

SACRED HEART OF JESUS SCHOOL
Parent-Student Handbook
2018-2019



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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. Revisions made since this printing will be communicated and posted on the website.
3. Major changes to the handbook for the 2018-2019 school year are highlighted.

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MISSION

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

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 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.

MOTTO

A Heart Like His

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 and 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, and technology

THE HISTORY OF SACRED HEART

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

ADMISSIONS

Sacred Heart 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.

Parents who see 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.

Admission Criteria

Sacred Heart will comply in every way with the Diocesan Guidelines for admission of students as stated in the handbook of policies for the Schools of the Diocese of Baton Rouge. All students currently enrolled at Sacred Heart in Pre-K through 7th grade will be given first priority for admission for the next school year. Newly entering students will be accepted to the school according to the following criteria:

1. Siblings of presently enrolled students
2. Registered members of Sacred Heart Parish
3. Children of Sacred Heart graduates
4. Catholic families from a parish without a parish school
5. Other Catholic families with permission of their pastor
6. Non-Catholic families who allow their children to participate in the school's religious program other than the actual reception of the sacraments

New Students

Copies of the following documents are required for admission to Sacred Heart:

1. Official birth certificate with full certificate number displayed
2. Baptismal Certificate, if applicable
3. First Communion Certificate, if applicable
4. Current immunization record
(*Note: Must have all dates entered and be signed by a physician).
5. All report cards and standardized test scores
6. Social security card
7. Completed Diocesan transfer form, if applicable
8. Any formal evaluation (educational and/or psychological), if applicable
9. Developmental screening/admissions test (completed by Sacred Heart)

Failure to disclose any information concerning the educational and behavioral needs of the student is grounds for removal or non-acceptance. Falsifying enrollment documents in all or in part is grounds for removal or non-acceptance. The pastor and school administration reserve the right to make final decisions on admissions.

Age Requirements

According to Act. 530 of the Louisiana Legislature (6-10-93), the age at which a child may enter school is as follows:

Pre-K - age 4 by September 30th
Kindergarten - age 5 by September 30th
1st Grade - age 6 by September 30th

Note: A child must be fully potty-trained prior to admission.

Re-enrollment

Re-enrollment for current students is held during the spring semester of each school year.

Transfers

Sacred Heart may accept students in Pre-K through 8th grade, if there are open seats, after the first day of school. Admission will be based on the student's academic performance as well as discipline and attendance records. Report cards and test scores (if applicable) must be provided before the student will be considered for acceptance. If the administration feels that the student does not meet the educational standards of Sacred Heart and/or does not have a reasonable expectation of student success, the student may not be offered admission.

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.

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.

Withdrawals

When a student 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, etc.)

TUITION AND FEES

Tuition rates and fees are established annually by the administration in consultation with the School and Parish Finance Committees with the approval of the Pastor and the Advisory Board. Failure to pay all fees and tuition by designated due dates may result in the removal of your child from the school.

Students who are Catholic, as evidenced by the appropriate baptismal certificate/verification will be assessed the appropriate 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.

Note: Sacred Heart does not accept cash (currency) payments. Remit payments by check, money order, or credit/debit card as applicable.

Registration Fees

Registration fees are to be paid according to the published timelines and are non-refundable.

Tuition/Fee Payments

There are two options for payment of tuition for grades K through 8th:

1. Pre-payment of tuition in full before the start of the school year
2. Deferred Tuition Payment Plan
 - A tuition loan program is available through the services of a bank pre-selected by the school. All information is sent to parents before registration regarding the procedure and detailed information on tuition and other fees.
 - Payment is made monthly to the participating bank. Sacred Heart 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 “Attendance” for requirements)
 - 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 before they register for the next year. If the problem occurs after registration, they will be notified as soon as possible.

Tuition for Pre-K students is paid directly to the school in ten equal monthly installments due the 1st of each month with the first installment being due on August 1st.

All fees owed to the school (tuition, before/after 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. Please note, under certain circumstances, parents may be asked to pay by money order.

Endowment Fund

An endowment fund has been established by the Sacred Heart 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 Kindergarten through 8th Grade and is non-refundable.

Graduated Tuition

Sacred Heart tuition shall only be graduated for those families with four or more children enrolled in the school. The rate is determined as follows: 4th child 25% reduction; fifth child 50% reduction.

Tuition Refunds

Paid in Advance

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 th - September 30 th	70%
October 1 st - November 30 th	50%
December 1 st - Last School Day before Christmas Holidays Begin	25%
January 1 st - May 31 st	0%

*All fees owed to the school (ex. 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.

Tuition Loan

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/Dismissal Date</u>	<u>Amount of Tuition Reimbursed</u>
June 15 th - September 30 th	70%
October 1 st - November 30 th	50%
December 1 st - Last School Day before Christmas Holidays Begin	25%
January 1 st - May 31 st	0%

*Any principal, 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.

Parental Involvement Program (PIP)

The Parental Involvement Program was established through the recommendation of the Sacred Heart 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 calculated based on a rate of \$20 for each hour of work not performed or not reported.

Cafeteria Fees

Sacred Heart participates in the Child Nutrition Program of the Diocese of Baton Rouge. The Child Nutrition Program sets all cafeteria fees. Meal payments should be submitted on a regular basis. The option to purchase school lunch may be suspended if the lunch bill becomes past due. In that event, the parent will then be required to send a lunch with the child until the lunch bill is brought current.

Families are encouraged to apply for free or reduced lunch. The applications for free or reduced lunch must be submitted annually and are available online. A form must be completed for each child if you choose to apply. Any Child Nutrition Program costs incurred prior to the approval of free/reduced lunch requests are to be paid by the parent.

GENERAL INFORMATION AND SCHOOL PROCEDURES

Attendance

Regular daily classroom instruction is important in ensuring a child's academic success. Students should attend school unless they are ill or a serious reason arises. State law required that students must be present a minimum of 160 days in order to be eligible to receive credit for courses taken regardless if the absence is excused or unexcused. Absences, excessive tardiness, or early check-outs resulting in attendance of fewer than the required days will result in student retention.

Exceptions can be made only with the approval of the principal. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the East Baton Rouge Parish Supervisor of Child Welfare and Attendance. (State Department Bulletin #741)

Parents are strongly discouraged from removing children from school for any reason (ex. trips, appointments, etc.) other than out of necessity. Medical appointments should be made outside of school hours whenever possible.

Absences

Absences should be reported to the school office by the parent/guardian as soon as possible. Requests for missed assignments/homework for an absent student must be made no later than 8:15 a.m. on the day of the absence.

The student is responsible for schoolwork 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 students in grades Pre-K through 3rd, parents should contact teachers to make arrangements for missed work. All work should be made up in a timely manner. Generally, the student is allowed one day make-up time for each day absent.

Junior high students should schedule make-up tests with the teacher before or after school to avoid missing additional class time. Junior high 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.

Students who are absent for all or part of the school day may not participate in extra-curricular activities occurring that day.

Explanations

On the day of return to school, a student who has been absent must present to the homeroom teacher a written explanation signed by the parent stating the reason for the absence. If a student is absent or tardy due to a medical/dental appointment, a written explanation from the doctor's office is required. All written explanations and notes will be kept on file. Explanations received more than 3 days after an absence will not be accepted.

Written explanations have no bearing on determining a child's actual attendance in school in the eyes of the state. If the school has reason to suspect the validity of an explanation, the situation will

be investigated. Cases of frequent absenteeism may be referred to the attendance officer of the local public school district.

Absence Due to Illness

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 as soon as possible.

Tardiness

Students who arrive at school after 7:45 a.m. are considered tardy. Any student arriving after 7:45 a.m. must be accompanied by his/her parent to the office to be signed in and receive a tardy slip before reporting to assembly or class. If the tardiness is due to a doctor's appointment, a written note from the doctor's office is required, though the note does not eliminate the tardy. Parents of students who have been tardy four times shall be notified for a conference with the principal or his designee. After two conferences, the student is at risk of suspension.

Early Check-Out

Parents are expected to send a written note to the homeroom teacher indicating the expected time of check-out, the reason and who will be picking up the child. Homeroom teachers will send any such notes to the office each morning.

Parents will sign the CHECK-OUT book in the office when they come to take the student from school. Parents will then wait in the reception office until the student is called from the classroom over the intercom. No adult may go and get a child from the classroom. Teachers are not allowed to release students to parents from the classroom.

Early check-outs should be limited to emergencies. Early check-out may 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 ALLOWED AFTER 2:15.

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.

Drop-Off/Pick-Up of Students

The safety of your children is our highest priority. It is imperative that carpool procedures are strictly observed. Please use extreme caution during arrival and dismissal times because of the number of pedestrians and the traffic. For detailed instructions regarding these procedures, refer to the school's website.

Supervision 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 afternoon dismissal. Any child arriving before supervision starts in the morning or remaining after supervision has ended in the afternoon will be taken into the Extended Care Program. Parents will be responsible for the fee charged for this service.

Extended Care Program

An extended care program is provided for Sacred Heart students on school days. The Extended Care Program charges a fee based on a child's level of enrollment in the program. Before school care is available beginning at 7:00 a.m. After school care is available immediately after dismissal until 5:30 p.m. Students who participate in the after school program are provided with a snack, free play time, supervised homework, and leisure activities. Extended Care is part of the school day; therefore, all Sacred Heart School rules apply. In keeping with the school rules, a system of discipline has been established for the Extended Care Program. 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 program's staff.

There is no after school care provided on early dismissal days. These dates are given on the school calendar. Reminders are sent through parent email and the Tuesday Newsletter.

Parents/Visitors

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" without prior arrangements.

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.

Weapons, drugs, alcohol, and tobacco are not allowed on campus. Sacred Heart reserves the right to give permission for the sale and consumption of alcoholic beverages at designated adult events held on campus.

Custody

In the case of legally separated or divorced parents, a copy of their custody records including the parenting plan, must be submitted to Sacred Heart School to be included in their child(ren)'s files. Documents must be submitted to school administration during the enrollment process or in the event of any changes at any point during the school year.

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. Missing school days due to incomplete immunizations will be considered 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 and non-prescription medications 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 will be called, taking into consideration the severity of the circumstances and well-being of the child.
 - a. A designated school administrator will accompany any student transported by ambulance, in the absence of a parent/guardian.
 - b. Any expense incurred will be the responsibility of the parent.
10. As previously stated, all cases of communicable diseases and infectious conditions 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 effectively treated 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 Scarlet Fever (Streptococci)
Hepatitis A or B	Indian Fire (Impetigo)
Measles	Mumps
Rubella	Mononucleosis
Meningitis	MRSA
Flu	

As previously stated, a student must be fever-free for 24 hours before returning to school.

11. If a student sustains a significant injury, a parent will be notified.
12. 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.

Scheduled Recesses

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

Class Parties

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. Junior high classes do not have class parties other than for Christmas and Mardi Gras. Junior high teachers will provide those guidelines.

No presents (birthday, Christmas, Valentine, etc.) are to be exchanged at school. Birthday refreshments are only allowed for Pre-K and Kindergarten students and are to be limited to cake or cupcakes and a drink. Parents should not send floral, balloon, or other type of arrangements to students at school.

Private Parties

Students may bring private party/birthday party invitations to be distributed at school only if the entire class is invited OR all boys or all girls in the class are invited. Invitations must be given to the student's homeroom teacher for distribution.

Media Consent Form

Each Sacred Heart student must have a media consent form on file with the school. Parents complete and electronically sign the form in the registration process.

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 and is on file, it is not necessary to repeat the process. Volunteers are mandated reporters for suspected child abuse or neglect.

Pupil Services

The school counselor visits each class to teach guidance lessons. Topics covered include self-respect, friendships, conflict resolution, managing anger, taking responsibility, resisting peer pressure, handling stress, and bullying. Other topics not listed may also be covered. The counselor also meets with individual students who request an appointment or who are referred by either a teacher or a parent. A child may be counseled by the school counselor during school, at the school's discretion. Parents may also request an appointment by calling the main office and leaving a message. In addition, the school counselor meets with parents and teachers to provide resource information and may refer to mental health professionals or agencies in the community if appropriate. Outside counseling, if deemed necessary, may be required at the expense of the parent for continued enrollment at Sacred Heart. The school counselor works closely with the Principal and Assistant Principal in trying to resolve any problems presented by parents, teachers, and/or students.

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

Students' confidentiality is respected; however, a parent will be contacted in the event the student expresses intent to take harmful, dangerous, or criminal action against oneself or another person. Also, law mandates that teachers, school personnel, and volunteers are required to report any suspected child abuse or neglect.

Students with Disabilities

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.

ACADEMICS

Curriculum

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

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

Homework

Teachers may assign homework in any subject. Refer to each teacher's class syllabus regarding specific homework policies.

Activity Classes

Library, computer, art, music, and physical education classes are offered as activity classes and are a part of the regular curriculum. Both the library and computer lab offer a variety of resources and technology for use by Sacred Heart students. Students may use the library at designated times with the permission of the classroom teacher and the librarian.

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. Unpaid tuition, fees, and other financial responsibilities must be brought current prior to a child's participation in a field trip. Parents must sign and return the Sacred Heart permission slip in order for a child to participate. A written note or phone call does not substitute for the signed Sacred Heart permission slip. A parent may fax the signed Sacred Heart permission slip to the office prior to the field trip.

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

Approved parents may be allowed to serve as chaperones. Chaperones will be required to meet certain expectations as outline in volunteer communications.

The duties of chaperones for field trips are as follows:

1. The main responsibility of the chaperone is to help the teacher in all ways and at all times.
2. Chaperones may not bring siblings or other children who are not in the class on a field trip.
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 students at lunch, keep students 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. Chaperones are to report to the teacher any student who is disrespectful or disobedient.

Student Evaluation and Promotion

Testing Program

Standardized 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.

Progress Reports/Report Cards

Progress reports may be viewed online for grades 1-8 in the middle of each nine week period. Report cards are issued at the end of each nine week period. Parents or guardians must sign the report card envelope and return it to the homeroom teacher within one week.

Interpretation of Report Cards

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.

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 scale:

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)

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.

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 3.66-3.99

Blue Honor Roll GPA is 3.33-3.65

Promotion

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.

Grades 1 - 2: Students in grades 1-2 must 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.

An additional stipulation is that they **must pass the second semester** with at least a 67% for their second semester average (average of 3rd and 4th nine weeks report card grades) to pass that subject for the year even if the final average is 67% or greater.

Students in 1st and 2nd grade who fail reading or math are not promoted. Summer school for reading or math is not an option for 1st and 2nd graders, but will be required for other failed subjects.

Major subjects for 1st and 2nd grade are religion, reading, language arts and, math

Grades 3 – 8: Students in grades 3 - 5 must have a final average of at least 67% in each major subject to pass that subject for the year. An additional stipulation is that they **must pass the second semester** with at least a 67% for their second semester report card average to pass that subject for the year even if the final average is 67% or greater.

If a student fails one major subject, the student must successfully complete **60 hours** of remediation in that subject in summer school in order to be promoted to the next grade level. If a student fails two major subjects, the student will not be promoted.

Major subjects in 3rd grade: religion, reading, math and language arts.

Major subjects in 4th and 5th grade: religion, reading/literature, math, language arts, science and social studies.

Conditional Promotion

If a student in the 3rd – 8th grade fails one major subject, (English, Math, Social Studies, Science, or Reading/literature), the student is eligible for conditional promotion. In order to fulfill the terms of promotion, 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. 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 makeup work to be completed during the summer. If two or more major subjects are failed, the student must repeat the grade.

NOTE: A student who is retained for a second time will not be enrolled at Sacred Heart.

Release of Student Records

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

RELIGIOUS EDUCATION

“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 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.

Family Participation

Since Sacred Heart 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 worship together on Sundays in their respective churches.

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.

Religion Grades

Letter grades are awarded in religion in grades 2nd through 8th, as these students are expected to know the basic tenets of faith from an academic viewpoint.

Preparation for the Sacraments

Sacred Heart assists the parish in providing basic sacramental catechesis for 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.

SCHOOL UNIFORM AND DRESS CODE POLICY

Brand Standards

As of July 1, 2016, the school has implemented 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 Sacred Heart and its teams, organizations, and staff. These guidelines are posted on the Sacred Heart 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 Sacred Heart 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, will 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 Sacred Heart branded items are created without approval, the party responsible will be held accountable for collecting distributed items and assuming the applicable costs.**

Uniforms

Students are required to wear the Sacred Heart uniform. Uniforms may be purchased at Inka's and School Time. Adherence to a specific dress code is considered a basic form of discipline and applies to all students at all levels. Parent cooperation is necessary. It is expected that students will attend each school day in a full uniform that is clean and fits properly. NOTE: Administration makes the final decision on all matters of dress and grooming.

Girls Uniforms

	<u>Standard Uniform Options</u>	<u>Dress Uniform</u>
Pre-K and K	Smock Dress Walking Shorts or Pants Knit Shirt, Banded Knit Shirt, or Oxford-Style Blouse	Smock Dress
1st - 5th	Jumper Walking Shorts or Pants Knit Shirt, Banded Knit Shirt, or Oxford-Style Blouse	Jumper with Oxford Blouse
6th-8th	Skort Walking Shorts or Pants Knit Shirt, Banded Knit Shirt, or Oxford-Style Blouse	Skort with Oxford Blouse

Girls

Smock Dress: Plaid fabric with white collar - Matching plaid bloomer shorts must be worn under the dress.

Jumper: Plaid fabric - may be worn with or without blouses. If a blouse is worn under the jumper, it may only be the Oxford woven blouse. The jumper must be worn with the Oxford blouse November 1st through March 1st. Plaid jumper shorts or navy uniform knit shorts must be worn under jumper. The jumper must be no shorter than 2” from the floor when kneeling

Skort: Plaid fabric - must be no shorter than 2” from the floor when kneeling.

Walking Shorts: Plaid fabric - must be no shorter than 2” from the floor when kneeling

Pants: Solid pleated or flat front navy pants from Inka’s or School Time - Long pants for girls is a daily option not dependent on weather. Pants are not a dress uniform option for girls.

Knit Shirts: White cotton pique knit polo style or poly/cotton jersey knit polo style screened with Sacred Heart logo - Knit shirts may be worn with walking shorts or skort and 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 - Banded knit shirts may be worn with walking shorts or skort.

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 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 socks with no logo that are clearly visible above the shoe or Sacred Heart ankle socks 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 patterns (ex. zig-zags, polka dots, etc.), characters, lights, or wheels are prohibited. Shoestrings must be one of the same colors of that shoe and remain tied. Boots, sandals, backless shoes, slip-on shoes, and high-top shoes are also prohibited. Shoes must not cover the ankle bone.

Hair Accessories: Uniform plaid, navy, gold/yellow, white, and/or house colors bows or barrettes are allowed. 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 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. Sweatshirts should not be monogrammed. Sweatshirts are not to be tied around the waist while in the school building. Students in 8th grade may wear the specially designated 8th grade sweatshirt.

Fleece Pullover: Solid navy blue fleece embroidered with the Sacred Heart shield (sold through Tiger Shop)

Sweaters: A solid navy blue sweater with the logo, either pull-over or cardigan styles. No blue jean or denim jackets are allowed. No other lightweight jackets or sweaters are to be worn on the school campus, indoors or outdoors. Sacred Heart 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 to be worn as “jackets” on non-rainy days.

Heavy Outer Coats: Any color thick, heavy outer coat can be worn outdoors on days with a morning temperature of 40 degrees or lower. 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. Watches with independent internet capabilities are prohibited. Administration reserves the right to confiscate any watch being used for anything other than time-telling.

Makeup: No makeup, nail polish, or artificial nails are allowed.

Other: No body piercing or tattoos are allowed.

Hair: Dyed, bleached, highlight, or tinted hair is not allowed. No artificial hairpieces, hair extenders, or added braids are allowed. Hair must have a dry appearance.

Booksacks: All students are required to carry books to and from school in a booksack or backpack. No rolling booksacks or backpacks are allowed.

Boys Uniforms

	<u>Standard Uniform Options</u>	<u>Dress Uniform</u>
Pre-K and K	Pants or Shorts (elastic waists) Knit Shirt	Pants with Knit Shirt
1st - 5th	Pants or Shorts Knit Shirt	Pants with Knit Shirt
6th-8th	Pants or Shorts Knit Shirt Woven Shirt	Pants with Knit Shirt or Woven Shirt

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 (ex. 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 styles or poly/cotton blend jersey polo style screened with Sacred Heart logo - Knit shirts must be tucked in at all times.

Woven Shirts: White poly/cotton oxford cloth buttoned front shirt, long or short sleeved, with Sacred Heart logo screened on pocket - Woven shirts must be tucked in at all times.

Undershirts: Solid, plain white shirts only - Undershirt sleeves may not extend from beneath the uniform shirt sleeves.

Belts: Navy, brown, or black leather belts with a simple buckle must be worn at all times in 1st-8th grades.

Socks: Solid white socks with no logo that are clearly visible above the shoe 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 patterns (ex. zig-zags, polka dots, etc.), characters, lights, or wheels are prohibited. Shoestrings must be one of the same colors of that shoe and remain tied. Boots, sandals, backless shoes, slip-on shoes, and high-top shoes are also prohibited. Shoes must not cover the ankle bone.

Sweatshirt: The 2015-2016 implemented navy Sacred Heart 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. Sweatshirts should not be monogrammed. Sweatshirts are not to be tied around the waist while in the school building. Students in 8th grade may wear the specially designated 8th grade sweatshirt.

Fleece Pullover: Solid navy blue fleece embroidered with the Sacred Heart shield (sold through Tiger Shop)

Sweaters: A solid navy blue sweater with the logo should be pull-over or cardigan styles. No blue jean or denim jackets are allowed. No other lightweight jackets or sweaters are to be worn on the school campus, indoors or outdoors. Sacred Heart 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 to be worn as "jackets" on non-rainy days.

Heavy Outer Coats: Any color thick, heavy outer coat can be worn outdoors on days with a morning temperature of 40 degrees or lower. 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 are allowed. Watches with independent internet capabilities are prohibited. Administration reserves the right to confiscate any watch being used for anything other than time-telling.

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. Bushy styles, shaved lines, tails, designs, weight lines, undercuts, shaved heads, and corn row braiding are 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 are allowed.

Booksacks: All students are required to carry books to and from school in a booksack or backpack. No rolling booksacks or backpacks are allowed.

PE Uniforms

Grades Pre-K through 5th: Regular school uniforms are to be worn for P.E. Uniform tennis shoes must be worn on P.E. days.

Grades 6th through 8th: P.E. uniforms must be worn. Uniform tennis shoes must be worn on P.E. days. The Tiger Shop sells the P.E. uniform.

Spirit and Special Dress Days

Spirit dress is an optional privilege for students on specified days. **Students may wear any Sacred Heart shirt** with long blue or black jeans (loose fitting with no holes) or with uniform bottoms (shorts or long pants) on designated spirit dress days. Leggings and legging-style pants are not allowed. Uniform rules still apply to shoes, socks, and outerwear on all special dress days. 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. If your child chooses not to participate, he/she must come in the school uniform.

In addition to the days listed below, 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.

NOTE: If your child does not follow guidelines on a special dress day, he/she will call home for a change of clothes to be brought to school. The clothing must be dropped off to the school office by 9:30 a.m. If a change of clothes is not dropped off by this time, your child will be given a used uniform provided by the school to change into for the remainder of the day. Not following guidelines for special dress days could result in loss of privileges for future special dress days.

Theme Dress Days

The following days are designated as theme dress days and the guidelines for each are provided:

- Halloween - Orange and/or black or theme shirts and accessories; long blue or black jeans (loose fitting with no holes) or uniform bottoms (shorts or long pants)

- Christmas Tree Decorating/Sing-Along - Red and/or green or theme shirts and accessories; long blue or black jeans (loose fitting with no holes) or uniform bottoms (shorts or long pants)
- Valentine's Day - Red and/or white or theme shirts and accessories; long blue or black jeans (loose fitting with no holes) or uniform bottoms (shorts or long pants)
- St. Patrick's Day - Green and/or white or theme shirts and accessories; long blue or black jeans (loose fitting with no holes) or uniform bottoms (shorts or long pants)
- Mardi Gras Parade Day - Purple, green, and/or gold/yellow or theme shirts and accessories; long blue or black jeans (loose fitting with no holes) or uniform bottoms (shorts or long pants)
- House Dress Days - Any house shirt with long blue or black jeans (loose fitting with no holes) or uniform bottoms (short or long pants)

Please note: No caps or hats are to be worn except for the Christmas Tree Decorating/Sing-Along and Mardi Gras.

DISCIPLINE/CODE OF CONDUCT

Note: The principal makes the final decision regarding discipline matters.

Schoolwide Guidelines

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/her 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.

Sacred Heart is a smoke-free facility. No smoking is allowed on campus.

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 Sacred Heart facilities, its contents, and all instructional materials/technology; students should not vandalize or otherwise damage or take the school's

property and possessions. Students are to keep lockers clean and in order, and the administration reserves the right to inspect and search lockers at any time. Students are not to 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/Purchasing Items

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.

Items Brought 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.

Field Trip Attendance

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, or 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.

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.

Bullying Policy and Procedures

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. Sacred Heart School 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, Sacred Heart School 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

For Students

1. Do not bully others
2. Know the difference between bully behavior and mean spirited behavior that is unacceptable but not considered bully behavior
3. Report bullying to an adult immediately
4. Associate with students who treat others with kindness
5. Tell the student who is bullying to stop
6. Name the bully behavior
7. Recruit bystanders and witnesses as support; bystanders can make a positive impact when they act
8. Learn and use the SEAL strategy
9. Doing nothing is often mistaken as a support of bully behavior
10. Be a friend to a victim
11. Take responsibility for your own words and actions

For Adults

1. Do not bully others
2. Know the difference between bully behavior and mean spirited behavior that is unacceptable but not considered bully behavior
3. Model Christ-like behavior; refer to scripture passages, the Commandments, the Beatitudes, etc.
4. Supervise actively (at home/at school)
5. Teachers set clearly defined classroom expectations that prohibit bullying

6. 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
7. Teach students strategies for dealing with bullying and for positive problem solving
8. Minister to the target, the bystanders, and the perpetrator; empower bystanders
9. Recognize Christ-like behaviors
10. Administrators, teachers and parents communicate with each other in the spirit of cooperation

For the School/Administration

1. Establish and enforce anti-bullying policy and procedures
2. Establish school-wide rules and apply sanctions accordingly
3. Notify parents of the policy
4. Train staff; hold regular meetings; be vigilant
5. Promote a safe, secure learning climate; support all positive, constructive efforts
6. Oversee and maintain documentation
7. 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 electronic devices are prohibited at school. Students may not bring them onto campus.

Sacred Heart recognizes the convenience as well as 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:

1. Sacred Heart is not responsible for lost, stolen, damaged, or misused cell phones. Students bring cell phones to school at their own risk.
2. 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 (not in his/her hand or pocket) or in another student's possession.
3. 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.
4. 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 confiscation of the phone requiring 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

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.

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.

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.

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

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. All students at Sacred Heart are students 24 hours a day, 7 days a week, and 365 days a year. A student who engages in conduct, whether inside or outside of school, that violates civil or criminal law, is contrary to Catholic teachings, or is detrimental to the reputation of the school, may be disciplined by school administration.

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 Bullying Policy; violating the substance 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 Schoolwide Policy and Procedures

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.

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:

1. Parent conference
2. Reprimand, Time-Out
3. Reparation for stolen/damaged property
4. Loss of privileges, including of recess
5. Loss of participation in field trips, athletics, clubs, extracurricular activities, Promotion/Closing Programs, school activities
6. Loss of Extended Care; loss of bus usage
7. Code Letter; extra written assignments
8. Lowering of conduct grade
9. Referral for mandatory counseling or professional screening/care; referral to school Pastor
10. Probation; behavioral contract
11. Not being offered enrollment for the following school year
12. Out-of-school suspension for one or more days as compliant with Diocesan Policy

13. Expulsion (immediate expulsion or expulsion after a probationary period) \
14. Notation of suspension and/or expulsion on cumulative record \
15. Call to local authorities; legal action as determined by local authorities
16. A combination of two or more consequences
17. 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 below). Four Code Letters earn an out-of-school 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 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.

Classroom Conduct Information

Pre-K and Kindergarten

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 the 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. 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.

1st - 4th Grades

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 the 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 parents communicate with each other concerning the child's classroom behavior.

5th - 8th Grades

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 the 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.
4. Positive reinforcement will be given for a student's good behavior.
5. 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
 - i. A conduct card is worth 50 points per week.
 - ii. Teachers issue new conduct cards for the week on Monday.
 - iii. Students return completed conduct cards signed by teachers to the homeroom teacher on Friday.
 - iv. Teachers send conduct folders home on Monday with the conduct grade for the previous week.
 - v. Conduct folders must be signed and returned by Tuesday.

- vi. If the student does not return the folder on Tuesday, he/she earns one card sign. If he does not return the folder on Wednesday, he/she earns another card sign. If he/she does not return the folder on Thursday, he earns a Code Letter. In addition to the consequence stated on the Code Letter, 25 points are deducted from the Conduct Card.
- vii. 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.
- viii. 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.
- ix. A Code Letter earns a 25 point deduction on the Conduct Card; a Suspension earns a 50 point deduction on the Conduct Card.

COMMUNICATIONS BETWEEN HOME AND SCHOOL

The school and staff communicate with parents in a variety of ways. The media and methods used for communication are at times dependent upon grade levels. Methods of communicating with families include:

- Back-to-School Event(presentations and handouts)
- Daily Conduct Cards (5th - 8th Grades)
- Grades, assignments, test schedules, and teacher pages posted on RenWeb
- Conferences, emails, notes, and phone conversations
- Discipline Code Letters
- Report Cards; Progress Reports (on RenWeb)
- Parent-Student Handbook
- Weekly newsletters, parent email, telephone and text messaging systems
- Website, school calendar, Facebook, and Instagram
- Flyers, written office communication, and written teacher notices

Parent-Teacher

Parents may request appointments with a teacher by submitting a note to the teacher or office or by emailing the teacher. We ask that you do not appear unexpectedly before, during, or after school to speak with a teacher.

Teachers will attempt to respond to all requests within 48 hours. Parents are urged to communicate with their child's teacher whenever any serious problem arises. However, because 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 teacher should be made by appointment. Parents are asked NOT to call the homes of any faculty or staff members concerning school matters.

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/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.

Parent-Administration

Appointments with the school's administration may be made by calling the school office. Please make efforts to resolve classroom issues with the teacher before contacting administration. Please do not come to the school office for a conference without first calling for an appointment.

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 home for the school day. In an emergency, parents are to call the school office and leave the message or come to the school office in person. Likewise, students will not be allowed to call home except for a serious reason. Office hours are Monday-Friday 7:15 a.m. to 3:15 p.m. On early dismissal days, the office closes 20 minutes after dismissal.

Parents may not drop off a child's forgotten items to be delivered to the classroom. In an effort not to disrupt classroom time, students will only receive dropped off items at the end of the school day. Please make every effort to ensure that your child(ren) has all necessary items before coming to school (ex. packed lunches, P.E. uniforms, etc.).

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) to speak with the receptionist. If your child is in the Extended Care Program and you have an emergency message, call the Extended Care Program phone number (225-241-6943).

Appeals Policy and Procedure

The Sacred Heart 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 of the Advisory Board. The school's disciplinary action (ex. 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 Sacred Heart Advisory Board
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. 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.

SAFETY

Health and Emergency Forms

Health and Emergency Forms are completed by parents and kept on file in the office and classroom. They 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.

Notification of Parents in Emergencies

Unless otherwise directed, an attempt will be made via telephone or text to notify parents of an emergency. It is imperative that we have correct emergency numbers on file. Please do not call the school during an actual emergency as that will negatively impact the school's ability to use the phone for communication with local authorities and first responders. Parents are not to come to during any emergency situation until notified by the school that is safe to do so. Please cooperate with civil authorities in the event of a crisis.

The principal or authorized person determines the nature of the emergency and initiates the appropriate action. Staff follows the emergency procedures outlined in the Emergency Procedure Handbook.

Safety Drills

Fire drills, severe weather drills, lockdown drills, evacuation to the field, and shelter in place are practiced throughout the school year. Escape routes are posted in every classroom.

EXTRACURRICULAR ACTIVITIES

Sacred Heart offers many extracurricular activities throughout the school year. Complete details and registration information will be distributed in backpack mail and in the Tuesday Newsletter throughout the year. Below is a list of activities usually offered as well as eligible grades.

Cub Scouts
1st Grade - 5th Grade

Choir
4th Grade - 8th Grade

Girl Scouts
Kindergarten - 5th Grade

Quiz Bowl
5th Grade - 8th Grade

Playmakers
3rd Grade - 8th Grade

Band
6th Grade - 8th Grade

Altar Servers
5th Grade - 8th Grade

Youth Ministry
6th Grade - 8th Grade

Imagination Club
5th Grade - 8th Grade

Beta Club
7th Grade - 8th Grade By Invitation (see below)

Color Guard
5th Grade

Youth Legislature
8th Grade

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.

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.

Athletic Program

Sacred Heart's 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. There is also an athletic program of intramural team play for younger students. For further details and eligibility information, see the Athletic Handbook.

SCHOOL ORGANIZATIONS

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, three 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. The Sacred Heart School Advisory Board adheres to the policies as outlined by the Diocese.
8. 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.
9. 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.

Home and School Association

1. The purpose of the Home and School Association is to promote open communication among the parents, faculty and administration, to provide parents and teachers with the information to aid in all aspects of education, growth and development, to promote good will and cooperation between and among parents, faculty, administration, School Board, and the parish of Sacred Heart of Jesus School, to direct and coordinate parental support to Sacred Heart of Jesus School through assistance activities, social functions and fundraisers, and to foster the political action of parents as advocates regarding national, state and local legislation that affects Catholic Schools as the lives of students and parents.
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.

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.

Use of School Facilities

1. 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.
2. 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 students).
3. 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.
4. A calendar of activities/classes, times, and dates will be maintained in the school office.
5. 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.
6. 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.
7. 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.
8. 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.
9. Facilities must be maintained by the program personnel and left in reasonable condition after use.
10. Programs will be continually reviewed to ensure quality and compliance with school policies.
11. Failure to comply with any of the above policies will result in suspension of use and/or cancellation of the program or activity.
12. Each instructor will re-submit their request on a yearly basis to the school administration to obtain approval for continuation of their program.
13. A copy of the policies will be given to every group facilitator prior to facility use.
14. 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.

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

Date

Parent/Guardian

Date

Student’s Signature

Date

Student’s Signature

Date

Student’s Signature

Date

Student’s Signature

Date

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.