

SACRED HEART SCHOOL

Parent-Student
Handbook
Baton Rouge, Louisiana
Revised June 2016

PHILOSOPHY

Sacred Heart is a community of faith, which shares in the teaching mission of Christ as proclaimed by the Catholic Church. Its primary purpose is to create an environment permeated with the Gospel spirit of love and freedom. Sacred Heart School provides a holistic approach to the development of each child's potential. The prominence of a religious atmosphere provides for the development of faith that is living, conscious and active.

MISSION STATEMENT OF SACRED HEART OF JESUS SCHOOL

Steeped in Catholic tradition, Sacred Heart of Jesus School is a diverse community dedicated to educating the mind, body and spirit.

PARENT COOPERATIVE STATEMENT

Part of the philosophy of Sacred Heart of Jesus School is the belief that the school assists the parents in carrying out their primary responsibility of providing religious and secular education for their children. Hence, Sacred Heart expects the parents to be involved as much as possible in the education of their children. This means not only supporting the school and participating in its activities, but also providing instruction, witness, and role modeling at home and in public in support of our Catholic mission.

While Sacred Heart recognizes that there may be legitimate disputes concerning educational matters, SH is ultimately responsible for the orderly operation of the school in the best interest of all its students. Parents/guardians may respectfully express their concerns about the operation of the school in written or spoken word including the use of social media; however, they may not do so in a manner that is discourteous, disruptive, or threatening. Therefore, the school reserves the right to terminate its relationship with a student if his/her parents fail to provide the support, assistance, and example necessary for helping the school accomplish its role in the child's education.

Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent may result in the student's removal from the school.

OBJECTIVES AND COMMITMENTS

1. To help each child come to the realization that each is worthy and beloved in God's sight
2. To promote a love for all that excludes no one because of religion, nationality, race, or social status
3. To provide for different expressions of faith: personal, communal, and liturgical
4. To foster an awareness of local, national, and global needs in order to alleviate human suffering by promoting peace, justice, freedom, and the nobility of work
5. To integrate gospel values in all areas of the curriculum
6. To maintain an administration, faculty, and auxiliary staff who contribute their competence and are themselves living witnesses to the gospel values of Christ
7. To enable each individual to achieve some degree of accomplishment by providing a variety of learning opportunities for each child
8. To encourage an appreciation and acceptance of the varied religious and cultural heritage of the school community through personal sharing and other enriching activities
9. To enable the student to acquire basic skills in all subject areas by maintaining a balanced academic program
10. To allow growth in leadership and personal responsibility
11. To enhance the health and physical development of the student through physical education classes and programs with emphasis on the development of skills and good sportsmanship
12. To maintain a harmonious relationship among staff, parents, and students that promotes understanding and a common spirit of trust and support of all aspects of the school program
13. To create a "school home" which serves as an extension of their homes, accommodating and complementing the role of today's families in a constantly changing and often unstable world
14. To provide opportunities for each student to develop talents in art, music, Spanish, and technology.

THE HISTORY OF SACRED HEART SCHOOL FIRST PAROCHIAL SCHOOL IN BATON ROUGE

In 1924, Sacred Heart began a small mission of St. Joseph Parish in Baton Rouge. The pastor of St. Joseph's, Monsignor Francis Gassler, had studied the needs of the people of the area and immediately established a catechetical center with Miss Margaret Lee Jolly as the principal and Mrs. Emma Booth as her assistant. Later a chapel/hall combination was built.

By 1928, Sacred Heart was established as a parish with Father Dominic Blasco as the first pastor. Monsignor Gassler insisted upon the erection of a modern, adequate school before a more expensive church, and made it a condition to be promised by the new pastor. Less than a year after the canonical establishment of Sacred Heart as a parish, under the leadership of Father Blasco, the school opened. Thus, Sacred Heart had the distinction of having been the first church parish in Baton Rouge to build a school.

The Sisters of St. Joseph were invited to assume the direction of Baton Rouge's first parochial school in September of 1929. The first staff consisted of Sister Mary Frances, principal, Sister Hilda Marie Adele, Sister Celeste Marie, Misses Chetta Cangelosi, Maggie Lee Jolly, Helen Rowe, Mrs. Frank Jones, and Mrs. Vernon Broussard. Because the early enrollment far exceeded the capacity of the eight classroom building, pupils were accepted only for the first six grades until a frame structure could be built. Additions were made in 1930, 1937, 1946, 1949 (the present addition to the existing brick structure), 1950 (cafeteria), 1955 (convent), and 1956 (present gym).

Today, the pastor, religious teachers, devoted lay teachers, dedicated support staff, loyal alums, and generous parishioners provide the spirit that continues to make Sacred Heart a vibrant faith community.

PREFACE
SACRED HEART — A CATHOLIC SCHOOL

"Christian education is intended to make men's faith become living, conscious and active, through the light of instruction. The Catholic school is the unique setting within which this ideal can be realized in the lives of Catholic children and young people. Only in this setting can they experience learning and living fully integrated in the light of faith. The Catholic school strives to relate all human culture eventually to the news of salvation, so that the light of faith will illumine the knowledge which students gradually gain on the world of life and of mankind."

(from "To Teach as Jesus Did")

The most important facet of the educational endeavors of Sacred Heart of Jesus School is its religion program. Jesus Christ is its foundation and focus. His revelation gives new meaning to life and helps to direct our thoughts, actions and will according to the gospel, making the Beatitudes the norm of life. For this reason, the highest priority is given to the teaching of Christian values and attitudes, which will direct the students to bring their faith to daily life.

The scope of the religion program can be defined in two words: Formational and Educational. While the faith is shared through the light of instruction, there is always the realization that the faith is "caught rather than taught." Great effort is taken to create a school community that can incorporate both aspects.

Child Protection Mandates for Volunteers:

It is the law of the State of Louisiana and the policy of the Diocese of Baton Rouge that volunteers who supervise children must:

- Be fingerprinted and background checked by the Louisiana State Police Department
- Complete "Safe in Place" training and submit a training certificate
- Read and sign the Diocesan Code of Ethics
- Complete eApps form

This includes, but is not limited to, all who help in the cafeteria, library, nurse's office, art and computer helpers, homeroom parents, and coaches. It includes those adults who go on field trips. We ask that you complete the process before you volunteer. If fingerprinting and background check was completed in a previous year at Sacred Heart of Jesus School and is on file, it is not necessary to repeat the process.

Volunteers are mandated reporters for suspected child abuse or neglect.

Media Consent Form

Each Sacred Heart of Jesus School student must have a media consent form on file with the school. Parents complete and sign the form which is kept on file in the Communication Coordinator's office. The parent's consent remains in effect during the student's enrollment unless revoked in writing by the parent.

Disclaimers

1. Although we have attempted to cover every phase of school life, we know there are areas that may not be covered by this handbook. Therefore, any decisions regarding matters not specifically written in this handbook will be left to the discretion of the school administration.
2. This is also found on the last page of the handbook. After reading this handbook and reviewing it with your student, print the signature page, sign it, and return it to the school.

Excerpted from "The Rights & Responsibilities of Catholic School Parents," published by the National Catholic Education Association, 2003:

"Catholic school students and parents, as well as the Catholic school and its employees, have rights conferred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording [is used] such as 'other inappropriate conduct' or 'conduct whether inside or outside of school that is detrimental to the reputation of the school...' Your child is a representative of the Catholic school twenty-four hours a day, seven days a week, and is responsible for acting in a way that brings credit to Church and school. You will be required to sign [this] form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into [this] contract and that you understand the provisions of the contract."

3. Revisions made since this printing will be posted on the website.
4. Handbook revisions for the 2016-2017 school year are highlighted.

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I. ADMISSION & FINANCES

Sacred Heart School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. No person in the schools of the Diocese shall, on the basis of gender, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination.

A. Admission Requirements:

1. Parents who seek a Catholic education for their child/children enter into a contractual agreement between the school and the parent and/or the rules of the school covering all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both parent and administration.
2. Guidelines for admission of students:
 - a. Younger siblings of presently enrolled students
 - b. Registered members of Sacred Heart Parish
 - c. Children of Sacred Heart graduates
 - d. Catholic families from parishes without a parish school
 - e. Other Catholic families with permission of their pastor
 - f. Non-Catholics if room is available

An admission test is given to all new applicants for grades K-8. Students must be able to perform on or above grade level in order to be accepted. A fee will be charged for testing.

3. Pre-K
 - a. Children accepted into the Sacred Heart 4-year-old prek program are accepted under the condition that they are 4 years old by September 30 and show the emotional, social, and physical maturity of a 4-year-old. This program is geared toward Kindergarten preparation.
 - b. Pre-K is neither a prerequisite for Kindergarten nor a guarantee of an automatic placement in Kindergarten. A screening test will be given to each child before he or she is admitted to Kindergarten. Students must be able to perform on or above grade level in order to be accepted.
4. Kindergarten
 - a. A child must be 5 years of age by September 30th of the current school year in order to enter Kindergarten.

b. A screening test will be given to each child before he or she is admitted to Kindergarten. Students must be able to perform on or above grade level in order to be accepted. A fee will be charged for testing.

5. First Grade

a. A child must be 6 years of age by September 30th of the current year in order to enter first grade.

b. Requirements for children who were not enrolled in Sacred Heart's Kindergarten are the same as for Kindergarten.

6. New students in grades K – 8

a. The following documents must be presented at the time of registration:

1. Copy of official birth certificate with full certificate number displayed

2. Copy of Baptismal certificate for Catholics

3. Copy of current health record

4. Copy of latest report card and standardized test scores (official transcript)

5. Copy of social security card

6. Completed Diocesan transfer form, if applicable

7. Copy of psycho-educational evaluations/other testing if applicable

B. TRANSFERS/STUDENT WITHDRAWALS

1. When a child withdraws during the course of the school year, the parents must come to the school to sign a withdrawal form. Allow three business days for the office to complete the withdrawal process. Student records will be mailed directly to the next school upon the school's request and after the parent completes the withdrawal process (books are returned, financial obligations are met, athletic uniforms are returned...).

2. The transfer of a student from one Catholic school to another within the Diocese can only be affected by agreement of the pastors of the schools involved in the transfer. This applies only when there is no change of residence by the parents or legal guardians. Parents must have the "Transfer Form" completed and signed by the Pastors and Principals.

3. The acceptance of a student from outside the attendance area served by a parochial school must be approved by the pastors concerned. The acceptance of a student from outside the attendance area served by an interparochial school must be approved by the local superintendent.

4. Any student entering the school on probation (academic or disciplinary) will be accepted on a trial basis for a specified amount of time. A formal evaluation will then take place to determine the status of the child.

C. ALIEN STUDENTS

Any student who is not citizen of the United States must report to the school office each year during registration for instructions regarding requirements.

D. TUITION AND FEES

NOTE: SH will no longer accept cash (currency) payments. Remit payments by check, money order, credit/debit card as applicable.

1. Parents are responsible for paying their share of the operating costs for the school year. Failure to do so may result in your child's removal from school.
2. All fees and tuition rates are set yearly by Sacred Heart School with the approval of the Pastor and the Advisory Board. Students who are Catholic as evidenced by the appropriate baptismal certificate/verification will be assessed the Catholic tuition rate. In order to be eligible for the Catholic rate, the baptismal certificate must be presented to the business office by the tuition due date.
3. Tuition payments for grades K through 8th are prepaid prior to the beginning of the school year. A parent may pay the tuition in full or participate in a Deferred Tuition Payment Plan. This is done through the services of a bank pre-selected by the school. All information is sent to parents before registration (dates set by the school) regarding the procedure and detailed information on tuition and other fees.
4. PreK tuition is paid directly to the school in ten equal monthly installments due the first of each month. The first installment is due August 1.
5. Registration is held in early spring for students attending Sacred Heart. A separate registration is held for new students. **Registration fees are to be paid according to the published timelines and are not refundable.**
6. An Endowment Fund has been established by the Sacred Heart School Advisory Board. This is a onetime assessment equivalent to one tenth of tuition for each family. These funds are invested for a period of several years after which time the interest will be used to offset school expenses. The Endowment Fund payment is due when the family enrolls their first child into K-8th grade. **The Endowment fee is non-refundable .**
7. Families who have been enrolled at SH for at least one full year and who are experiencing financial difficulties may request tuition assistance. Forms for tuition aid are available in the school office.
8. Families on the Deferred Payment Plan are to pay their tuition monthly to the participating bank. Final grades may be withheld and/or exam grades withheld if a student's tuition payments are in arrears. Sacred Heart School may request that a student remain home until the tuition payments in arrears have been paid. These days count as days absent for the student. (See pg 13 "Attendance" for requirements)
9. Any family whose tuition account from the participating bank is turned back over to Sacred Heart for collection may not be eligible to finance their tuition for the following year through the school finance program. If this family chooses to return to Sacred Heart, they must pay their tuition in full on or before the due date. All families that must pay in full in advance will be notified by Sacred Heart School

before they register for the next year. If the problem occurs after registration, they will be notified as soon as possible.

10. Sacred Heart School tuition shall only be graduated for those families with (4) or more children in the school. The rate is determined as follows: 4th child, 25% reduction; 5th child, 50% reduction.
11. If a student withdraws or is dismissed during the year, tuition paid in advance will be refunded according to the graduated tuition refund scale as approved by the Sacred Heart Advisory Board. The scale is as follows:

<u>Withdrawal/Dismissal Date</u>	<u>Amount of Tuition Reimbursed</u>
June 15 to September 30	70%
October 1 to November 30	50%
December 1 to last day before Christmas holiday begins	25%
January 1 to May 31	0%

All fees owed to the school (e.g. Before/After Care, library fines, lunch money, book loss or damage fines, club dues, outstanding PIP hours, etc.) will be deducted before any refund of tuition is issued.

If a student withdraws or is dismissed during the year, any tuition loan outstanding will be cancelled according to the following graduated principle cancellation scale as approved by the Sacred Heart Advisory Board. The scale is as follows:

<u>Withdrawal/Dismiss Date</u>	<u>Amount of Tuition Reimbursed</u>
June 15 to September 30	70%
October 1 to November 30	50%
December 1 to last day before Christmas holiday begins	25%
January 1 to May 31	0%

Any principle, interest, bank fees, or fees owed to the school that are outstanding at the time of cancellation of the loan will be due and payable to Sacred Heart at the time of the cancellation of the loan.

All fees owed to the school (Tuition, Before/After School Care, library fines, lunch money, book loss or damage fees, PIP hours etc.) must be paid in order for the student to participate in extra-curricular class functions, class trips, or to participate in graduation/ELC Closing Programs. To receive report cards or to have school records forwarded to another school, all of the above fees must be paid. Please note, under certain circumstances, parents may be asked to pay by money order.

E. PARENTAL INVOLVEMENT PROGRAM (PIP)

The Parent Involvement Program was established through the recommendation of the Sacred Heart School Advisory Board. All families are required to volunteer a total of fifteen (15) hours during the school year. Those families not completing the required 15 hours will be billed a PIP fee according to the hours not worked. **The PIP payment fee is based on \$20 for each hour of work not performed or not reported.**

F. CAFETERIA

1. Lunch fees are established by the Diocesan School Food Service Office. These fees are payable to the cafeteria.
2. Sacred Heart participates in the Child Nutrition Program of the Diocese of Baton Rouge. Families are encouraged to apply for free or reduced lunch. Families must re-apply each year and forms are available online. A form must be completed for each child if you choose to apply. Any CNP costs incurred prior to the approval of Free/Reduced lunch requests are paid by the parent.
3. A parent's option to purchase school lunch may be suspended if the lunch bill becomes past due. The parent will then be required to send a lunch with the child until the lunch bill is brought current.

II. GENERAL INFORMATION

A. ATTENDANCE

There are 178 days in the school year. It is a state law that elementary children must be in attendance 160 days in order to receive credit for the courses taken regardless if the absence is excused or unexcused. Exception can be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal. Attendance awards are not given at Sacred Heart of Jesus School.

B. ABSENCES & CHECKING STUDENTS OUT EARLY

1. On the day of return to school, a student who has been absent must present to the homeroom teacher a written excuse signed by the parent stating the reason for absence. If a student has a communicable disease, parents are asked to notify the school office as soon as the disease is diagnosed. Students who have a communicable disease must present a doctor's certificate before being re-admitted to class. Children who are ill must not return to school until they are free of fever for 24 hours. When a child vomits at school, the parent will be required to pick up the child within a reasonable amount of time.
2. If a student is absent or tardy due to a medical/dental appointment, a written excuse from the doctor's office is required.
3. All written excuses and notes will be kept on file in the Health Room.
4. The term "excused" simply refers to the **written** notification/explanation parents make to explain why their child is not in school (i.e. serious reasons: family

emergencies, illness, death in the family, etc.). This term has no bearing on determining a child's actual attendance in school in the eyes of the state.

5. Parents are strongly discouraged from removing children from school for any reason (e.g. trips, appointments, etc.) other than out of necessity (illness or an emergency). Absences cause a child to lag behind in the work completed by other members of the class. Medical appointments should be made outside of school hours whenever possible.
6. The student is responsible for school work covered during his/her absence, and it is the student's obligation to procure and complete all assignments/tests covered during the period of absence. For younger students (grades prek-3) parents should contact teachers to make arrangements for missed work. Work should be made up in a timely manner. Generally, the student is allowed one day make-up time for each day absent.
7. If the school has reason to suspect the validity of an excuse, the situation will be investigated. Cases of frequent absenteeism may be referred to the attendance officer of the local public school district.
8. Middle School students should schedule make-up tests with the teacher before or after school to avoid missing additional class time.
9. Middle School students will not be allowed to take mid-term or final exams before the scheduled date unless there is a medical emergency or a critical need pending. Taking an exam before the scheduled date requires permission from the principal.
10. A Sacred Heart team member who is absent or checks out of school early because of illness may not participate in practice or play in a game with his/her team on that day.
11. Regarding **EARLY CHECK-OUT**:
 - a. Parents are expected to send a written note to the homeroom teacher indicating time of early check-out, the reason and who will be picking up the child. Homeroom teachers will send any such notes to the office each morning.
 - b. Parents will sign the CHECK-OUT book in the office when they come to take the student from school. Parents then wait in the reception office until the student is called from the classroom over the intercom. No adult may go and get the child from the classroom. Teachers are not allowed to release students to parents from the classroom. An exception to this is parents picking up a child from the Early Learning Center. Once the teacher has been notified over the P.A. system, the receptionist will issue the parent an "E L C Checkout Pass" which allows the parent to go to get the child from that building. The parent will give the pass to the child's teacher. This procedure is in place for the safety of the children.

- c. Early check-outs should be limited to emergencies and medical appointments. Early check-out should not be used as a by-pass of the carpool line. A written excuse is required from the doctor or dentist upon returning to school. NO CHECK-OUTS AFTER 2:15.
- d. All students must check with their teachers for assignments when checking out early. Any class work missed or assigned homework must be completed upon their return to school.

C. PROCEDURE REGARDING HOMEWORK REQUESTS

Homework for absent students will be collected and provided upon request. The request must be made by calling the school receptionist by 8:15 on the day of the student's absence. Parents can also check homework assignments online on teacher pages. The teacher or an assigned student will write down homework and collect the books needed. The homework will be sent to the office and will be available for pick up from the office between 2:15 and 3:00.

D. TARDINESS/EARLY CHECK-OUTS

Students who arrive at school after 7:45 AM are considered tardy. The tardy student and his/her parent must report to the office to sign in and to get a tardy slip before the student reports to assembly/classroom. ELC parents are to come to the office with the child in order to check the student in before the child goes to the classroom. If the tardiness is due to a doctor's appointment, a written excuse from the doctor's office is required. A doctor's excuse does not eliminate the tardy. Tardies and early check-outs accrue and add up to days absent. Every seven tardies/early check-outs will be reported as an absence on the report card.

E. DROP OFF AND PICK UP OF STUDENTS

Procedures for dropping off and picking up students, parking, and carpool will all be explained at the beginning of each school year, as well as in a parent handout. Please follow these procedures carefully to ensure safety and efficiency.

F. PICK UP ON EARLY DISMISSAL DAYS

Except for emergencies, early dismissal dates are given on the school calendar and reminders are included in the Tuesday Newsletters and parent emails. Please be prompt picking up your child because there is no after school care on early dismissal days.

G. PARENTS/VISITORS AND SECURITY

Parents or visitors should have an appointment or have made arrangements with the teacher in advance to conference with the teacher. Parents should not expect to go to the classroom to "observe."

Parents and visitors must sign in and get a visitor's badge from the office before going to a classroom or another building on campus. The receptionist will call the classroom to verify that the teacher is expecting the individual. If not wearing a visitor's tag, the individual will be escorted back to the office.

In the case of checking a student out of school, the student will be called to the office over the P. A. system. Do not go to the classroom. If the student is in the Early Learning Center, the teacher will be called and the parent will be given a “check-out pass” to show at the door before entering the Early Learning Center building. This pass is to be given to the child’s teacher.

H. HEALTH AND MEDICAL INFORMATION

NOTE: Sacred Heart is a peanut-free facility. Parents should not send any peanut-containing product to school.

1. Under state law (Act 771) all students are required to have proof of immunization. A legible copy of current immunization status must be kept on file in the health office for all students enrolled. Parents of students who are lacking immunizations will be notified by the school nurse and advised of which immunizations are needed. In order for the child to remain in school, these records must be updated in a timely manner. If compliance is not forthcoming, the parent will be asked to keep the child at home until the immunization issue is resolved. Absences for incomplete immunizations will not be considered excused absences. Any parent experiencing a problem obtaining immunizations for the child can contact the school nurse.
2. Students should not have in their possession medications of any kind, including non-prescription drugs. All medications needed at school should be delivered to the school nurse by the parent.
3. Prescription medications (i.e., Ritalin, medications for bee sting allergy, convulsive disorders, asthmatic conditions, antibiotics, etc.) and non-prescription medications (i.e., Tylenol, cough syrup, etc.) will be administered provided the following criteria are met:
 - a. A permission form signed by both the parent/guardian and physician is provided and on file in the Health Room. (Forms are available through the school nurse.)
 - b. This form will include the student’s name, dosage, and times to be given as prescribed by the physician.
 - c. An order written and signed by the physician may be attached to the form provided it includes all of the above information.
 - d. A new form must accompany any change in dosage amount.
 - e. The medication is provided in a labeled pharmacy container or manufacturer’s bottle/box, which includes the student’s name, physician’s name, medication name, dosage, and time to be given.
 - f. A parent/guardian may retrieve the medication from the school at any time. The medication will be destroyed after the last day of school or within two weeks after the medication order is discontinued.
4. Narcotic drugs are NOT allowed. Neither the school nurse nor any staff/faculty member will administer any medication classified as a narcotic.
5. The school nurse or other authorized designee will administer the medications. Sacred Heart School or any designated person administering the medication is not

responsible for any unintentional mistake or oversight in keeping or giving the child's medication. The initial dose of the medication should be administered at home and allow enough time (at least overnight) to observe the child for any adverse reactions before asking the school nurse to administer the medication.

6. Any questions concerning medication should be directed to the school nurse or principal.
7. A "Health and Emergency Information" form will be kept on file in the Health Room for each student. This form will include any medical conditions, allergies, or other pertinent health information as well as signed permission from the parent/guardian for the school to provide or obtain emergency medical care, indicating a hospital preference, if any. Parents are to notify the office of any changes in this information.
8. Students who are allergic to milk, peanuts, or other foods must have a written note from a physician. A new note is required each year and must be kept on file in the cafeteria.
9. In the event of a serious medical emergency or injury, EMS (911) will be called, taking into consideration the severity of the circumstances and well-being of the child.
10. A designated school administrator will accompany any student transported by ambulance, in the absence of a parent/guardian.
11. Any expense incurred will be the responsibility of the parent.
12. Regarding communicable diseases and infectious conditions, all cases must be reported to the school nurse upon discovery or diagnosis. These students must not be sent to school until the condition is resolved and/or a release is issued by a physician. If a student at school is suspected of having a communicable disease or infectious condition the parent will be contacted to remove the child from school. Once the disease or condition is confirmed, parents of classmates will be notified.

In the case of head lice, the student must be treated with an appropriate insecticide shampoo and all nits must be removed from the hair before the student will be readmitted to school. The student will be sent to the nurse for a hair check prior to returning to the classroom.

Communicable diseases and infectious conditions to be reported include but are not limited to:

Chicken pox	Whooping Cough
Pink Eye (Conjunctivitis)	Ringworm
Diarrheal Disease	Scabies
Fifths Disease (Erythema Infection)	Strep Throat or
Hepatitis A or B	Scarlet Fever
Indian Fire (Impetigo)	(Streptococci)
Measles	Mumps
Rubella	Mononucleosis
Meningitis	MRSA
Flu	

13. As stated in Section II B, a student must be fever-free for 24 hours before returning to school.
14. If a student sustains a significant injury, a parent will be notified.
15. All Diocesan schools are required to have a Wellness Policy. This manual will be kept up-to-date by the school nurse. For any further information regarding health and medical practices, please consult the Health & Wellness Manual which is housed in the Nurse's station.

I. SCHEDULED RECESSES

1. Recesses are scheduled to provide recreation for the students. Adult supervision is provided to promote safety.
2. Children should not bring play equipment from home. Only recess equipment purchased by the school will be used.

J. CLASS PARTIES

1. Seasonal parties for the classes are sponsored by the Home and School Association, with Room Parents in charge. The Vice President of the Home and School Association is the chairperson of the Room Parents and provides directives approved by the Administration.
2. Teachers may not give out, nor allow students to give out at school, invitations to individual student's parties even if the entire class is invited.
3. Birthday parties or birthday refreshments are only allowed for Pre-K and Kindergarten students and are to be limited to cake or cupcakes and a drink.
4. No birthday, Christmas, Valentine, etc. presents are to be exchanged at school.
5. Parents should not send floral, balloon, or other type of arrangements to a student at school.
6. School personnel are not allowed to give out students' addresses or telephone numbers.
7. The Middle School does not have class parties other than for Christmas and Mardi Gras. Middle School teachers will provide those guidelines.

K. SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

The school grounds are supervised 20 minutes before school begins in the morning and 20 minutes after the school bell rings for dismissal in the afternoon. Any child arriving before supervision starts in the morning or remaining after supervision has ended in

the afternoon will be taken into the Before and After School Program and the parents will be charged a fee. Carpool students are to remain seated in the designated areas until they are picked up.

L. EXTENDED CARE PROGRAM

Note: By enrolling your child into the Extended Care Program, you and your child agree to abide by the program's procedures and to cooperate with the staff.

1. An extended care program is provided for working parents and/or other interested parents for Sacred Heart students on school days. A fee is charged for these services.
2. Before school care is available at 7:00 a.m. and after school care is provided until 5:30 p.m. After school students are provided with a snack, a free play time, supervised homework and leisure activities.
3. Extended Care is part of the school day and school rules apply. In keeping with the school rules, a system of discipline has been established for the Extended Care Program.
4. **On early dismissal days**, there is no After Care. All students must be picked up by 20 minutes after dismissal on these days. These dates are given on the school calendar and reminders are printed in the Tuesday Newsletter and sent through parent email.

M. PUPIL SERVICES

The Pupil Services Coordinator visits each class to teach "Guidance" classes. Topics covered include self-respect, friendships, conflict resolution, managing anger, taking responsibility, resisting peer pressure, and handling stress, bullying among others. The Pupil Services Coordinator also meets with individual students who request an appointment or who are referred by a teacher or parent. Parents may also request an appointment by calling the main office and leaving a message. In addition, Pupil Services Coordinator meets with parents and teachers, providing resource information and referring to mental health professionals or agencies in the community when appropriate. The Pupil Services Coordinator works closely with the principal and assistant principal in trying to resolve any problems presented by parents, teachers, and students.

Because of their schedule, workload, testing, and teacher expectations regarding responsibility, Middle School students are encouraged to make their appointments with the Pupil Services Coordinator before or after school to avoid missing class time. Students may not miss a class to talk with the Pupil Services Coordinator without that teacher's written permission.

The student's confidentiality is respected; however, a parent will be contacted in the event the student expresses intent to take harmful, dangerous, or criminal action

against him/herself or another person. Also, the law mandates that teachers, school personnel, and volunteers are required to report any suspected child abuse or neglect.

N. STUDENTS WITH DISABILITIES

Diocesan schools are addressing Section 504, Title V. "Guidelines for Catholic Schools in the State of Louisiana" have been developed and disseminated to all Catholic schools in the state, and in-service training has been provided to all faculties in all schools in order to implement the guidelines. Sacred Heart School has adopted the following Diocesan approved policy statement:

Sacred Heart School attempts to meet the needs of students with diagnosed disabilities within our school by making minor adjustments and incorporating minor interventions in regular classroom activities. Major adjustments, including those that are detrimental to the rights of other students and those that require additional costs are considered beyond our ability and cannot be incorporated.

Parents must provide a copy of the child's education/psychological evaluation to the school, and the school will make reasonable, minor adjustments/interventions in regular classroom activities.

We do not have the auxiliary staff to provide oral testing. For examples of minor adjustments that we are able to provide, please contact the Pupil Services Coordinator.

III. ACADEMICS/ENRICHMENT

A. CURRICULUM

The primary goal of the SH curriculum is to provide learning experiences to educate children holistically in mind, body, and spirit. SH meets or exceeds The LA Department of Education's Bulletin 741 for curriculum and non-public school standards.

SH core subjects are religion, reading/literature, language arts, science, social studies, and math. In addition to the core subjects, art, music, computer, library, foreign language, and physical education are activity classes that are part of the regular curriculum.

B. MIDDLE SCHOOL MATH PROGRAM

Sacred Heart School has developed a math program that allows students to be ability grouped once he/she has reached the 6th grade.

An advanced program exists beginning in the 6th grade. Criteria have been established to assist the teachers and administrators in determining which students should be placed into the advanced math program. They are as follows:

1. The student must achieve a 90% or above on standardized tests in mathematics.

2. The student must maintain a 85% average or better for each nine-week period during the school year in math.
3. Students must have mastered basic concepts and skills with little or no difficulty.
4. Each math teacher will make a recommendation, based on the following criteria:
 - a. Homework grade must be an "A" for each nine-week period.
 - b. The student must be organized and prepared for each class.
 - c. The student must not be a discipline problem.
 - d. The student must put forth his or her best effort, always.
 - e. Teacher recommendation can override requirement (a) or (b).

A detailed description of Sacred Heart School's Middle School math classes follows by grade level.

6TH GRADE MATH

Beginning in the 6th grade, students are placed by ability in mathematics classes. Based on teacher recommendation from the 5th grade math teacher, standardized test scores in mathematics, and overall student achievement, students are placed in either an accelerated or regular math group.

All 6th grade regular math classes have the same curriculum, though pace and difficulty will vary among the classes. Each class will receive the instruction necessary to be ready for 7th grade math.

Those students participating in the advanced group will be working at 7th grade level.

Placement in a 6th grade math group does not determine 7th grade placement. At the end of the 6th grade, an assessment is made of each student's progress, and placement in 7th grade math follows the general criteria outlined above under "Middle School Math Program."

7TH GRADE MATH

The Sacred Heart School 7th grade math program is also made up of two different types of math classes: regular and advanced.

Those students taking regular 7th grade math will move at a pace appropriate to their group's placement. Each class will prepare the students for Pre-Algebra in the 8th grade.

Those students who meet the advanced criteria will take the 8th grade level math, Pre-Algebra, in their 7th grade year. These students may move on to Algebra I in the 8th grade depending on their progress in the 7th grade. The student's work ethic will be a major factor in determining his/her math placement in 8th grade.

Again, placement in one type of class does not guarantee placement in the same type of class the following year. All students are re-evaluated according to the criteria outlined above under “Middle School Math Program.”

8TH GRADE MATH

As is the case for 6th and 7th grade math, there are two types of classes offered: regular and advanced.

Those 8th grade students taking a regular math class are taught 8th grade level math, which is Pre-Algebra. All students are expected to master the minimum number of pre-Algebra skills needed for 9th grade math.

Those students selected to be in the advanced program in 8th grade will be taught Algebra I and may earn high school credit if they successfully complete the course according to LA Department of Education standards. Placement in this class is largely determined on the mathematical progress the student made in Pre-Algebra. Academic as well as psychological maturity plays a large part in a student’s ability to master Algebra I in 8th grade. Our teachers work very hard to properly place these students based on several factors outlined below. High schools require students entering 9th grade to take a placement test to determine 9th grade math placement.

Teachers also have the option to move a student from advanced 8th grade math into regular math during the school year, if the student is not progressing at the appropriate level.

C. HOME ASSIGNMENTS

(For information on requesting assignments when absent, see Section C on page 15.) Homework is a necessary part of your child's education. Homework is assigned as purposeful learning, reinforcing and complimenting work already presented in school. Homework assigned by the teacher includes reading, writing, and studying. Homework initiated by the student may also include other class preparation.

Homework is essential in developing the student's work habits, teaching him/her to organize his/her time, accept responsibility, and improve study skills. Students will return assignments to the teacher, completed neatly, by the date requested.

A child’s continued serious difficulty in doing homework may warrant consultation with the teacher and/or the Guidance Counselor.

Periodically papers are sent home to be signed. It is important that these papers be studied carefully as they are an indication of how your child is progressing in his/her school work.

D. LIBRARY

The library offers a wide variety of resources and technology to enhance student learning.

The library schedule is posted at the beginning of each school year. Students may use the library at designated times with the permission of the classroom teacher and the librarian. Library rules are explained to the students at the beginning of each school year.

E. COMPUTER LAB

A computer lab is available for use by Sacred Heart students. Computer applications, keyboarding, computer-assisted instruction and internet safety will be part of the computer curriculum.

F. ART, MUSIC, FOREIGN LANGUAGE AND PHYSICAL EDUCATION

Art, Music, Foreign Language (when an instructor is available), and Physical Education are activity classes that are part of the regular curriculum.

G. FIELD TRIPS

Educational field trips provide an additional dimension to the classroom curriculum. Field trips are arranged by the teachers after consultation with the principal. A student's participation in a field trip is contingent upon his/her conduct (refer to Section VI Code of Conduct). Unpaid tuition, fees, and other financial responsibilities must be brought current prior to the child's participation in the field trip. The parent must sign and return the Sacred Heart permission form for the child to participate. A written note or phone call does not substitute for the signed SH permission form. A parent may fax the signed SH permission form to the office prior to the field trip.

Bus transportation is the only method to be utilized for any field trip.

DUTIES OF CHAPERONES FOR FIELD TRIPS

1. The main responsibility of the chaperone is to HELP the teacher in all ways and at all times.
2. No siblings or other children who are not in the class are allowed on field trips. Having other children along may prevent the chaperone from helping the teacher.
3. Chaperones are responsible for students assigned to them and should ALWAYS be with their group for the entire trip. They should accompany students to the restroom or restroom area, sit with them at lunch, keep quiet while touring, etc.
4. On picnics, chaperones should help the teacher check on groups of children, making sure that students do not wander away or engage in undesirable activities.
5. Report any student who is disrespectful or disobedient.

H. STUDENT EVALUATION & PROMOTION

1. Testing Program

A program of standardized testing of pupils has been in effect in the Diocese of Baton Rouge for a number of years. Tests are administered to students in grades

3 – 8. Sacred Heart will adhere to the Catholic Schools Office guidelines for accommodating special needs for standardized testing. **Standardized testing results are documented in the student’s cumulative record.**

2. Report Cards

- a. Report cards are issued at the end of each nine week period.
- b. Parents or guardians must sign the report card envelope and return it to the homeroom teacher within one week.
- c. Report cards may be withheld until all fines, fees, and balances have been paid in full.

3. Progress reports may be viewed online for grades 1-8 in the middle of each nine week period.

4. Interpretation of Report Cards

- a. Pre-K and kindergarten: Students are evaluated on the progress they have made during the grading period. It is particularly important at this age that the evaluation is both written and oral. Parent-teacher conferences are arranged during the school year.
- b. Grades 1-8: Graded work, class work, homework, quizzes, tests, group work, projects, presentations, participation, etc. within the nine week period, constitute the nine week average. Grades are marked alphabetically on the report card using the following:

- 100 - 93 = A Excellent (4 quality points)
- 92 - 85 = B Above average (3 quality points)
- 84 - 75 = C Average (2 quality points)
- 74- 67 = D Below average (1 quality point)
- 66 and Below = F Unsatisfactory (0 quality points)

- c. Grades 6-8: In addition to the above criteria for grading, the final yearly average is based on 4 nine weeks grades plus mid-term and final exams. These two exams will be added to the 4 nine weeks grades to determine the final yearly average for each subject, with more weight given to the nine weeks grades. Eighth graders who have an “A” in a subject for all four nine weeks, as well as, an “A” on the mid-term exam, are exempt from taking the final exam for that subject.

5. Honor Roll

Students in the 4th-8th grades may be named to the Principal's Honor Roll, the Gold Honor Roll or the Blue Honor Roll for the first through third nine weeks and for the end of the year average. Honor rolls are based on a student's combined grade point average in Religion, English, Reading, Math, Social Studies, and Science, as well as maintaining an A or B average in conduct for that nine weeks. A student may not have any D's or F's for the nine weeks in any graded subject. The GPA is determined using Quality Points rather than percentages.

**Principal's Honor
Roll
GPA is 4.0**

**Gold Honor Roll
GPA is 3.66-3.83**

**Blue Honor Roll
GPA is 3.33-3.5**

6. Promotion

- a. Pre-k and kindergarten: Decisions concerning promotion and retention are made by the principal in consultation with the teacher.

If a child is accepted as a new student into pre-k or kindergarten and is not progressing appropriately, the administration, after consultation with the teacher and the parent, may re-evaluate the child's placement.

- b. Grades 1 - 2: Promotion is based on the child's ability to successfully complete all required levels for that grade in reading and math, with at least a 67% average at the end of the school year in all other major subjects. Academic averages are determined by the scale that follows in section d.

An added stipulation is that at least an average grade of 67% must be earned in the second semester (the 3rd & 4th nine weeks) to pass the subject.

Students in 1st and 2nd grade who fail reading or math are not promoted.

Summer school for reading or math is not an option at these grade levels, but will be required for other subjects.

- b. Grades 3 – 8: Successful completion of a grade level means that the student must attain at least a 67% average for the year in all major subjects. Academic averages are determined by the scale that follows in section d.

An added stipulation is that at least an average grade of 67% must be earned in the second semester (the 3rd and 4th nine weeks) to pass the subject.

- d. Scale for final averages in academics for grades 1-8

	Activity Grading Scale
100 - 93 = A Excellent	
92 - 85 = B Above average	100-85 S
84 - 75 = C Average	84-68 N
74 - 67 = D Below average	67-0 U
66 and below = F Unsatisfactory	

e. Major subjects

K-3rd grade—religion, reading, math, language arts

4th-8th grade—religion, reading/literature, math, language arts, science, social studies

f. Summer School Option:

If a student in the 3rd – 8th grade fails one major subject, (English, Math, Social Studies, Science, or Reading/literature), the student must complete 60 hours of remediation in that subject, and the instruction must be done in an accredited facility or by a certified teacher. In order to remove the conditional promotion, official documentation of the student's grade (and hours spent in the subject) must be sent to Sacred Heart School before the opening of school. If the student fails religion, the school will assign make-up work to be completed during the summer. If two or more major subjects are failed, the student must repeat the grade.

- g. A student who is retained for a second time will not be enrolled at SH.

I. RELEASE OF STUDENT RECORDS

1. SH abides by the provisions of the Buckley Amendment (FERPA). Non-custodial or legal guardians, upon written request, will be given access to the information regarding the academic progress of their child(ren) unless a court order specifically denies such access.

2. The principal may release directory information about students to agencies with standing (ie., CSO, School Food Service, LHSAA, CSAA, Title I, etc.) or business partners under contract with the school or diocese.

IV: RELIGION PROGRAM

- A. FORMATIONAL/INSPIRATIONAL COMPONENTS
 - 1. Varied Prayer Experiences and retreats
 - 2. Caring Community Spirit
 - 3. Weekly School Liturgies
 - 4. Sacramental Participation
 - 5. Come, Lord Jesus
 - 6. Service to the following:
 - a. Parishioners who are homebound
 - b. Missions here and abroad
 - c. Food for the poor
 - d. Projects for the needy
 - e. Nursing home and retirement communities
 - 7. Seasonal Programs
 - a. Advent/Christmas
 - b. Lent/Easter
 - c. Thanksgiving
 - d. Vocations
 - e. May Crowning
 - f. Living Rosary and Living Way of the Cross
 - g. School and Class Stations of the Cross
 - 8. Paraliturgies
 - 9. 8th Grade Retreat/Grade Level Retreats
 - 10. Commissioning of Teachers
 - 11. Faculty Prayer Day/Retreat
 - 12. Weekly Faculty Prayer Service
 - 13. Infusion of Christian Values in All Areas of Life

- B. EDUCATIONAL/INSTRUCTIONAL COMPONENTS
 - 1. Daily Religion Classes
 - 2. Basics of Christian Living
 - 3. Sacramental Instruction
 - 5. Sacramental Preparation for Reconciliation and First
 - 6. Eucharist
 - 6. Scripture
 - 7. Prayer
 - 8. Justice and Peace
 - 9. Lives of the Saints - Past and Present
 - 10. Audio - Visual Materials
 - 11. Books and Magazines
 - 12. Infusion of Christian Values in the Overall Curriculum

13. Faculty In-Services/Religious Certification Classes

14. Online resources

C. FAMILY PARTICIPATION

Since Sacred Heart School is committed to bringing the student to Christ, it assists Christian parents in their responsibility of passing on the Light of Faith to their children. It is to be expected that all Christian families attending Sacred Heart School worship together on Sundays in their respective churches.

D. STUDENTS OF OTHER RELIGIOUS DENOMINATIONS

Though primarily a school for Catholic students, Sacred Heart is open to all denominations provided the student is willing to participate in all religious activities, with the exception of the sacramental life of the Church. Refusing to participate in prayer, school liturgies, or other religious programs is contrary to the philosophy of the school.

E. RELIGION GRADES

Letter grades are awarded in religion in grades 4 through 8 as these students are expected to know the basic tenets of faith from an academic viewpoint.

F. PREPARATION FOR THE SACRAMENTS OF EUCHARIST AND RECONCILIATION

Sacred Heart School assists the parish in providing basic sacramental catechesis for the students in 2nd grade. According to Diocesan guidelines Catholic students and parents are expected to participate in the preparation and celebration of the sacraments of Reconciliation and Eucharist in the parish in which they worship.

V. UNIFORMS/DRESS CODE AND BRAND STANDARDS

***UNIFORM AND DRESS CODE DECISIONS ARE MADE BY THE ADMINISTRATION AND ARE FINAL.**

Sacred Heart's uniform suppliers are Inka's and School Time. Students will be required to wear the "dress" version of the uniform on all Mass days and on special occasions announced by school administrators. The dress uniform for girls consists of the smock dress for Pre-K and Kindergarten girls; the jumper with the woven oxford cloth blouse for girls in 1st through 5th grades; and the skort with the woven oxford cloth blouse for Middle School girls. The dress uniform for all boys consists of long navy pants (as specified in the following section) with either the knit or the woven shirt.

PLEASE NOTE THAT THE NEW UNIFORM REQUIREMENTS INCORPORATING THE REVISED LOGO AND THE PROPERLY CUT PLAID ARE MANDATORY FOR THE 2016-2017 SCHOOL YEAR. THE 2015-16 UNIFORM CODE ALLOWED A ONE YEAR GRACE PERIOD FOR UNIFORM COMPONENTS WITH THE FORMER LOGO. THE GRACE PERIOD HAS EXPIRED.

BRAND STANDARDS

As of July 1, 2016, the school implements mandatory guidelines and procedures for the acceptable use of Sacred Heart images, marks, and logos for athletic team wear, apparel, digital/social media, printed materials, Tiger Shop merchandise, and other branded items. The [Brand Standard Guidelines](#) outlines acceptable marks, images, and logos used by SH and its teams, organizations, and staff. These guidelines are posted on the SH website.

Teams, organizations, and staff will follow the request procedures below to gain approval for branded items.

A. Any individual, organization, or athletic team using the SH name, logo, or branded marks for apparel, merchandise, uniforms, printed materials, digital media, or other branded items must submit a request form to the Communications Coordinator (form available on the website or from the Communications Coordinator).

B. A minimum of two weeks from the date of the initial request is required for the process to be completed.

C. The Communications Coordinator will respond to the request, communicate the next steps, and will forward the artwork/request to appropriate parties for approval.

D. Once approved, the requesting party is responsible for ensuring that the approved artwork or usage is not modified. If the approved artwork/usage needs further revision, a new request must be submitted.

E. In the event that this procedure is not followed and/or in the event that SH branded items are created without approval, the party responsible will be held accountable for collecting distributed items and assuming the applicable costs.

DRESS CODE/UNIFORM

A. GIRLS

- Smock dress: (Pre-K and Kindergarten) Plaid fabric with white collar; to be worn with matching plaid bloomer shorts.
- Jumper: (1st – 5th grades) Plaid fabric; to be worn with the Oxford woven blouse. Must be worn with the Oxford blouse November 1st to March 1st. Plaid jumper shorts or navy uniform knit shorts must be worn under jumper. Must be no shorter than 2" from floor when kneeling.
- Skorts: Worn in Junior High only. Plaid fabric. *Must be no shorter than 2" from floor when kneeling.*
- Walking Shorts: (All grades) Plaid fabric. *Must be no shorter than 2" from floor when kneeling.*
- Pants: Solid pleated or flat front navy pants from Inka's or School Time. Long pants for the girls is a daily option not dependent on weather. It is not a dress uniform option.
- Knit Shirts: White cotton pique knit polo style or poly/cotton jersey knit polo style, screened with Sacred Heart logo. This shirt may be worn with walking

shorts or skort. Must be tucked in at all times.

Banded Knit Shirts: White cotton pique knit or poly/cotton jersey knit banded style screened with Sacred Heart logo.

Oxford-style Woven Blouses: *White poly/cotton blend oxford cloth, short or long sleeved, with pointed collar, screened with Sacred Heart logo on pocket.* This is the only blouse that may be worn with the jumper. It must be worn under jumpers from November 1st to March 1st. It may also be worn with shorts, pants, or skort and must be tucked in at all times.

Undershirts/
Camisoles Plain white camisoles or plain white undershirts may be worn under knit shirt or woven blouse for warmth. Undershirts should not be oversized and sleeves are not to hang below shirt sleeves.

Socks; legwear: Solid white mid-calf crew socks or knee socks with no logo or Sacred Heart ankle sock only. Girls may wear solid navy, black, or white footed tights on days with a morning temperature of 40 degrees or lower.

Shoes: Leather shoes in navy, brown, or black, or any combination of those colors; tennis shoes in white, navy, black or gray, or any combination of those colors. Shoes with cartoon or Disney characters are prohibited. *No light-up tennis shoes or rolling shoes are allowed.* Shoestrings must be one of the same colors of that shoe and remain tied. No boot styles or sandals. Shoes must have a back; no slip on shoes are allowed. **No "high top" tennis shoes are allowed.**

Hair Accessories: Uniform plaid, navy, gold/yellow, and/or white bows or barrettes. One small navy blue or black bead may be worn at the end of a braid for the utility of fastening the end of the braid.

Sweatshirt: **The 2015-2016 implemented Navy Sacred Heart School crew style sweatshirt with "Sacred Heart" across the chest and the radiant in the center.** No other sweatshirts are to be worn on the school campus. *Older versions of the SH sweatshirt are not allowed.* **Sweatshirts should not be monogrammed.** *Sweatshirts are not to be tied around the waist while in the school building.*

Fleece pullover: *Solid navy blue fleece embroidered with SHS shield; sold by the school*

Sweaters: **A solid navy blue sweater with the logo should be pull-over or cardigan styles.** No blue jean jackets; no denim. **NO OTHER LIGHTWEIGHT JACKETS OR SWEATERS ARE TO BE WORN ON THE SCHOOL CAMPUS, INDOORS OR OUTDOORS.** SHS team jackets are not to be worn during school hours. Jackets or sweaters are not to be tied around the waist.

Raincoats *Any color raincoat may be worn outdoors on rainy days. Raincoats are not*

- worn as "jackets" on non-rainy days.*
- Heavy Outer Coats: Any color thick, heavy outer coat can be worn outdoors on cold days. Note: a non-uniform light covering worn over a uniform fleece, sweatshirt, or sweater is not considered a heavy outer coat.
- Jewelry: Girls are allowed to wear simple, conservative jewelry as follows: a watch, one pair of small post earrings worn on the lower earlobes only (no hoops or dangling earrings), one ring, and one chain with a religious medal or cross. A simple, conservative religious bracelet is acceptable. No other necklaces or symbols are to be worn.
- Make-up: No make-up, nail polish or artificial nails are allowed.
- Other: No body piercing or tattoos are allowed.
- Hair: Dyed, bleached, highlighted or tinted hair is not allowed. No artificial hairpieces, hair extenders, or added braids are allowed. Hair must have a dry appearance.
- Book sacks: All students are required to carry books to and from school in a book sack or backpack. No rolling book sacks or backpacks.

B. BOYS

- Pants or shorts: Solid navy twill poly/cotton blend uniform, pleated or flat front pants or shorts purchased from Inka's or School Time. Other brands/styles (i.e., Dockers, Duckhead) will not be allowed. Pre-K and Kindergarten boys' shorts and pants are to be elastic-waisted with no belt worn. *Long pants are required as dress uniform.*
- Knit Shirts: White cotton pique knit polo style or poly/cotton blend jersey polo style, screened with Sacred Heart logo. Must be tucked in at all times.
- Woven Shirts: Worn in Junior High only. White poly/cotton oxford cloth buttoned front shirt, long or short sleeved, with Sacred Heart logo screened on pocket. Must be tucked in at all times.
- Undershirts: Solid, plain white only. Undershirt sleeves may not extend from beneath uniform shirt sleeves.
- Belts: Navy, brown, or black leather with simple buckle. Belts must be worn at all times in 1st – 8th grades.
- Socks: *Solid white mid-calf crew socks with no logo or Sacred Heart ankle socks only.*

- Shoes:** Leather shoes in navy, brown, or black, or any combination of those colors; tennis shoes in white, navy, black or gray, or any combination of those colors. Shoes with cartoon or Disney characters are prohibited. *No light-up tennis shoes or rolling shoes are allowed.* Shoestrings must be one of the same colors of that shoe and remain tied. No boot styles or sandals. Shoes must have a back; no slip on shoes are allowed. **No “high top” tennis shoes allowed.**
- Fleece pullover:** *Solid navy blue fleece embroidered with SHS shield; sold by the school*
- Sweatshirt:** **The 2015-2016 implemented Navy Sacred Heart School crew style sweatshirt with “Sacred Heart” across the chest and the radiant in the center.** No other sweatshirts are to be worn on the school campus. *Older versions of the SH sweatshirt are not allowed.* **Sweatshirts should not be monogrammed.** *Sweatshirts are not to be tied around the waist while in the school building.*
- Sweaters:** **A solid navy blue sweater with the logo should be pull-over or cardigan styles.** No blue jean jackets; no denim. **NO OTHER LIGHTWEIGHT JACKETS OR SWEATERS ARE TO BE WORN ON THE SCHOOL CAMPUS, INDOORS OR OUTDOORS.** SHS team jackets are not to be worn during school hours. Jackets or sweaters are not to be tied around the waist.
- Raincoats** *Any color raincoat may be worn outdoors on rainy days. Raincoats are not worn as “jackets” on non-rainy days.*
- Heavy Outer Coats** Any color thick, heavy outer coat can be worn outdoors on cold days. Note: a non-uniform light covering worn over a uniform fleece, sweatshirt, or sweater is not considered a heavy outer coat.
- Jewelry:** Boys are allowed to wear a watch, one ring, and one religious medal or cross. No other chains or symbols are to be worn. A simple, conservative religious bracelet is acceptable. No earrings.
- Other:** No body piercing or tattoos are allowed.
- Hair:** *Boys’ hair is to be worn in a traditional cut, above the collar, above the top of the eyebrows, above the tops of the ears.* No bushy styles. No shaved lines, tails, designs, weight lines, undercuts, shaved heads or corn row braiding allowed. Dyed, bleached, highlighted, or tinted hair is not allowed. Hair must have a dry appearance. Boys must be clean-shaven at all times. No thick sideburns, no sideburns past the middle of the earlobe, and no facial hair allowed.
- Book sacks:** All students are required to carry books to and from school in a book sack or backpack. No rolling book sacks or back packs.

C. P.E. UNIFORMS

Grades Pre-K - 4th: Regular school uniforms worn for P.E. Uniform tennis shoes must be worn on P.E. days.

Grades 5th - 8th: P.E. uniforms must be worn. Uniform tennis shoes must be worn on P.E. days. The SH P.E. department sells the P.E. uniform.

D. DRESS FOR SPIRIT DAYS, THEME DRESS DAYS; DRESS UNIFORM DAYS

Spirit T-shirt casual dress day is an optional privilege for students on specified days. For 2016-2017, students may only wear the new version of the school Spirit Shirt **OR** the 2015-2016 Tiger Eyes t-shirt (purchased from Home & School's Tiger Shop) with long blue or black jeans (loose fitting with no holes) or with uniform pants (shorts or long pants). If your child chooses not to participate, he/she is to wear the school uniform. Note: the previous "SHS Tigers" shirt with the paw on the back is no longer worn on Spirit T-shirt days.

Dress uniform days and theme dress days are described below.

1. Mass days: Dress Uniform.
2. Halloween: Orange and/or black or theme shirts and accessories; with long blue or black jeans (loose fitting with no holes) or with uniform pants (shorts or long pants).
3. Christmas Tree Decorating/Sing-along: Red and/or green or theme shirts and accessories; with long blue or black jeans (loose fitting with no holes) or with uniform pants (shorts or long pants) .
4. Last school day before Christmas holidays: Dress uniform.
5. Valentine's Day: Red and/or white or theme shirts with long blue or black jeans (loose fitting with no holes) or with uniform pants (shorts or long pants). Red and white accessories may also be worn.
6. St. Patrick's Day: Green and/or white or theme shirts with long blue or black jeans (loose fitting with no holes) or uniform pants (shorts or long pants). Green accessories may also be worn.
7. Mardi Gras Parade Day: Purple, green and gold/yellow or theme shirts and accessories; long blue or black jeans (loose fitting with no holes) or uniform pants (shorts or long pants).
8. May Crowning: Dress Uniform.
9. Last Day of School: Dress uniform.

In addition to the days listed above, students may be allowed other free dress days as determined by the principal or the child's teacher for field trips, special class theme days, or reward days. In such cases, you will be notified of what is appropriate dress.

Please note: No caps or hats are to be worn except for the Christmas Tree Decorating/Sing-along and Mardi Gras. All free dress and spirit dress shirts/blouses must be modest (no spaghetti straps) and loose fitting; shirts with violent, alcohol, suggestive, or tobacco content are never appropriate.

VI. CODE OF CONDUCT

A. SCHOOL WIDE DISCIPLINE GUIDELINES

The principal makes the final decision regarding discipline matters.

Discipline has been defined as the systematic development and training of the child's physical, social, intellectual, moral and spiritual capacities through guided instruction and controlled self activity. Moral discipline is defined as the habit of always acting in conformity with right reason. The aim of moral discipline is the power of self-control in all aspects of life. Experience shows that without self-denial, authoritative guidance and discipline, no child can develop sound character, responsibility and citizenship.

It shall be a condition of enrollment that students behave in a manner, both on and off campus, which is consistent with the teaching of the Catholic Church.

Every faculty member is authorized to hold every student to strict accountability for any disorderly conduct or breaking of rules, at school or away from the school campus, during the school day, at Extended Care, or at any school related activities.

In those cases where corrective action becomes necessary, disciplinary measures taken will be constructive and directed toward serving educational ends. It should be clearly understood by the student and his parents that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right, qualified by compliance with rules and regulations.

General Rules

On campus Students follow classroom rules and staff members' directions and always behave in a Christian, safe, and orderly manner.

SH is a smoke-free facility. No smoking is allowed on campus. Parents are not allowed to have or consume alcohol at school-sponsored student activities.

Examples of prohibited behaviors include but are not limited to:

1. fighting, vulgarity, name calling, obscene words or gestures, hurtful language
2. excluding others, deliberate disrespect, stealing, dishonesty, cheating
3. destruction of other's property, threatening another, lying
4. possession of prohibited items, improper use of internet/social media
5. violation of civil/criminal law, promoting any philosophy or practice which is contrary to the school's code of conduct
6. leaving school grounds or other assigned area without permission
7. skipping class, not reporting to detention, forging a parent's signature, vandalism, bullying, hitting/pushing/kicking others
8. classroom disruption, disorderly behavior, loud/distracting behavior
9. refusing to follow staff directions; throwing food, pens/pencils, rocks, or other objects

Academic Honesty Students must uphold a high standard of academic honesty. During any testing, students shall not talk or distract others while one or more tests are still out. Depending on the severity of the disruption and/or academic cheating, consequences may include but are not limited to points taken from the test, zero credit for the test, Code Letter with other consequence deemed appropriate by the administration, suspension, or expulsion. Plagiarism may earn the same consequences.

Vandalism Students are expected to respect SH facilities, its contents, and all instructional materials/technology; students should not vandalize or otherwise damage or take the school's property and possessions.

Students keep lockers clean and in order, and the administration reserves the right to inspect and search lockers at any time. Students do not stick or glue items to their lockers.

Students especially should care for their textbooks and library books. Textbooks are kept covered, and students may have to pay partial or full costs for damaged/lost books.

Selling items at school Students may not sell or purchase items on campus other than in connection to school-sponsored projects.

Gum Students are never to have/chew gum on campus.

Assigned Areas Students are expected to remain in their assigned areas of supervision unless expressly given permission to leave that assigned area. (e.g. Do not leave the classroom without permission. Remain with the chaperone during a field trip. Do not leave the recess area and go into the building during recess. Do not ask to be excused to the restroom and then go to another place such as the office or guidance counselor.)

Bringing items to school No magazines, trading cards, or other games/recess equipment should be brought to school without the teacher's permission. Guns, knives, explosive devices, items that are considered weapons, tobacco products, cigarette lighters, alcohol, drugs, inappropriate pictures and music lyrics, pornography, ammunition, pepper spray, and other inappropriate items are prohibited on school grounds. Although cell phones may be brought onto campus with specific restrictions to their possession and use, other electronic devices are prohibited.

Attending field trips Field trips complement the curriculum. Attending field trips is a privilege and is contingent upon the student's acceptable conduct. Students may lose the privilege of participating in the field trip, or a parent may be required to attend the field trip to supervise the child.

Cafeteria Students enter and exit the cafeteria in an orderly manner. Students use good table manners, speak in an appropriate volume, keep the area clean, and follow teachers' directions. They should not share food. Students who bring lunches from home should not use "fast food" bags or containers.

No candy, soft drinks, and peanut-containing items are allowed on campus.

Extended Care Before and After Care is an extension of the school day, so students must comply with all school-wide rules and procedures as well as the Extended Care discipline plan. Extended Care staff will instruct their students on the rules and procedures for the program. Staff will follow their program's management plans providing positive or negative consequences to children's behavior.

The staff will seek administrative assistance if a student's misbehavior does not improve after warning and correction.

Gym No gum is allowed in the gym. Students are not allowed on the stage without permission. Do not bring athletic balls into the gym (other than team balls). Anyone leaving the gym during a paid admission event must pay to re-enter. When children attend after-hours school activities, they are expected to behave in an appropriate manner. **All students must be accompanied by their parents or another adult for an after school event. Children may not be dropped off at the gym.** It is the responsibility of the adults to see that their children are supervised when attending Sacred Heart functions, whether at our own gym or at another school's gym.

Church Sacred Heart students attend Mass frequently. Students must be reverent and respectful in church. It is particularly important that older students set an example for younger ones.

School bus Students who ride the bus must abide by the rules posted in the bus, along with all other school rules. All school rules also apply to students waiting at the bus stop in the morning, during the bus ride, and leaving the bus in the afternoon. When students are dismissed from the bus, all are to go immediately to their assigned areas.

If a student is unruly, the bus driver will give a behavior incident report to the principal. The driver, the principal, and the parent(s) will have to sign off on this report. If the behavioral issues of the student cannot be resolved, the student will no longer have the privilege of riding the bus.

Bully Behavior Policy and Procedure

Diocesan Manual

4.9.2.7 Harassment, Hazing, Bullying

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge prohibit harassment, hazing, or bullying of any kind. All school community members are to treat everyone with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication with devices currently in use or with any new electronic devices developed in the future.

Premise

1. Sacred Heart is a Christ-centered school community with Jesus as our role model for respectful behavior. SHS is committed to providing a physically safe and emotionally secure learning environment.
2. Scripture provides guidance for appropriate, respectful behavior.
3. An optimal learning climate arises from a safe, tolerant environment populated with caring, dedicated students and adults.
4. Harassment, hazing, and bullying behavior are not Christ-like and are prohibited. Students engaging in these kinds of behavior are subject to disciplinary action and/or legal action.

Definitions

1. **Harassment** is unwelcome offensive conduct, whether physical or verbal, that is directed toward another person or group of persons when the person exhibiting the behavior knew or should have known that it would cause the person or persons to whom it was directed to be fearful, anxious or emotionally upset as a result of the behavior. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with school performance whether the interference is direct or indirect, unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.
2. **Sexual harassment** involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of the above stated forms of harassment that are of a sexual nature are considered sexual harassment when they are unwelcome and create an environment or causes an atmosphere that affects a student's school performance in any way or affects a student's ability to take advantage of the school's programs.
3. **Hazing** is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team or other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.
4. **Bullying** behavior is the repeated harassment and targeting of another person or group of persons with the intent to cause emotional, physical, or psychological harm. Cyberbullying is bully behavior conducted through social media/internet/email/texting or other electronic transmission.
5. **Cyberbullying** is the transmission of any electronic textual, visual, written, or oral communication with malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen. (LA Revised Statute 14:40.07)

Code of Conduct

During the course of the school day, SHS community members endeavor to build God's kingdom. In doing so, hateful behavior is never appropriate or acceptable. Reflecting the teachings of Jesus, Sacred Heart School students and adults will:

1. Be respectful of others and their property,
2. Try to help others who are the targets of harassment, hazing, or bully behavior,
3. Be tolerant and inclusive of others during activities and in social interaction, and
4. Be intolerant of harassment, hazing, and bully behavior.

Responsibilities and Strategies

1. For students
 - a. Do not bully others
 - b. Know the difference between bully behavior and mean spirited behavior that is unacceptable but not considered bully behavior
 - c. Report bullying to an adult immediately
 - d. Associate with students who treat others with kindness
 - e. Tell the student who is bullying to stop
 - f. Name the bully behavior
 - g. Recruit bystanders and witnesses as support; bystanders can make a positive impact when they act

- h. Learn and use the SEAL strategy
 - i. Doing nothing is often mistaken as a support of bully behavior
 - j. Be a friend to a victim
 - k. Take responsibility for your own words and actions
2. For adults
- a. Do not bully others
 - b. Know the difference between bully behavior and mean spirited behavior that is unacceptable but not considered bully behavior
 - c. Model Christ-like behavior; refer to scripture passages, the Commandments, the Beatitudes, etc.
 - d. Supervise actively (at home/at school)
 - e. Teachers set clearly defined classroom expectations that prohibit bullying
 - f. Intervene immediately and address bully behavior promptly. Doing nothing is often mistaken as a support of bully behavior. Report incidents and your response to the administration; follow up
 - g. Teach students strategies for dealing with bullying and for positive problem solving
 - h. Minister to the target, the bystanders, and the perpetrator; empower bystanders
 - i. Recognize Christ-like behaviors
 - j. Administrators, teachers and parents communicate with each other in the spirit of cooperation
3. For the School/Administration
- a. Establish and enforce anti-bullying policy and procedures
 - b. Establish school-wide rules and apply sanctions accordingly
 - c. Notify parents of the policy
 - d. Train staff; hold regular meetings; be vigilant
 - e. Promote a safe, secure learning climate; support all positive, constructive efforts
 - f. Oversee and maintain documentation
 - g. Annually review and update policy and procedures

Reporting System

1. Students and/or parents should report alleged incidents of bullying promptly. To do so, the reporter should complete the reporting form and return it to a teacher, the guidance counselor, or the administration. Reports can be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report.
2. The reporting form, *The Bully Incident Report Form*, is available in the offices of the principal, assistant principal, and guidance counselor.
3. Staff members are required to forward report forms to the administration. They are also required to report all substantiated incidents of bullying to the administration promptly.
4. If a student wishes to discuss an incident with a staff member, the adult will make an effort to provide a safe, private, practical way of doing so.

Response and Disciplinary Action

1. Teachers and/or the administrators investigate the reported event promptly and determine whether or not the report of bullying can be substantiated.
2. If the behavior is determined to be bullying, the administration will assess the nature, severity, and circumstances of the bully behavior. The administration will notify the parent of the victim and the parent of the offender.

3. Administrators take disciplinary action and communicate consequences to the offender and his/her parent. Disciplinary actions may also be imposed on those who intentionally make false statements or false accusations. Due to privacy laws, consequences are not reported to the target and/or the parent of the target.
 - a. Consequences are influenced by the nature, severity, and circumstances of the bully behavior. Consequences will balance the need for accountability with the need to teach appropriate behavior.
 - b. Consequences include but are not limited to:
 - i. Parent conference
 - ii. Reprimand
 - iii. Reparation for stolen/damaged property
 - iv. Loss of privileges; loss of recess
 - v. Loss of participation in field trips, athletics, clubs, extra curricular activities, Promotion/Closing Programs, school activities
 - vi. Loss of Extended Care; loss of bus usage
 - vii. Discipline Code Letter; detention; extra written assignments
 - viii. Lowering of conduct grade
 - ix. Referral for mandatory counseling or professional screening/care; referral to school Pastor
 - x. Probation; behavioral agreement
 - xi. Not being offered enrollment for the following school year
 - xii. Out-of-school Suspension for one or more days as compliant with Diocesan Policy
 - xiii. Expulsion (immediate expulsion or expulsion in conjunction with a probationary period)
 - xiv. Notation of suspension and/or expulsion on cumulative record
 - xv. Legal action as determined by local authorities
 - xvi. A combination of two or more consequences
 - xvii. Other consequences determined by the Principal
4. Reprisal or retaliation against a reporter or a victim is prohibited.
5. Neither victims nor witnesses are guaranteed confidentiality at the onset of an investigation. Privacy will be guarded as possible and information is shared on a “need to know” basis.
6. The school reserves the right to discipline students for conduct outside of school that disrupts the orderly operation of the school.
7. Appropriate documentation is completed and maintained in the Discipline Office.

Curricular Component: Gospel values, empathy, Christ-like behavior, and strategies for combating bully behavior will be taught throughout the course of the year. Resources include:

1. Scripture and the Catholic Catechism
2. Guidance classes; religion classes
3. Online bullying resources
4. SEAL strategy
5. Come, Lord Jesus
6. Retreats
7. DARE Program
8. Religion curriculum and materials

Cell Phones and Other Electronic Devices

Electronic devices such as radios, recording devices, electronic games, laser pointers, iPods/MP3 devices, tablets, eReaders, and other such devices are prohibited at school. Students should not bring them onto campus.

Cell Phone Rules and Procedures

SH recognizes the convenience and the logistical and safety advantages for students having cell phones in their possession at school. Although the school discourages students from bringing cell phones onto campus, it is permissible to do so under the following restrictions.

SH is not responsible for lost, stolen, damaged, or misused cell phones. Students bring cell phones to school at their own risk.

When a student chooses to bring a cell phone onto campus, it must remain powered off (not just on silent or vibrate) and stowed away in the student's back pack. The cell phone should not be on the student's person (not in his hand or pocket) or in another student's possession.

Students may not use their cell phones or other students' cell phones in any capacity during the school day including Extended Care and extracurricular activities.

The school and its personnel will not store or otherwise be responsible for students' cell phones.

Consequences for violating the cell phone policy and procedures include but are not limited to:

- 1) The school's confiscating the phone with the parent having to come to school to retrieve it
- 2) Loss of the privilege of bringing the cell phone to school
- 3) Disciplinary actions the administration deems appropriate such as but not limited to loss of extracurricular activity participation, loss of other privileges, loss of school activity participation, Code Letter with assigned consequences, lowered conduct grade, and suspension

DIOCESAN TELECOMMUNICATIONS ACCEPTABLE USE POLICY

Sacred Heart School intends that all of its electronic equipment and computer resources be used only for purposes consistent with the mission, philosophy, and objectives of the school as stated in its Parent-Student Handbook. It is each user's responsibility to act ethically and in conformance with school policy. Any student who fails to conform to this agreement will be subject to having his/her access to electronic resources at school revoked, and his/her future access denied. Failure of a student to conform to this agreement will also subject him/her to whatever additional corrective action the school administration deems appropriate, including suspension or expulsion.

- A. **INTENDED USE:** At Sacred Heart School, all electronic resources are to be used only in conducting and/or supporting education and research projects assigned or approved by the faculty. By means of the Internet and other sources, school computers have access to

material that may be considered lacking in educational value or otherwise inappropriate to the school's purposes. Therefore, Sacred Heart School reserves the right to prioritize access to and use of all electronic resources and to monitor, or disallow students' use of any other matter sent or received through school resources.

- B. PROHIBITED USE: Prohibited use at Sacred Heart School includes the following:
1. Transmitting or receiving material in violation of any national or state law or regulation. This includes, but is not limited to copying, saving, or redistributing copyrighted material other than for educational research purposes.
 2. Searching, viewing, or retrieving material that is not related to schoolwork, community service, or further education. This includes, but is not limited to material that faculty or administrators consider to be obscene or potentially threatening.
 3. Posting of information on web pages unless it conforms to the mission, philosophy, and objectives of Sacred Heart School. Sacred Heart School prohibits the use of its name or logo in word or pictures online without written permission of the administration.
 4. Student users are expected to respect copyright laws regarding software. Also, copyrighted information used in school reports is to be acknowledged by way of bibliographic citations.
 5. Activities involving personal financial gain, selling, ordering, advertising, subscribing, or purchasing of products or services are all prohibited.
 6. Visiting "chat rooms" or transmitting personal addresses or telephone numbers is prohibited.
 7. Forwarding or participating in chain letters.
 8. Vandalism, which includes but is not limited to any deliberate attempt to harm or destroy any data, software or hardware, including uploading or creation of a computer virus or loading unauthorized data or programs on school computers is prohibited. If a student, after an investigation, is determined to be responsible for such, the student and his/her parent(s) or guardian(s) are responsible for fines, penalties, or other consequences imposed by law.
- A. OTHER CONSIDERATIONS: Regarding privacy, school computers and data storage will be treated as lockers, desks, and book sacks in that any faculty member or school administrator may view a student's electronic communications or data saved on disk or hard drive to determine its appropriateness. Students using the school's computer resources and Internet must be aware that their actions and behaviors reflect on the school. Nothing in this agreement is intended to preclude supervised use of the school's electronic systems under the direction of a teacher or other authorized person acting in conformity with school regulations and procedures. In all cases covered by this agreement, the school principal has the authority to settle any problems that may arise. If a student has any question about whether or not a specific in-school computer use or activity is permitted, he/she is to consult a Sacred Heart School teacher or school administrator. Both the student and a parent/guardian must sign a form indicating that they have read and accept this policy. This form shall be kept on file at school.

DIOCESAN POLICY: Educational programs governed by the Catholic Schools Office require the ethical use of the Internet and related technologies by all employees, volunteers, and students, as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may

be revoked, school/parish disciplinary action may be taken and/or appropriate legal action taken for any violation that is unethical, and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the diocesan school district. This policy must be included in the school handbook of policies and must be adhered to. The Diocese of Baton Rouge advocates the use of innovative technology resources in its students' academic pursuits. However, because the Internet is a public forum with unrestricted access, all schools contained within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of information on the Internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any web site, chat room, e-mail, or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material. Any student who fails to adhere to this policy is subject to disciplinary action, including expulsion. In situations in which laws may have been violated, civil authorities may be notified.

Diocesan Substance and Abuse Policy

Aware of the ever present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus and at all school related functions. The use of all chemicals, including alcohol, tobacco and tobacco products is prohibited.

1. Tobacco and Smokeless Tobacco: If a student is found to have in his/her possession any tobacco product on the school grounds or at any school-related function, appropriate action will be taken by the Administration. Appropriate action may include, but is not limited to suspension. Any tobacco product found in the student's possession will be confiscated.
2. Alcoholic Beverages: If a student is found to be in possession of, or under the influence of alcohol on school grounds or at any school-related function, the alcohol will be confiscated and the parent/guardian will be called. Appropriate action will be taken by the Administration. Appropriate action may include, but is not limited to suspension or expulsion.
3. Prescription or Over-the Counter Drugs: If a student is found to be in possession of, to have provided or sold a prescription or over-the-counter drug to another person on school grounds or at any school-related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.
4. Illegal Drugs: An illegal drug is any drug, the possession of which is prohibited by federal, state, or local law.

- a. If a student is found to be in possession of, or under the influence of an illegal drug on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and appropriate action will be taken by the administration. Appropriate action will include, but is not limited to suspension or expulsion.
 - b. If a student is found to have provided or sold an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled.
5. If a drug/alcohol treatment program and/or drug testing is mandated, it is to be financed by the parent/guardian.

Search and Seizure Policy

A school official may search students or their lockers or belongings including but not limited to purses, bags, and book sacks, if the student is warned of this policy in writing (by this Handbook) or orally (at an assembly) that lockers and/or belongings will be searched periodically for neatness and/or for contraband, or for purposes of maintaining discipline and order.

When conducting a search, the administrator must have a reasonable belief that contraband, illegal substances or objects, or stolen property is being concealed, or that a violation of a school rule related to the maintenance of discipline has been committed.

The search of a person or their belongings will be conducted with a minimum of embarrassment to the student whenever possible.

Conduct Off Campus

A student is to conduct himself/herself on and off campus in a manner that upholds the respect and positive image of Sacred Heart School. Behavior before and after school and on weekends is to be in keeping with the commitment to discipline as presented in this Handbook.

SHS reserves the right to discipline students for off campus violations of civil or criminal law, conduct contrary to the Catholic teachings of SHS, or conduct that brings discredit to SHS or damages the reputation of SHS.

Such activities prohibited by this section include, but are not limited to, the following:

- *Committing or attempting to commit acts of vandalism
- *Smoking
- *Possessing or consuming alcohol
- *Shoplifting; stealing
- *Participation in any cult or occult activity
- *Using/possessing/selling narcotics (including marijuana, illegal drugs, or those not authorized for the student using them)
- *Violating local curfew laws; trespassing
- *Truancy ("Skipping" school)

- *Pornography
- *Crude, obscene, harassing, bullying or insulting e-mails
- *Violating the Bully Policy; violating the substance and abuse policy
- *Posting/forwarding inappropriate messages or pictures on the internet
- *Fighting, purposely hurting someone; threatening someone
- *possessing or using a weapon

CONSEQUENCES FOR VIOLATING SCHOOL-WIDE POLICY OR PROCEDURE

The school's Code of Conduct provides guidance to help students build good character, responsibility, and self-control. If a student violates the Code of Conduct and corrective action becomes necessary, discipline measures will be constructive and serve educational ends.

The principal makes the final decision regarding discipline matters.

Disciplinary actions and consequences are dependent upon the specific factors and circumstances of the misbehavior (e.g. nature, frequency, and severity of the behavior).

Disciplinary Actions for violating the Code of Conduct on or off Campus include but are not limited to:

- i. Parent conference
- ii. Reprimand, Time-Out
- iii. Reparation for stolen/damaged property
- iv. Loss of privileges; loss of recess
- v. Loss of participation in field trips, athletics, clubs, extracurricular activities, Promotion/Closing Programs, school activities
- vi. Loss of Extended Care; loss of bus usage
- vii. Code Letter; Detention; extra written assignments
- viii. Lowering of conduct grade; Conduct Card sign
- ix. Referral for mandatory counseling or professional screening/care; referral to school Pastor
- x. Probation; behavioral contract
- xi. Not being offered enrollment for the following school year
- xii. Out-of-school Suspension for one or more days as compliant with Diocesan Policy
- xiii. Expulsion (immediate expulsion or expulsion after a probationary period)
- xiv. Notation of suspension and/or expulsion on cumulative record
- xv. Call to local authorities; legal action as determined by local authorities
- xvi. A combination of two or more consequences
- xvii. Other consequences determined by the Principal

Code Letter The Code Letter is the school's written documentation of a single incident, ongoing smaller problems, or the student's failure to improve behavior after warning or correction. The Code Letter communicates the violation and the consequences earned. A teacher, teacher assistant, support staff member, Extended Care worker, or administrator can initiate a Code Letter. The administration reviews and signs all Code Letters before they are sent home. It is the student's responsibility to present the Code Letter to the parent for his/her signature and return it to school by the due date. A Code Letter impacts a student's conduct grade (See sections B and C below). Four Code Letters earn an out-of-school suspension.

Detention is one possible consequence assigned on a Code Letter. Detention is scheduled after school or during student activities/athletic events such as Fall Festival, field trips, field day, pep rally, ball games/practice, special activities, etc.) The student will earn additional consequences for not reporting to detention promptly as assigned. Consequences include but are not limited to added deduction from conduct grade, loss of activity, added detention, loss of athletic participation/club participation, suspension.

Suspension A student may be suspended by the administration for ongoing minor offenses or for a single serious violation of school regulations. Notice will be given in writing to the parents. No suspension will last longer than three days. During the suspension period, the student is marked absent. The child is responsible for any and all assigned class work, homework, projects, tests, and/or quizzes missed during his/her absence and must make up all work missed. A suspension impacts the student's conduct grade (See sections B and C below). Suspensions may be noted on a student's cumulative record. If a student earns a 3rd suspension, he/she is at serious risk of expulsion.

Expulsion The decision to expel a student is made by the principal in consultation with the Pastor and the Superintendent. The administration may impose a probationary period, but probation is not a necessary pre-requisite for expulsion. A student may be expelled as the result of a single incident, on or off campus, or as a result of an accumulation of incidents or misbehaviors. Three suspensions make a student liable to expulsion. Expulsion is noted on the student's cumulative record.

B. Classroom Conduct Information for grades Pre-K and K

1. The school-wide Code of Conduct applies to all students.
2. Each teacher has a classroom management plan that includes rules, procedures, and consequences. The plan specifies how Code Letters and Suspensions impact conduct grades. Teachers post their classroom rules in their rooms and teach their students the rules and procedures. Teachers communicate their classroom management plans to parents at Back-to-School Night.
3. Teachers/assistants follow their classroom management plans and provide positive or negative consequences to children's behavior. The teacher will seek administrative assistance if a student's misbehavior does not improve after warning and correction.
4. Folders go home daily for a parent signature; pre-k students receive new cards weekly; however, K students use a monthly behavior calendar to communicate with parents. Report card conduct grades consist of several behavior indicators marked in a checklist format.

C. Classroom Conduct Information for grades 1-4

1. The school-wide Code of Conduct applies to all students.
2. Each teacher has a classroom management plan that includes rules, procedures, and consequences. The plan specifies how Code Letters and Suspensions impact conduct grades. Teachers post their classroom rules in their rooms and teach their students the rules and procedures. Teachers communicate their classroom management plans to parents at Back-to-School Event.
3. Teachers/assistants follow their classroom management plans and provide positive or negative consequences to children's behavior. The teacher will seek administrative assistance if a student's misbehavior does not improve after warning and correction.

4. The teacher provides each child with a daily parent communication sheet which includes behavior indicators. The child is responsible for taking the sheet home each day, and parents should review it with the child.
5. Parents sign this page weekly and return it on the day designated by the teacher.
6. Report Card conduct grades are calculated using the behavior scores recorded on the parent communication forms.
7. It is very important that teacher and parent communicate with each other concerning the child's classroom behavior.

D. Classroom Conduct Information for grades 5-8

1. The school-wide Code of Conduct applies to all students.
2. Each teacher has a classroom management plan that includes rules, procedures, and consequences. Teachers post their classroom rules in their rooms and teach their students the rules and procedures. Teachers communicate their classroom management plans to parents at Back-to-School Event.
3. Teachers follow their classroom management plans and provide positive or negative consequences to children's behavior. The teacher will seek administrative assistance if a student's misbehavior does not improve after warning and correction.
2. Positive reinforcement for a student's good behavior.
 - a. Tiger Tickets (5th grade)
 - b. Special class rewards when entire class has excellent conduct
 - c. Verbal praise and recognition; teacher planned extra privileges
3. Conduct Cards
 - a. The Conduct Card is a record of the student's behavior each week. Since the student has the card in his/her possession Monday through Thursday evenings, the parent can and should review it often.
 - b. The student must have the conduct card attached to his/her planner and in his/her possession at all times including Activity classes (except Mass, recess, and lunch).
 - c. When a student violates classroom or school-wide rules, the teacher initials the card and deducts points on the card. The number of points deducted is dependent on the nature of the infraction.
 - d. Procedures for Conduct Cards
 - 1) A Conduct card is worth 50 points per week.
 - 2) Teachers issue new conduct cards for the week on Monday .
 - 3) Students return completed conduct cards signed by teachers to the homeroom teacher on Friday.
 - 4) Teachers send conduct folders home on Monday with the conduct grade for the previous week.
 - 5) Conduct folders must be signed and returned by Tuesday.
 - 6) If the student does not return the folder on Tuesday (Wednesday for 5th grade),, he earns one card sign. If he does not return the folder on Wednesday (Thursday for 5th gr), he earns another card sign. If he does not return the folder on Thursday (Friday for 5th gr), he earns a Code Letter. In addition to the consequence stated on the Code Letter, 25 points are deducted from the Conduct Card.
 - 7) The first time a student loses the card, he earns a five point deduction in addition to the card signs that were on the card previous to its disappearance. A second

lost card earns an additional 10 point deduction. A third lost card earns a 15 point deduction. A fourth lost card earns a Code Letter and a 25 point deduction.

- 8) When a student earns an F in conduct for the week due to excessive card signs, he earns a Code Letter; however, for this Code Letter no further points are deducted from the Conduct Card.
- 9) A Code Letter earns a 25 point deduction on the Conduct Card; a Suspension earns a 50 point deduction on the Conduct Card.

VII. COMMUNICATIONS

- A.** The school and the staff communicate with parents in a variety of ways. The media and methods used for communication are at times dependent upon grade levels. For example, folders are sent home in all grades; however, in the lower grades, folders are sent home daily, and in the upper grades they are sent home weekly.

Methods of communicating with families include:

1. Back-to-School Event presentations and handouts
2. Folders sent home daily
3. Folders sent home weekly with grades and conduct
4. Daily conduct cards (grades 5-8)
5. Grades, assignments, test schedules posted on RenWeb
6. Teacher pages posted on RenWeb
7. Conferences, emails, notes, phone conversations
8. Discipline Code Letters
9. Report Cards; Progress Report (on RenWeb)
10. Parent-Student Handbook
11. Weekly Newsletters, parent email system, Parent School Reach phone system
12. Website, school calendar, Facebook
13. A variety of flyers, written office communications, and written teacher notices

B. PARENT-TEACHER

1. Parents may request appointments with the teacher by submitting a note to the teacher or office requesting a conference or by sending an e-mail to the teacher. The website can be accessed at www.sacredheartbr.com . We ask that you do not appear unexpectedly before or after school to speak to him/her.
2. The teacher will attempt to respond to all requests within 48 hours.
3. Parents are urged to communicate with their child's teacher whenever any serious problem arises. However, since class time belongs to the children, visits should never be attempted during class hours, recess, or lunch periods. To assure sufficient time, visits with the principal or teacher should be made by appointment.
4. Parents are asked not to call the homes of any faculty or staff members concerning school matters.
5. Correspondence between parents and the school is important and should be kept confidential. It should not be accessible to the child. Therefore, written correspondence should be sent to school in a sealed envelope. Please do not write comments or a request for a conference or assistance on your child's test papers, behavior/ conduct folders, or other documents sent home for signature as these are on open display for the student to read.

C. PARENT-PRINCIPAL

Appointments with the principal may be made by calling the school office. If this concerns a classroom problem, please make efforts to resolve the problem with the teacher before contacting the principal. Please do not come to the office for a conference without first calling for an appointment.

D. PARENT-STUDENT

Only messages of vital importance will be delivered to students during the school day. Arrangements for carpools, doctors, etc. should be made before children leave for school. In an emergency, parents are to call the school office and leave the message or come to the office in person. Likewise, students will not be allowed to call home except for a serious reason. Office hours are M-F, 7:00AM to 3:00PM. On early dismissal days, the office closes 20 minutes after dismissal.

The cafeteria telephone is strictly for use by the cafeteria staff and is tied in with the cafeteria's computer system. Parents are not to call other school staff or students on the cafeteria telephone. If you have an emergency message for your child, call the school's main number (225-383-7481) and speak with the receptionist. If your child is in the Before / After School Care Program and you have an emergency message for your child, call the Before/After School phone number (225-241-6943).

E. Appeals Policy

The school handbook is the contract between the school and parent. The appeals process addresses instances in which the school handbook may not have been followed. Matters pertaining to students are heard at the local level.

Local school advisory boards/commissions/councils and the Diocesan School Advisory Board place trust in the employees of the Catholic school system and desire to support their actions in a manner that the employees are freed from unjust criticisms and complaints.

If a parent believes that policy in the school handbook has not been followed, he/she may appeal to the Local Appeals Committee (LAC). The school's disciplinary action (i.e., academic issues, detention, suspension, expulsion, etc.) will be enforced, even if an appeal will be filed. If the school's disciplinary action is reversed or lessened as a result of the appeal process, the student's record will be changed accordingly.

The ascending order of authority of communication is

1. Teacher or School Staff Member
2. Administrator/Principal
3. Local Appeals Committee of the Local School Advisory Board/Commission/Council
4. Diocesan Appeals Committee of the Diocesan Advisory Board

The pastor will be notified of any appeals brought to the local school appeals committee and may sit in on the appeals process, if desired.

Appeals Procedure

The following procedure shall be adhered to when complaints are made:

- 1) If the parent believes that the school handbook policy was not followed regarding an incident involving his/her child, the parent may submit a Local Appeals Form (**A 5.9.1-A**) to the principal. The parent has 30 days following the incident to submit the Local Appeals Form.
- 2) The principal will use the Local Appeals Form to write a response within 10 working days about the matter and submit the completed form to the Local Appeals Committee (LAC). All members of the LAC must complete a confidentiality agreement. (**A 5.9.1-B**)
- 3) Both the parent and the principal must sign the appeals form after all information is entered.
- 4) The Local Appeals Committee will meet to review the appeal request, hear from any and all parties involved in the situation, and make a written recommendation to the principal about whether the school handbook policies were followed. (**A 5.9.1-C**)
- 5) The principal will review the Local Appeals Committee recommendation with the pastor (parochial school) or superintendent (diocesan school). Then, the principal will send a written communication regarding his/her decision to the parents within 10 working days.
- 6) The parent has the option of then sending an appeal to the Diocesan Appeals Committee (DAC) of the Diocesan Advisory Board after the local appeals process has been completed. The DAC has the authority to hear cases involving students, but is not obligated to hear cases, unless the school handbook has been violated.

Appeals Regarding Student

Appeals concerning students may only be considered at the diocesan level after all aspects of the local appeals process have been completed. The superintendent will be notified of any appeals brought to the diocesan appeals committee.

The following procedure shall be adhered to when complaints are made regarding student matters:

- 1) The Diocesan Appeals Form and all paperwork produced at the local level is provided to the Catholic Schools Office. (**A 5.9.2.1**)
- 2) The Catholic Schools Office will schedule a meeting with the Diocesan Appeals Committee within 14 working days of receipt of the Diocesan Appeals Form and related paperwork.
- 3) The Diocesan Appeals Committee will meet to review the appeal, hear from any and all parties involved in the situation, and make a written recommendation to the superintendent about whether the school handbook was followed.
- 4) The superintendent will send a written communication regarding the recommendation of the committee to all involved parties within 10 working days of receiving the committee report, along with his/her final decision regarding the complaint.

VIII. SAFETY

A. HEALTH AND EMERGENCY FORMS

These are completed by parents and kept on file in the office and classroom and must give the parent's name, address, home and work phone numbers, emergency contact

persons and their phone numbers in case a parent cannot be reached, doctor's name and phone number, and special medical conditions. Parents should notify the office of any changes in this information as it occurs.

B. NOTIFICATION OF PARENTS IN EMERGENCIES

All instructions and announcements about a particular situation will be made on television, radio, the school's telephone broadcast service, and email. Please do not call the school during a real emergency as that will negatively impact the school's ability to use the phone for communication with local authorities and first responders.

D. EMERGENCY PROCEDURES

Note: Office hours are normally 7:15 until 3:05. At 3:05, the office telephone answer machine is activated. In case of an emergency, a parent can call the after care number from 3:05 until 5:30. That number is 225-241-6943.

1. The principal or authorized person determines the nature of the emergency and initiates the appropriate action: evacuate the building, lockdown, shelter in place, shelter in the hallways, evacuate the campus. Staff follows the emergency procedures outlined in the Emergency Procedure Handbook.
2. Evacuation Procedures
 - a. All staff and students evacuate the building.
 - b. After students/staff evacuate the building, teachers will check roll to assure that all students are present. Teachers put ID tags onto students.
 - c. If necessary, students will board buses provided by civil authorities and will be taken to a safe location. In the event that the emergency does not require total evacuation or isolation of the area, the procedures remain the same with the following exception: Students will proceed to the Sacred Heart ball field (instead of buses) and will be supervised there until they are met by their parents.
 - d. Parents will be notified by radio, television, email and/or the school telephone broadcast service to pick up their children at designated locations.
 - e. Parents will be required to provide picture I.D. and physically sign for students
 - f. Each teacher will be responsible for his/her class and must remain with the children until he/she is dismissed by the principal.

3. Shelter in Place Procedures

When conditions outside dictate the possibility of a toxic gas release (i.e. unusual or irritating odor) or if there is a report of a toxic gas release that poses a possible threat to the school, the principal will take the following steps prior to the Fire Department or Law Enforcement Officers arriving on the scene:

- a. Implement Shelter in Place procedures. This is an action that can afford much protection if there is a short release or small amount of hazardous material in the air.
- b. Maintain communications with Central Office, Fire Department and any other appropriate personnel. Central Office will start preparing to evacuate students by securing buses.
- c. The decision whether to evacuate or to remain sheltered in place will be made by local officials. If the decision to evacuate is made, Shelter in Place procedures should be utilized until transportation arrives and it is safe to transport students.

- d. Buses will be sent to the school by the Central Office with instructions on where to take the evacuees.
- e. Parents will be notified by radio, television, the school telephone broadcast service, and/or email to pick up their children at designated locations.
- f. Parents will be required to provide picture I.D. and physically sign for students.

4. Lock down Procedures

- a. In the case of an emergency that requires a Lock down response, the principal or other authorized person shall initiate Lock down.
- b. The school notifies the appropriate local authority and remains locked down until the situation is resolved.
- c. Parents will be notified by radio, television, the school telephone broadcast service, and/or email. Parents will not be allowed on campus during a lock down but will be directed to a safe location such as the SH ball field, the parish activity center, or the parish hall where they can pick up their children when the danger has passed.

D. Safety Drills

Fire drills, severe weather drills, lock down, evacuation to the field, and Shelter in Place are practiced throughout the year. Escape routes are posted in every classroom.

F. Other Safety Topics

TRANSPORTATION

It is imperative that parents and staff follow Drop-off, Pick-up, parking, and carpool procedures. These are established for the safety of our children. Do not drive your car onto the school yard during normal school hours or when students are on the playground (before/after school).

DROP- OFF PROCEDURES IN THE MORNING:

1. Students may be dropped off as early as 7:00am, if they are enrolled in the Before School Program. Parents may pull their cars onto the school grounds until 7:20. Students not enrolled in the Before School Program may not be dropped off until the 7:25 bell rings. If a child is dropped off before 7:25, the student is **REQUIRED** to go to the Before School Program and the parent will be charged for the Before Care service.
2. For morning drop-off, use the carpool lane, which is located on Main Street adjacent to the school sidewalk. Pull up as far as possible before letting your child out of the car. (to the white striped lines marking the crossing area) This will allow more cars to line up in the lane.
3. Parents **should not** have to get out of the car to get the child out of the car or to get a book bag from the trunk of the car. If the child lock is on or the door can't be opened from the sidewalk side, you should drive out of the lane and park in the church parking lot.
4. Please make sure you are in the car lane before unloading. The children should be able to step out onto the sidewalk. Do **NOT** drop students off in the street.

5. You should then drive through the lane and exit by the striped crossing area. **DO NOT make a U-turn from the lane.**
6. Children in **Pre-K and K MUST** be walked to the ELC building. Parents may park in the church parking lot or in front of the church and **cross with your child in the designated striped crossing area.**

The drive by the side of the rectory is not to be used for drop-off or parking. This area should be left open for persons working at the rectory or for visitors to the rectory. If you are going to drop your child off and choose not to use the drop-off lane, please park along Main Street or in the church parking lot and walk your child through the school gates. **Do not park in the Reserved Parking for the Parish spaces on Main Street.**

Please use extreme caution during arrival and dismissal times because of the number of pedestrians and the traffic.

VISITORS

Parents and all non-employees must check in at the office and secure a visitor's pass before going anywhere on campus. [ELC may escort their children to the ELC without a pass before the 7:45 bell.]

WEAPONS, drugs, alcohol, and tobacco are not allowed on campus.

SHS reserves the right to give permission for the sale and consumption of alcoholic beverages at designated adult events held on campus (e.g. Home & School sponsored Auction).

IX. EXTRA CURRICULAR ACTIVITIES

A. JUNIOR BETA CLUB

Sacred Heart has an active membership in the National Junior Beta Club, a leadership service organization for outstanding students. Beta Club members provide services for the school and community. Students' participation is dependent upon their academic and conduct grades and teacher recommendations.

The following requirements must be met for a student to receive an invitation to join the Junior Beta Club:

1. A minimum 3.5 cumulative GPA on the final report card from the previous year;
2. A minimum cumulative B average in conduct on the same report card; and,
3. A minimum score of 3.2 in overall teacher recommendations. Teachers will be asked to rate the students on a scale of 1 to 4 in the following categories: attitude, pride in work, working with others/leadership, observed classroom behavior, outside of the classroom behavior, honesty/integrity. The recommendations come from all Junior High subject teachers, including all activity teachers and the Athletic Director.

Eligible 7th and 8th grade students are invited to join Beta Club at the beginning of the school year only. Members are not added during the year after the initial invitation period.

Note: The end of the year GPA on the 6th grade report card determines eligibility for rising 7th graders; the end of the year GPA on the 7th grade report card determines eligibility for rising 8th graders. During the school year, a student whose nine weeks GPA falls below the 3.5 requirement is placed on probation for the following nine weeks. If his GPA on his next report card remains below the 3.5 requirement, the student is removed from Beta participation. No fees are refundable.

B. ATHLETIC PROGRAM

Sacred Heart Athletic Program is administered by the Sacred Heart Athletic Director. The athletic program is self-supporting through team membership fees and fundraisers. Sacred Heart participates in the Catholic School Athletic Association. For eligibility information, see the Athletic Handbook which is contained within this Parent-Student Handbook. There is also an athletic program of intramural team play for younger students. Refer to same Athletic Handbook for further details.

C. CHEERLEADERS

The cheerleaders are 6th – 8th grade girls chosen to lead the teams and students in displaying school spirit. Students' academic and conduct grades may affect their participation (also refer to Sacred Heart School Athletic Handbook found at the end of this handbook).

D. TIGERS IN ACTION SERVICE CLUB

“Tigers in Action” is a service club open to all Middle School students who are interested in volunteering their time and talent in service to Sacred Heart School and to our community. The focus of the club is community service aimed at developing the leadership potential present in every student. Students must maintain an A or B in conduct for continued participation.

E. QUIZ BOWL

A selected group of 7th and 8th graders participate in several quiz bowl competitions throughout the year. Students are selected based on teachers' recommendations, academic performance, speed, and well-rounded knowledge. Students must maintain an A or B in conduct for continued participation.

F. YOUTH LEGISLATURE

Eighth grade students participate in the Campfire sponsored program. After preparation in social studies, the students attend Youth Legislature in the spring with a legislative session where students from area schools meet, run for office, participate in the lawmaking process, and attempt to get their bills made into laws. Students must maintain an A or B in conduct for continued participation.

G. CHOIR

The Sacred Heart School Choir sings at weekly school liturgies as well as performing for the public and presenting an annual Concert. Tryouts are announced by the Music teacher. Students must maintain an A or B in conduct for continued participation.

H. BOY SCOUTS AND GIRL SCOUTS

Sacred Heart Church provides a meeting place for troops to meet. Information on scouting is usually sent home in the fall.

J. OTHER BEFORE AND AFTER SCHOOL ACTIVITIES

Programs such as band, dance lessons, gymnastics, and Drama Club are offered at Sacred Heart when staff and student population make it possible.

X. SCHOOL ORGANIZATIONS

A. SACRED HEART SCHOOL ADVISORY BOARD

1. The School Advisory Board is the body that the school Administration consults with and seeks advice from in formulating policy and developing an annual budget for the school, as well as determining the sources of funding for said budget.
2. The Pastor and the Principal are members of the School Advisory Board. Additionally, six members of the Board are elected to single three-year terms, two more are appointed by the Pastor to three-year terms. The Pastor or Principal may also designate additional representatives to act in a non-voting capacity.
3. The Board supports policies governing Sacred Heart School which are consistent with those promulgated by the Diocesan Board of Education.
4. The Board is a consultative body. Individual members have no legal or school authority and do not speak for, or in the name of, the total Board.
5. Elections for the Sacred Heart School Advisory Board members shall be separate from the Pastoral Council elections.
6. There shall be a standing Finance Committee for the Sacred Heart School Advisory Board.
7. All Sacred Heart School Advisory Board members or committees making a motion to the Board which recommends an unbudgeted expenditure must accompany the motion with a recommended funding source.
8. The Sacred Heart School Advisory Board adheres to the policies as outlined by the Diocese.
9. The Board will meet on a regular basis. The dates of the meetings shall be made public, and meetings are open to the public unless the pastor, the principal, or the president suggests an executive session.
10. The Executive Committee meets prior to the regular Board meeting to formulate an agenda. In making the agenda, the Executive Committee determines if, when, and how non-board members will be allowed to address the Board at any given meeting.

B. HOME AND SCHOOL ASSOCIATION

1. The purpose of the Home and School Association is to unite the parents and guardians of the children attending Sacred Heart School in order to be of greater assistance to the school and the children, and to create solidarity and understanding between the parents and teaching staff.
2. Membership is open to all parents, guardians, and interested persons. All teachers are to be considered honorary members. The officers are to be selected by the

Home & School after consultation with the principal. The chairmen of the committees are appointed.

3. The major services of the Home and School Association are:
 - a. To assign room parents who assist teachers in planning field trips and class parties.
 - b. To sponsor the fund-raising activities which provide income for the school.
 - c. To provide educational information pertinent to elementary age children.

C. SACRED HEART MEN'S CLUB

The Sacred Heart Men's Club is open to all interested men affiliated with Sacred Heart Parish and/or School. Detailed information on its purpose, tentative plans, and how to join the Men's Club is sent home at the beginning of each school year.

XI. USE OF SCHOOL FACILITIES

- A. Final approval for any programs or activities held in or at school facilities must come from the principal. The organization wishing to use the facility must provide a certificate of insurance which **specifically** names/covers Sacred Heart of Jesus School.
- B. An Ad Hoc committee appointed by the principal will review the programs or organizations requesting use of the school facilities and will make recommendations.
- C. Only Sacred Heart students will be allowed to participate in children's classes that use school facilities before and after school (with the exception of authorized league sports that include competition with teams from other schools and Sacred Heart Church Parish PREP students).
- D. A list of students participating in the activities must be provided to the school office. The list must be continually updated to assist in locating these students if necessary during an activity.
- E. A calendar of activities/classes, times, and dates will be maintained in the school office.
- G. An assessment fee per student may be required to defray the cost of utilities and maintenance. A certificate of insurance will be needed to use facilities.

- G. The adults who requested use of the facilities and their assistants must control programs in an appropriate manner. Students participating in the programs are the responsibility of those adults and their assistants, and are not to be allowed to roam the school grounds or buildings. Other students not enrolled in the program are not to be allowed entrance to observe or loiter.
- H. The program instructor will remain with and be responsible for all students participating in the class or activity until they have been picked up by their designated rides. Fifteen minutes after the program has ended, any remaining students may be turned over to the school's after school care program.
- I. If the after school care program is closed at that time, the program instructor will remain with and be responsible for all participating students until they have been picked up by their designated rides.
- J. Facilities must be maintained by the program personnel and left in reasonable condition after use.
- K. Programs will be continually reviewed to ensure quality and compliance with school policies.

- L. Failure to comply with any of the above policies will result in suspension of use and/or cancellation of the program or activity.
- M. Each instructor will re-submit their request on a yearly basis to the school administration to obtain approval for continuation of their program.
- N. A copy of the policies will be given to every group facilitator prior to facility use.
- O. For non-instructional or non-tutorial purposes, such as for meetings, organizations related to the school or parish, a school facilities use request form must be submitted for approval at least two weeks prior to the date(s) needed.

SACRED HEART SCHOOL ATHLETIC HANDBOOK

I. INTRODUCTION

Sports are a source of spiritual strength and training for social contacts, loyalty, respect for others, friendship, and brotherly love. In other words, sports can be the proving grounds and the field work for the teachings of the Catholic Church.

Coaches must use their influence in Catholic School sports to make the youth's involvement in the program an educational experience that results in character formation.

A well-rounded sports program should bring about many benefits, and we encourage the fostering and development of these programs to meet the needs and desires of the youth of the Church.

The philosophy of Sacred Heart School regarding athletics is that every student in the program be given the opportunity to have a positive, growing experience in athletics. The purpose of athletics at Sacred Heart is to help our students to develop lifetime physical and mental skills. The goals of the program are to teach the athletes to do their best, to enjoy themselves, and to develop the qualities of good sportsmanship. We judge our success with the athletic program upon whether or not we achieve these goals, not upon whether or not we win every game.

II. BACKGROUND

The Catholic School Athletic League (CSAL) had its beginning in the late 1940's when the CYO was founded by a group of interested laymen to direct youth activities for the Catholic youth of Baton Rouge. The program was already in existence in the Archdiocese of New Orleans, and the Baton Rouge CYO followed the program guidelines established by the schools of New Orleans. Mr. Sam Sedita was the first director of the CSAL in the Baton Rouge schools.

Following the retirement of Mr. Sedita, the program went through various administrative changes in the 1960's, 70's, and 80's. Prior to the 1984-85 school year, the CSAL was reorganized to their present day structure. The Baton Rouge Diocesan School Board reorganization called for the formation of a five member CSAL board to govern the program, and selected the Baton Rouge CYO to administer the program, naming Denny Braud to be the Executive Director of CSAL programs.

Succeeding Denny Braud was George Cunningham. Beginning in 2016-2017, the CSAA (Catholic School Athletic Association) was incorporated and is under the authority of the Catholic Schools Office. An independent contractor is hired to manage the league subject to the authority of the principals and the Superintendent.

III. ADMINISTRATION

The Superintendent with the advice of the Principals' Association shall have overall responsibility for organizing and conducting CSAA programs.

The Board of Directors oversees the program and shall consist of five (5) members elected by the Diocesan Principals' Association in August of each year to serve terms of one (1) year or until their successors are elected.

The principal has authority over school-based athletics.

Each school principal shall be responsible for his or her school's coaches, teams, and students participating in the CSAA.

The Executive Director shall conduct the ongoing business of the CSAA during the intervals between meetings of the board.

IV. PURPOSE

The CSAA is organized to provide an opportunity for students enrolled in Catholic schools of the Diocese of Baton Rouge to participate in an organized interscholastic athletic program that is consistent with the philosophy and values of the Catholic schools of the Diocese of Baton Rouge.

V. ACTIVITIES USUALLY OFFERED

Basketball:	Boys & Girls
Tee Ball:	Boys & Girls, Pre-K & 1 st
Coaches Pitch Softball:	Boys and Girls, 2 nd & 3 rd grade
Tackle Football:	Boys, 5 th /6 th grade and 7 th /8 th grade teams
Track and Field:	Boys & Girls, 5 th through 8 th grade
Volleyball:	Girls, 5 th through 8 th grade
Cheerleaders:	6 th through 8 th grade girls

VI. FEES

All students who play on a Sacred Heart sponsored team will be required to pay an athletic fee. The athletic fee pays your child's league registration fee, part of the team registration fee, and helps with the cost of equipment and coaches. Profits from school sponsored tournaments, the concession stand, a percentage of the gate collection, donations, and your athletic fee pays athletic expenses. Sacred Heart students participating in athletics will be required to pay an appropriate participation fee as determined by the Athletic Director.

VII. STUDENT ELIGIBILITY

Parents and students should be aware that participation in a team sport is a privilege and involves a significant commitment of time. This commitment should only be made after much thought and consideration has been given to the impact this could have on academic performance and other family obligations.

In order for a child to be eligible to participate in school athletics, he/she must be enrolled in good standing in the Catholic school and meet all other eligibility criteria.

All Sacred Heart parents and visiting adults are expected to conduct themselves in a civil manner, respecting the decisions of the coaches and referees or other game officials. Adults are to refrain from foul language and criticism directed at players, coaches, referees, etc. Parents reported to the school administration may be asked not to attend future games or to remove their child from the team.

Prior to each sports season, the Athletic Director will meet with parents and players to discuss expectations, rules, requirements, and appropriate/inappropriate behavior. **This meeting is mandatory.** Playing on a sports team also requires a signed agreement between both the school and the parents/students.

A. AGE & GRADE REQUIREMENTS

Senior Division (8th grade) is open to 8th grade Sacred Heart students who have not advanced beyond 8th grade and have not reached their 15th birthday prior to September of the current school year. Anyone reaching the age of fourteen (14) before September of the current school year and repeating the 8th grade shall be ineligible.

Junior Division (7th grade) is open to 7th grade Sacred Heart students who have not advanced beyond 7th grade and have not reached their 14th birthday prior to September of the current school year. Anyone reaching the age of thirteen (13) before September of the current school year and repeating the 7th grade shall be ineligible.

Termites (6th grade) is open to 6th grade Sacred Heart students who have not advanced beyond 6th grade and who will be at least ten (10) years old by September of the current school year, and who have not reached their thirteenth (13) birthday prior to September of the current school year. Anyone reaching the age of twelve (12) before September of the current school year and repeating the 6th grade shall be ineligible.

Students will not be allowed to “play up” or play beyond their current class, if the sport they want to participate in has a mandatory try-out process. Try-out sports at Sacred Heart include: Girls Basketball, Boys Basketball, and Volleyball.

B. ACADEMIC AND CONDUCT CODE

SH students interested in trying out for and participating on a school based team, including cheerleaders, must have earned at least a 2.0 GPA and an A or B average in conduct for the nine weeks listed below. The student must maintain the 2.0 grade point average **and** an A or B in conduct during the season of play in order to remain a team member. If the student falls below these criteria during the season, based upon a nine weeks report card, he/she will be dismissed from the team.

The following criteria will be used to determine eligibility:

1. Tackle Football and Girls Basketball - 4th nine weeks report card from the previous school year and 1st nine weeks of current year
2. Boys Basketball: 1st & 2nd nine weeks report cards
3. Girls Volleyball: 2nd nine weeks report card
4. Girls & Boys Track & Field: 2nd & 3rd nine weeks report cards
5. Cheerleaders: 3rd nine weeks report card for tryouts. Since cheerleading is year round, grades are checked every nine weeks. If a cheerleader falls below a 2.0 grade point average or an A or B in conduct, she is put on probation. If the eligibility requirement is not met a second time, she will be released from the squad.

VIII. SCHEDULING

The Executive Director prepares the schedules and the CSAA Board shall approve each schedule. League schedules are then transmitted as soon as possible.

No team will be scheduled for more than two league games within one school week (Monday through Friday).

No game or practice will be scheduled for any team during the school's mid-term or final exam period.

No team will be scheduled for more than the following in regular season play: Basketball (Boys & Girls): 13 games; Girls Volleyball: 13 games. Participating teams may schedule other games or participate in tournaments as long as they do not conflict with regular season play.

IX. UNIFORMS

Schools are required to wear appropriate uniforms of a matching design and color and numbered as required by Louisiana High School rules.

Sacred Heart has a uniform contract which all participants are required to sign and return to the Athletic Department.

Sacred Heart uniforms and coaching apparel must be approved by the administration and must comply with the Brand Standards Guidelines for colors, images, marks, and logos.

X. PLAYING SITES

Each host school shall have general public prayer preceding all CSAL athletic events.

All participating schools will have the opportunity for hosting games if they can provide the proper facilities.

Prior to the deadline for entries in each sport, a school must forward to the league office a copy of the provided scheduling form.

Schools that do not have facilities for hosting games are required to find approved sites for games for which they are to be the host team.

Sacred Heart Gym rules include:

1. No smoking is allowed in the gym. No alcoholic beverages are allowed at SH sponsored athletic events.
2. No gum is allowed in the gym.
3. No person allowed on the gym stage.
4. No balls allowed in the gym other than team balls.
5. All SH students must remain inside the gym during athletic events.
6. No spectators are allowed on the gym floor during half time or time outs.
7. All students must be accompanied by their parents or another adult. It is the responsibility of the adults to see that their children are supervised when attending Sacred Heart functions, whether at our own site or at another school's site.
Children may not be dropped off at the gym without designated parent supervision.

XI. PHYSICAL EXAMS AND INSURANCE

Sacred Heart School requires that all team members receive a physical examination within 365 days of participation, as evidenced by a physician's signature.

XII. PLAYING RULES FOR GIRLS AND BOYS

- A. Age requirements, academic and conduct requirements as discussed under Section VII B above.
- B. Number of games and practices as discussed under Section VIII above.
- C. Site Supervisor: Each host school must provide a supervisor who signs the official scorebook, has the facility ready for play, provides the game ball, and discusses cancellation or postponement of games with officials.
- D. Mandatory Play
 1. Basketball - 6th & 7th grade divisions only: All players present and available to play at a CSAA league game must play at least one quarter without substitution during the four regulation quarters of a game. (This is waived for injured or disqualified players, including students who were absent from school on game day.) In addition, all players present and available to play at a CSAA league game must sit out at least one quarter without interruption during the four regulation quarters of a game.

2. Volleyball - All matches in the 6th and 7th grade divisions will consist of three games regardless of the outcome of the first two games. All players present and available to play at a CSAA league game must play at least one game of a match without substitution during the match. (This is waived for injured or disqualified players, including students who were absent from school on game day.)

XIII. ROSTERS

CSAA girls basketball, CSAA boys basketball, and CSAA girls volleyball rosters will consist of a minimum of 7 players and a maximum of 12 players.

CSAA girls and boys track & field, football, and softball rosters will consist of various numbers of players. At the present time, there is not a minimum or maximum number of players.

BREC programs have various roster requirements. These programs usually have a minimum of 10 to 12 players and a maximum of 15 to 18 players.

XIV. GENERAL SH ATHLETIC ASSOCIATION INFORMATION

- A. A team member absent or checking out of school for reasons of illness may not participate or play in a game or scrimmage with his or her team on that same day.
- B. It is left to the discretion of the coach **after consultation and approval from the SH Athletic Director** whether or not students should be cut from a team during tryouts. The coach will conduct the tryouts and decide who will be on the team roster. Tryouts should be held during the first week or so of practice. Team rosters will be posted on the gym door.
- C. Participation certificates will be given to all students who participate in and successfully complete the athletic season. These will be given at the end of each school year.
- D. For any Middle School student on probation from all Sacred Heart School events due to conduct grades, the student athlete will not be allowed to attend or participate in practices and/or games until the probation period is over.
- E. The SH administration reserves the right to remove a student from athletic participation temporarily or permanently under certain circumstances including, but not limited to, ongoing minor misbehaviors, one-time serious infraction, poor academic performance, lack of parent support/cooperation, or poor student attendance to practices/games.

XV. CSAA Appeals Procedure

Ascending order of authority for addressing a complaint concerning a CSAA issue

1. Complainant's own school's athletic director
2. Complainant's own school's principal

If the issue remains unresolved

3. Complainant's principal addresses the issue with the principal from the school against which the complaint was made
4. The principal from either/both schools may address the issue with the CSAA Board
5. The decision of the CSAA Board is final

Appeals Procedure

1. When a person has a complaint about a CSAA issue, that person (the complainant) should address the concern with the A.D. from his/her own school. The A.D. may choose to contact the other school's A.D. to investigate.
2. If the matter is not resolved, the complainant must put the concern into writing and forward it to the principal of his/her own school. The principal addresses the issue with the complainant.
3. If in the opinion of the principal the matter remains unresolved, the principal (not the complainant) addresses the concern with the principal from the school against which the complaint was made.
4. If unresolved, either/both principals may address the concern with the CSAA Board.
5. The decision of the CSAA Board is final. The Board will notify and consult with the Assistant Superintendent before making a final decision.

Parent/Student Handbook Acknowledgement Form

Excerpted from "The Rights & Responsibilities of Catholic School Parents," published by the National Catholic Education Association, 2003:

"Catholic school students and parents, as well as the Catholic school and its employees, have rights conferred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording [is used] such as 'other inappropriate conduct' or 'conduct whether inside or outside of school that is detrimental to the reputation of the school...' Your child is a representative of the Catholic school twenty-four hours a day, seven days a week, and is responsible for acting in a way that brings credit to Church and school. You will be required to sign [this] form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into [this] contract and that you understand the provisions of the contract."

Parent/Guardian

Parent/Guardian

Student's signature

Date

This page is to be signed, detached, and returned to school within one week. Parents of younger students, please read aloud the appropriate sections to your child/children, then sign and return this page. Additional students within a family please sign on back of page.