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.
16. Parents who chaperone a field trip may not bring siblings on the field trip.
17. All chaperones must be Virtus Trained and up-to-date with all bulletins.

GIFTS

Students should not exchange individual gifts at school (unless specific directions are given on how to distribute gifts by the teacher or such occasions as Christmas parties). This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

GRADING SCALE

A = 95 – 100
B = 86 – 94
C = 76 – 85
D = 70 – 75
F = 69 or below

GUM

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

HARASSMENT

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

HOME-SCHOOL COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, Sacred Heart uses the School Messenger phone system to send out phone calls and/or emails. Official school-wide emergency communications are sent using the School Messenger phone system. Parents/guardians are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face to face communication in lieu of email. Parents are asked to ensure that Sacred Heart School (or school messenger) is not blocked from their provider, or in the “spam” or “junk” mail.

Each classroom teacher may use the “**REMIND**” app to communicate information from their specific classroom. If you are invited to join the Remind account of your child’s teacher, it is highly recommended that you join to keep up with what is going on in the classroom.

HOMEWORK

Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Keeping these positive aspects in mind, parents should demonstrate an active interest in the child's day-to-day progress and should provide suitable conditions for homework.

Parents can best support a child in the learning process by:

- Establishing a routine homework time and place (without distraction)
- Encouraging his/her child to work independently. This teaches a life-long value of work ethic.
- Reading with them every night.

As a reference for parents, homework will be posted on Renweb weekly. It is the parent and student's responsibility to review this information as needed. Homework is subject to change based on the needs of the class; therefore, students are responsible for writing down their current daily homework assignments.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. On a general basis homework should not take more than the following amount of time:

Pre-K – Kindergarten	10 - 30 minutes
Grades 1 – 3	30 - 45 minutes
Grades 4 – 5	45 - 60 minutes
Grades 6 – 8	60 - 90 minutes

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening or during Christmas or Spring Break. If possible, no tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.(There are times that exceptions to this policy may happen—for example, if a project was due and we had to close school for weather related emergency. The project will still be due on the first day back to school.)

However, projects that have been given with several days or weeks in advance may be requested to bring to school on the first day of the week (such as Science Fair, Social Studies Fair, or Religion Fair projects).

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as

to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 p.m. and 2:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of excused absence. For example, a student who was absent three days should be given three school days to complete the missed work. It is the student's responsibility to find out what he/she missed and to make up all work missed. It is not the teacher's responsibility.

IMMUNIZATIONS

All students enrolled in Sacred Heart School must have current immunizations. The only exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

INSTAGRAM®:

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

ITEMS BROUGHT TO SCHOOL

Sacred Heart School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. Personal electronic devices are not allowed at school.

LIBRARY

Sacred Heart School has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. An overdue library book fee will be fined for books that are not returned on time. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

LOCKERS

Students in grades 5-6 may be assigned a locker in which to store their belongings and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Students in Grades 5 – 8 may use either a combination or key lock to use to protect their personal items, but must give an extra key or the combination to their homeroom teacher. The school reserves the right to open student lockers at anytime without probable or reasonable cause. Any lock that cannot be opened by the student or the teacher will be cut off by the maintenance personnel.

LOST AND FOUND

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Left basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity. Please make sure your child's name and grade are put on all of their belongings, especially any articles of clothing.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are to be advised that many items are *placed* in the *Lost and Found* by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Found box.

LUNCH PROGRAM

SCHOOL NUTRITION PROGRAM

1. Research presents an alarming reality that today's schools, communities, and families are faced with addressing food and nutrition. Recognizing the value of school meals and good nutrition, the Diocese of Alexandria urges school educators, administrators and school food personnel to create healthy school environments through adopting sound nutrition food service environment policies. This nutrition policy has been developed to protect the health of school children so they may achieve their full academic potential.
2. School faculty, staff and administrators shall consistently promote healthy eating to students. These professionals shall be prepared to recognize conditions such as obesity, eating disorders, and other nutrition related health problems among students and be able to refer them to appropriate services.
3. The School Food Service Program of the Diocese of Alexandria is in compliance with all the dietary requirements recommended by USDA, Bulletin 1196, Chapter 7-727.

Required Participation in the Child Nutrition Program for Elementary School Students

All children attending a Diocese of Alexandria elementary school are **required** to participate in the National School Lunch Program (NSLP) as operated by the Child Nutrition Program (CNP). An elementary school is defined as any school with grades pre-kindergarten through eighth. Breakfast participation is optional.

All reasonable accommodations will be made by the CNP staff to substitute appropriate food items for students with documented disabilities and/or special dietary needs. The *Diet Prescription for Meals at School* form must be completed and returned to the school cafeteria manager for these students.

Any exceptions to this policy must be pre-approved by the Superintendent of Catholic Schools and by the Child Nutrition Program Supervisor.

Our school also participates in the free and reduced price meals offered through the Federal Lunch Program. Applications for participation are issued to each family at the beginning of the school year.

The Prescription for Meals at School Form is on the following page.

**DIOCESE OF ALEXANDRIA CHILD NUTRITION PROGRAM
DIET PRESCRIPTION FOR MEALS AT SCHOOL**

Return completed form to cafeteria manager

Patient Information

Student's Name _____ Age _____
School _____ Grade _____
Parent's Name _____
Mailing Address _____
City _____ State _____
Telephone () _____

Disability

Does the student have a disability that requires a special diet? Yes _____ No _____
If yes, describe the major life activities affected by the disability.

(See *Bulletin 1196 Section 727* for further information.)

Medical Condition

If the student is not disabled, check the medical condition that requires special nutritional or feeding needs. (Check all that apply):

- | | | |
|---------------------------------------|---|-----------|
| <input type="checkbox"/> Diabetic | <input type="checkbox"/> Increased Calorie | #kcal |
| <input type="checkbox"/> Food Allergy | <input type="checkbox"/> Reduced Calorie | #kcal |
| <input type="checkbox"/> Hypoglycemic | <input type="checkbox"/> Texture Modification | |
| | Chopped | Ground |
| <input type="checkbox"/> PKU | Pureed | Liquefied |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Tube Feeding | |
| | Liquefied Meal | Formula |

Foods To Be Omitted and Substitutions

Check the food groups to be omitted. Identify specific foods to omit and list foods to be substituted. If necessary, attach additional information or instructions regarding the diet or feeding.

Food Groups to Omit: Meat and Meat Alternatives Milk and Milk Products
 Fruits and Vegetables Bread and Cereal Products

Specific Foods to Omit Specific Foods to Substitute

I certify that the above named student needs special school meals prepared as described above because of the student's disability or chronic medical condition.

Office Address

Office Telephone #

Licensed Physician/Recognized Medical Authority Signature

Date

*Signature of Licensed Physician required if student is disabled.

Definition of Disability

As used in this part, the term or phrase:

Student with disabilities means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Physical or mental impairment means:

- 1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:
Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or
- 2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term *physical or mental impairment* includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; mental retardation; emotional illness; and drug addiction and alcoholism.

Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

MEDICATION

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office personnel in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Office personnel with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

OFF-CAMPUS CONDUCT

The administration of Sacred Heart School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

PARENTS AS PARTNERS

As partners in the educational process at Sacred Heart School, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code; and
- Completes assignments on time.

To actively participate in school activities such as Parent-Teacher Conferences and other events pertaining to your children;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school and the Diocese (lunch);

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school emails, notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

To keep up to date with all Virtus bulletins if you are a volunteer (room mother, coach, chaperone, etc.).

Parent's Role in Education

We, at Sacred Heart School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Sacred Heart School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

Once you have chosen to enter into a partnership with us at Sacred Heart School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher or administration at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child

may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to become.

PARENTS' CLUB

Sacred Heart Parent's Club works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Annual dues are withdrawn with all other registration fees.

PARTIES

Students in grades 2-8 are permitted three class parties a year: Halloween, Christmas, and Valentine's. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling. Parties other than Christmas are to be the last 30 minutes of the day. (If Valentine's Day falls during Lent, there will be no party). Only Pre-K through 1st may have parties according to teacher and room mothers' arrangements. **Please refrain from any snacks containing peanuts or peanut products.**

PEST MANAGEMENT

The state of Louisiana has certain regulations regarding the Integrated Pest Management (IPM) program for our school. A "Hypersensitive Student Registry" is made each year a help to our teachers and staff, as well as for the safety interests of our students. If your child has any sensitivity to pesticides or pests, the following steps should be taken:

1. Obtain a written verification of hypersensitivity by a licensed physician

2. Fill out a “Sensitivity to Pesticide/Pest” school form upon submission of physician’s verification of child’s status.

This information needs to be made available to our staff on or before the first day of school.

PROMOTION POLICY/ RETENTION/TRANSFER POLICY

Advancement to the next grade in Sacred Heart School is based on a student’s daily attendance and performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students who fail two major subjects will be retained. Students who fail one major subject and earn low grades in minor subject may be promoted conditionally, providing he/she meets criteria set forth by teachers and administration. A parent conference will be held.

Students who transfer to another school must have all fees paid before records will be released. Students transferring from other schools must have all fees paid (if applicable) to the other school. Records must be released by the school before students are allowed to enroll.

REPORT CARDS/PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports may be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, debit cards, library fines, lunch fees or After School Care Program fees are in arrears.

RETURNING TO SCHOOL AFTER SCHOOL DISMISSAL TIME

Students are not permitted to return to the school building after the 3:30 PM dismissal unless accompanied by a faculty or staff member or with the principal's approval. Students who choose to return to school after 3:30 PM without approval or accompanied by a faculty or staff member, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Sacred Heart School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with Sacred Heart Parish guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

SCHOOL HOURS

Grades Pre-K through 8: 8:00 AM – 3:00 PM. Students not in their homeroom or in Assembly at 8:00 AM are considered tardy.

At Sacred Heart School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:30 AM. Students arriving at that time will put their book bags up and report to their homeroom class.

Prayer and afternoon announcements begin at 2:50 PM each day. Dismissal immediately follows. Please check the school calendar and weekly emails for early dismissal dates.

Sacred Heart School offers an After School Care Program. Students who are enrolled in the program must pay a \$50.00 deposit at the time of registration. Please call the school if you are interested in the After School Care Program.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of carpool (approximately 3:20 PM) will be sent immediately to the After School Care Program. Parents may be charged the registration fee and the daily per child rate of \$15.00 for using this program.

SCHOOL OFFICE HOURS

The school office is open on all school days from **7:15 AM – 3:30 PM**.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, computer, iPad®, Chromebook, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in the schools' textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

SCHOOL SAFETY

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Sacred Heart School has surveillance cameras throughout the school for the safety of the students. They may be used by administration to observe particular incidences when necessary.

SEARCH

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

SERVICE PROJECTS

The purpose of the stewardship program for students in Pre-Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching.

During Lent, all students are asked to give up their “snack” money on Fridays to donate toward the missions of the Sisters of Our Lady of Sorrows. Those monies are sent to purchase food and basic materials for children in Mexico, Brazil, Bangladesh, or Zimbabwe. Throughout the year, each class is asked to collect “Pennies from Heaven,” which would be considered “pocket change.” These monies also go toward charitable causes.

SMOKING

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire.

SNACKS

Please note that snacks at school are a privilege, therefore, adhering to the following procedures and expectations regarding students having snacks is imperative and nonnegotiable.

1. On most days, the school will have snacks for sell after the lunch during the recess period. The school will follow the guidelines given to them on what types of snacks can be sold.
2. During seasons when viruses and other illnesses are highly contagious, the students will be instructed not to share their snacks with friends and/or classmates.

3. If any student brings his/her lunch and/or snack from home, they must follow the same guidelines as the school. No candy, gum, or drinks (except plain water) are allowed.
4. The students are responsible of cleaning up after themselves. All trash should be properly disposed of. Any snacks left after lunch recess will need to be put away in the students' backpack.

STUDENT RECORDS

Sacred Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. 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 School Office (this includes records for interview with other schools). All requests should be submitted to the Sacred Heart School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

TECHNOLOGY CONCERNS

Blogs:

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones and other Electrical Devices:

Students are NOT allowed to bring cell phones, iPods, iPhones, kindle fires, nooks, mp3s, smart watches, etc. to school. Random checks for this equipment will be made throughout the school year. If a student is in possession of these items, they may be taken away by any teacher or faculty member. This equipment will be placed in the principal's office and the student's parent or guardian will need to come personally pick the device up and pay a fine of \$25. The child may also receive 1 day of in school suspension. If your child has an emergency, he or she may come to the office to use the school telephone. If there are family emergencies, please call the school office.

Facebook® and other Social Media Postings of Student Photographs:

Sacred Heart School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Sacred Heart School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Sacred Heart are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® or any social media page. Such postings are a violation of the Sacred Heart School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Sacred Heart School.

Instagram®:

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting:

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Moreauville Police Department or Avoyelles Parish Sheriff Office will be notified.

Texting:

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites:

Virtual Reality Sites such as, but not limited to, ® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

TELEPHONE

Permission to use the telephone must be obtained from the school secretary or office personnel. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's lounge is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call, unless there is an emergency.

TESTING

Students will not be permitted to retake a quiz or a test in order to improve their academic standing. However, students may seek tutoring or special help from their teacher during recess prior to the quiz or test.

The ACT Aspire is given in Grades K through 7. Students in the 8th grade may take the LEAP 2025 test in the public school at their own expense, if they choose to do so.

Middle School students (Grades 6-8) may be given a **maximum of three quizzes or tests per day.**

TITLE IX

Sacred Heart School 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.”

UNIFORM/DRESS CODE

Personal Appearance

It is a long-standing and valued tradition and identity of Catholic schools to wear a school uniform with pride and dignity. The Sacred Heart School uniform is always to be worn neatly and correctly. Students are required to wear the clean, full school uniform properly throughout the school day except for “out of uniform” or “spirit shirt” days. Uniforms are to be checked by the homeroom teacher each morning and observed throughout the day.

If, for any reason, your child must come to school out of uniform, they must be dropped off at the office, and a parent must speak with either the principal or the Assistant Principal regarding the matter. Each part of the uniform is a necessity and is to be worn correctly. Students who fail to comply with school uniform policy can be subject to corrective action. There are times when exceptions may be made at the discretion of the principal and/or Assistant Principal. There are times when circumstances are extenuating and must be taken into consideration with a spirit of charity. We now require all shirts and jumpers to display the **Sacred Heart School logo**.

The personal appearance of Sacred Heart School students is important to all of us. The goal for having school uniforms is to de-emphasize the importance of fashions and fads so that children can concentrate more on learning and become outstanding Christian examples. The natural look of your child is beautiful and wanted at school.

- Teachers will regulate student appearance initially during homeroom at the beginning of the day and throughout the day as well. Teachers will send home a notice to the parent/guardian if a problem exists or needs correction.
- If a problem is not fixable on the spot, a call will be placed to the parent and a note sent home.

- Your child is to have his/her natural hair color (this includes no dyes, highlights, no hair extensions or hair pieces).
- Length of boys' hair must be kept no lower than the eyebrows and is not to exceed the top of the shirt collar or hang over the top of the ear. No distracting hairstyles or disruptive colors or styles are to be worn (dreadlocks, Mohawks, ponytails, mullets, etc.)
- Facial hair is not permitted (occasionally applies to upper grades).
- Boys may not wear earrings.
- Girls may wear one pair of "stud" earrings. Loop and other styles are not worn to school for safety reasons.
- A simple chain with a sacramental emblem or religious symbol is permitted (scapulars are also acceptable).
- Wristwatches (no smart watch) or a single bracelet is acceptable.
- Girls may wear clear-colored fingernail polish **NO *FAKE NAILS PERMITTED.***
- Form-fitted outerwear is not acceptable.
- Blue jean pants, and non-uniform shorts are not permitted to be worn without the consent of the administration.
- Excessive jewelry, fad accessories, and similar items may not be worn at school.
- Writing or coloring on one's body or uniform, or on the body or uniform of another is not permitted.
- Non-uniform sweaters, sweatshirts, windbreakers, jackets, or coats ***CANNOT BE WORN IN THE CLASSROOM, CHURCH, CAFETERIA, OR ACTIVITIES BUILDING DURING ASSEMBLIES.***

Girls' Uniform

1. Blouses: SHS emblems are required on 6-8 blouses.

Pre-K — 5th Grade: plain, button-up, unadorned, tailored, white, long or short sleeves uniform blouse. **NO OVERSIZED BLOUSES.** During the cold winter days, a **white** (only white) turtleneck may also be worn with the uniform jumper or the uniform pants, but it must be under the uniform blouse.

Grades 6-8: plain, button up light blue oxford, long or short sleeve uniform blouse.

During the hot first and last months of school, the PK3-8th grade girls will be allowed to wear a **Royal Blue unisex polo shirt** with the uniform shorts only (dry fit polo shirts will be allowed). The polo shirts may not be fitted or capped sleeves. All polo shirts must have the SHS emblem.

When wearing the skirts or jumpers, the white uniform blouse for grades PK-5th and the blue oxford blouses for grades 6th – 8th will be required.

2. Skirts/Jumpers: all will be **knee length**. Jumpers must be worn in grades K-5. All jumpers are to have the SHS emblems. The 6 - 8th grades will wear the uniform skirts. The skirt should be **knee length**. Due to growth patterns, skirts and jumpers should be checked throughout the year to **refrain from becoming too tight or too short**.
3. Outerwear for Girls: **Only navy blue jackets.** No other color can be worn at any time. Jackets must be solid navy, no other shade of blue. No logos or names are to be on the jackets. Every child must have his or her name written on the tag. The jackets must be in good condition and fit properly (cannot be oversized).
4. Pants: solid navy "**uniform**" pants may be worn only on **cold wintry days. (Cold wintry days will be announced by the office)**
5. Shorts: All grades have the option of wearing navy blue uniform shorts (1st and 4th nine weeks only).
6. Belts: Belts must be worn when wearing pants. The color of the belts will be black.(Grades 1-8)
7. Socks: **solid navy blue knee socks or ankle socks (No Show**

Socks are not allowed). During cold winter days, girls in all grades may wear solid **navy blue leggings** that fit snugly under their jumpers or skirts. The leggings must cover the entire leg, and their socks must cover the hem of the leggings. Girls may also wear solid navy blue pantyhose or tights under their jumpers and skirts with navy socks. **Pants of any nature are NOT allowed to be worn under skirts or jumpers.**

8. Boots: No steel toe or pointed boots are allowed.
9. Shoes: Tennis shoes are to be **solid black or white, only**. Laced shoes are to be tied and Velcro attached. Dress shoes may be solid white or black. Absolutely no other colors are to be used. No Sperrys will be permitted.
9. Hair accessories: Hair accessories such as bows, barrettes, and headbands should be solid white, solid navy blue, or uniform plaid color only.
10. Make up: Only 7th and 8th grade girls may wear mascara and a light powdering of blush that will be approved by the faculty. **Absolutely no eyeliner, eye shadow, or make-up foundation.** Any abuse of this policy will result in the loss of make-up privilege.
11. Hair: Hair must be kept neat, cleaned and combed. Hair should always be kept out of eyes and face. Your child is to her natural hair color (this includes no hair extensions or hair pieces, etc). No "faddish" hairstyles will be allowed. **No coloring or highlights are allowed.**

Boys' Uniform

1. Shirts: SHS (old or new) emblems are required Pre-K to 5th Grade: plaid button down shirts. Grades 6-8: light blue button down oxford shirts. T- Shirts worn under the uniform shirt may only be solid white with no logos. PK3-8th grade boys will be allowed to wear a **Royal Blue Polo Shirt** with the uniform shorts (dry fit polo shirts will be allowed).
2. Outerwear for Boys: **Only navy blue jackets.** No other color can be worn at any time. Jackets must be solid navy, no other shade of blue. No logos or names are to be on the jackets. Every child must have

his or her name written on the tag. The jackets must be in good condition and fit properly (cannot be oversized).

3. Pants: "**Uniform**" navy pants must be worn with a belt. **NO BLUE JEANS.** Pre-School and Pre-Kindergarten students may have elastic in the waist and no belt.
4. Socks: Solid navy crew length (mid-thigh) or ankle socks. "No shows" socks will not be permitted.
5. Shorts: All grades have the option of wearing navy blue uniform shorts(1st and 4th nine weeks only).
6. Boots: No steel toe or pointed boots are allowed.
7. Shoes: Tennis shoes are to be **solid black or white, only.** Laced shoes are to be tied and Velcro attached. Dress shoes may be solid white or black. Absolutely no other colors are to be used. **No Sperries** will be permitted.
8. Hair: Must be kept neatly trimmed around the ears, above the eyebrows, and cannot touch the collar. No "faddish" hair styles will be allowed. No coloring or highlights are allowed.
9. Belts must be black and always be worn.
10. On Mass days or official outings representing the school, boys in grades 6-8 may wear navy blue ties.

Directives

1. Spirit school t-shirts may be worn on field trips and when given permission by the principal. This includes the SHS Fair t-shirts.
2. Athletic jerseys may be worn only when permission is given by the principal. The football and basketball jersey must be worn over the school shirt.
3. All shirts and blouses must be tucked in.
4. **All uniforms must be clearly labeled with the child's name on it, preferably on the tag.**

All students shall wear the complete uniform when leaving the school grounds, including at the end of the day. **Students are asked to keep their shirt tucked in at all times, except during the noon recess and P.E.**

On Mass days or official outings, (even in the wintry months) girls must wear jumpers or skirts, and the boys must wear uniform pants. Boys in grades 6-8th may wear ties during Mass.

Uniform Infractions

Violations of the uniform policy will result in notifications being placed in the students' file. The students will be denied participation in the next "out-of-uniform" day and may serve a detention and a fee of \$10 may be assessed after the 5th uniform infraction and for each subsequent uniform infraction.

Out of Uniform Guideline

Students may wear:

- *jeans (NO distressed –jeans with holes in them, or tight, skinny jeans)
- *tennis shoes
- *short socks
- *shorts (no shorter than three inches above the knee)
- *skirts (no shorter than three inches above the knee)
- *skorts (no shorter than three inches above the knee)
- *sweatshirts
- *jogging suits
- *nail polish (girls may wear only clear polish)
- *jewelry
- *dresses
- *slacks

Students may not wear:

- *flip-flop sandals
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts or pants
- *pajama pants

- *yoga pants
- *leggings worn as pants – leggings must be worn with a dress or skirt
- *make-up
- *low cut blouses/tops
- *sleeveless blouses/tops
- *clothing that is extremely tight
- *distressed jeans
- *tight, skinny jeans
- *hats
- *pointed or steel toed boots
- *low cut or sagging pants

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

VISITORS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

VOLUNTEER

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **younger siblings are not allowed to accompany parent volunteers.**

WEATHER EMERGENCIES

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television and radio stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the School Messenger system. Sacred Heart School will follow the directives of Avoyelles Parish Public School on weather related school closures.

WITHDRAWAL OF STUDENTS

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

RIGHT TO AMEND

Sacred Heart School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the e-mail communication and/or hard copies via students.

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending Sacred Heart School:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school

computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. 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 damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at Sacred Heart Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, the school Facebook® page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at Sacred Heart Catholic School

Signed: _____

Date: _____

Return by AUGUST 17, 2021

Parent Signature Page

I have read the 2021/2022 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent (Legal Guardian) signature

Date

Parent (Legal Guardian) signature

Date

Student signature

Date

***Parents and students must both sign.**

SIGNED FORM DUE TO THE PRINCIPAL AUGUST 17, 2021.