

# SACRED HEART CATHOLIC SCHOOL

## 2019-2020 STUDENT-PARENT HANDBOOK Pre-Kindergarten through 6<sup>th</sup> Grades

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This handbook is designed to be a synopsis of the policies and procedures of this school and is not intended to be all-inclusive. General policies applicable to all schools within the Catholic Diocese of Biloxi, as well as local school policies govern the school. These policies are available for your review in the school office and on the diocesan website ([www.biloxidiocese.org](http://www.biloxidiocese.org)). It is expected that the handbook, local policies and general diocesan policies are consistent; however, at certain times due to human error and/or amendments to various parts, conflicts may arise. To the extent that a conflict exists, general diocesan policies shall take precedence followed by local school policies, and finally, this handbook.

The *Handbook of Catholic School Policies* (2011), delineates the roles of Pastors, Principals, School Advisory Councils and Parent Teacher Organizations.

The decisions of the Principal are final and appeals to the Diocesan School Advisory Council are for cases of expulsion only. No appeals of the Principal's decision can be made to the local School Advisory Council (*From The Handbook of Catholic School Policies, 2011*).

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**THE PRINCIPAL OR THE DIRECTOR OF ADMINISTRATION HAS THE RIGHT TO AMEND ANY PART OF  
THIS HANDBOOK IN THE BEST INTEREST OF THE SCHOOL.**

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May we be students and teachers who are anchored in the Christian FAITH,  
always showing RESPECT to others and our school,  
and may we HONOR God with our thoughts, actions and deeds.  
It is the Sacred Heart Way.

## The Sacred Heart Way

Sacred Heart Catholic School students have embodied the principles of faith, respect and honor for generations. It is the desire of the administration to continue this 119 year tradition by educating students on these principles and how they relate to day-to-day situations. Through *The Sacred Heart Way*, students will have a clear understanding of the principles that have guided our student body to become well-respected individuals and our school to become one of the best schools in South Mississippi. Students will grow as individuals while understanding the importance of these principles in their daily lives.

Students will be educated on *The Sacred Heart Way* on the first day of school and will be expected to adhere to the standards of *The Way* daily by learning its pledge statement. They will recite the pledge during morning announcements and will be reminded of its components through educational and visual presentations in the school. They will write the three guiding principles of “Faith, Respect and Honor” on each assignment submitted for a grade. *The Sacred Heart Way* will be fully integrated into all school activities including sports, clubs and events.

### The Pledge Statement

*May we be students and teachers who are anchored in the Christian FAITH,  
always showing RESPECT to others and our school,  
and may we HONOR God with our thoughts, actions and deeds.  
It is the Sacred Heart Way.*

### The Principles of Faith, Respect and Honor

- Faith is our foundation. Our faith in God leads us to truth, strength and hope.
- Respect creates an environment that is positive and productive. We must show respect for our school, our teachers, administration, staff, fellow students and ourselves.
- Honor is honesty and integrity in all that we do – including our work, tests and assignments.

# Introduction

## Welcome

The administration and staff of Sacred Heart Catholic School welcome students and their families to the new school year. Sacred Heart School is a unique and progressive school committed to quality education. At Sacred Heart our curriculum is designed to meet the needs of each individual student in preparation for a challenging future. To increase the degree of educational success, it is imperative that the teachers, parents, and administration communicate openly and frequently concerning the progress of students. Newsletters, regular conferences and direct contact with parents are part of these efforts. Parents are encouraged to initiate their own contacts whenever necessary.

Sacred Heart Catholic School is accredited regionally, nationally, and internationally adhering to all regulations of the Department of Education of the State of Mississippi, AdvancED's Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), the National Catholic Education Association and the Catholic Diocese of Biloxi.

## Mission Statement

*"Sacred Heart Catholic School, a ministry of Sacred Heart Parish, anchored in the Christian faith, focuses on individual growth, academic excellence and service in a safe and nurturing environment."*

The mission of Sacred Heart School is to create a Catholic environment in which quality education is provided for each student. The mission, rooted in the Christian heritage of the past and patterned in the present, is directed to the future. Hence, it proposes to instill in our youth a conviction of truth consistent with doctrine and values of the Catholic Church. It proposes therefore to provide an environment conducive to intellectual excellence and caring for others.

We believe that "community" is a Christian ideal to be desired so we foster a sense of community between the teachers, staff, parents, and children. We are consistent and fair in our implementation of all rules and regulations listed in the handbooks and of all school policies listed in the Diocesan policy book.

## Sacred Heart's Beliefs

At Sacred Heart Catholic School, we believe we are to instill in the child a knowledge and love of the truths of our faith as taught by the Catholic Church.

At Sacred Heart Catholic School, we believe in fostering an atmosphere in which parents and faculty are enthusiastic regarding their mutual responsibility for the overall development of the student's academic skills necessary for success in today's contemporary society.

At Sacred Heart Catholic School, we believe in promoting high intellectual standards with broad dimensions by promoting the cognitive, affective, and psychomotor development of the student.

At Sacred Heart Catholic School, we believe in disciplinary policies which provide for an orderly function in an atmosphere conducive to learning.

At Sacred Heart Catholic School, we believe we must provide diversified opportunities in both curriculum and extracurricular activities.

At Sacred Heart Catholic School, we believe in developing in each student a sense of respect for and pride in oneself, the individual, and one's community and country.

At Sacred Heart Catholic School, we believe in inspiring and challenging teachers and students to focus on the prime values of love, trust, cooperation, and tolerance in the classroom.

At Sacred Heart Catholic School, we believe in developing in students a healthy self-confidence and the ability for creative

expression by establishing the kind of teacher-child and child-child relationships that will produce freedom of thought and activity and assurance of appreciation of creative effort.

At Sacred Heart Catholic School, we believe in fostering among our students, a concern for moral and social values – a consistent atmosphere of kindness, love, cheerfulness, honesty, and truthfulness.

### **Catholic Diocese of Biloxi Department of Education: “Our Vision for Catholic Schools”**

- Catholic schools of the Diocese of Biloxi recognize themselves as integral to the mission of the church and as the responsibility of the entire church.
- God is the center foundation, author, and source of all learning.
- Trustworthiness, respect, responsibility, fairness, caring, and citizenship are essential to the well-being of individuals and society.
- All persons have intrinsic value and each person can contribute something of worth to society.
- Each person is responsible and accountable for choices and decisions made.
- Catholic schools are positioned as the heart of church life and as such, share in the responsibility of being church to the world.
- High expectations lead to higher performance which in turn, empowers the individual and strengthens society.
- Learning is a lifelong process essential to the productive and enriched life.
- It is each individual’s responsibility to respect oneself as Christ teaches, respect others in a Christ-like manner, and respect one’s school as a gift from God.
- The Catholic schools of the Diocese of Biloxi nurture personal growth, scholarship, life-long learning service and responsible stewardship through a faith centered way of life.

### **History**

Sacred Heart Catholic School (SHCS) has a rich and fruitful history in southern Mississippi. It began in 1900 with 35 students, three Sisters of Mercy from Vicksburg, MS, and a German priest named Fr. Sylvester Greimel. The school grew slowly but steadily and parishioners were pleased to have a school associated with their parish.

During the late 1940s, Hattiesburg, as well as Sacred Heart, was enjoying a post-World War II boom. In 1948, a building drive began for a new school and \$200,000 was raised in cash and pledges—just a foretaste of the many ways parishioners and friends of Sacred Heart would support this ministry throughout the years. The new school was completed in April of 1951. In 1954, the gymnasium was completed under the leadership of Fr. John Martin. School enrollment was up and athletics was growing. Sacred Heart was experiencing God’s grace in all areas as well as the number of proud students, parents and alumni who now called Sacred Heart their alma mater.

Then a slow but steady downturn began during the 1960s and 1970s. The school was scaled down in 1968 to a first through eighth grade school, with one teacher per grade level. In the late 1980s, Sacred Heart began to rebound and get a second wind for many and varied reasons. The result was steady growth and a regaining of its status, not just as a Catholic school, but as a school revered by many in Hattiesburg and surrounding areas as one of the best schools in town.

In 2004, Bishop Thomas Rodi granted permission to reopen the high school. To accommodate the growth associated with adding a high school, Sacred Heart underwent a \$2 million transformation during the summer of 2006. The existing school building was totally renovated, an eight-room modular building was added for the high school and a 7,000 square foot cafeteria was built. With continued growth, the school quickly outgrew these facilities. Efforts began immediately to locate property or a facility for Sacred Heart High School.

Three years later a 90,000 square foot building was acquired from the City of Hattiesburg for the high school. Classes began in the new location in August 2010. This historic event allowed the elementary to grow and expand into the space once used by the high school. Through a sizable grant from the Asbury Foundation and additional funding from Sacred Heart Church and supporters of the school, improvements to the building and grounds have been made each year to improve the learning environment and provide safety for students.

In 2014, property was acquired by the San Antonio Foundation for the construction of the Sacred Heart Athletic Complex. The complex is home to baseball and softball fields and a football/soccer stadium.

With an average annual enrollment of almost 750 students from pre-kindergarten through the 12<sup>th</sup> grade and growing graduating classes each year, there is no doubt that Sacred Heart is in the middle of its most successful time as a school. Once again, we thank God for the vision of those three nuns and one German priest in 1900. We are proud that Sacred Heart is a church with a school, not a school with a church. We thank God and all those whom God has worked through and will continue to guide in the coming years for “*good ole Sacred Heart*”.

## Faculty and Staff

### Administration

Pastor	Rev. Ken Ramón-Landry
Director of Administration	Dr. Elizabeth Yankay
Elementary Principal	Vicki Flanagan
High School Dean of Students	Joe Falla, Jr.
Director of Athletic Programs	Joe Falla, Jr.
Director of Athletic Compliance	Laura Coulter
Accounting Assistants	Anita Brown, Stacey White
Administrative Assistants	Carrie Bell, Jill Wiest
Business Manager	Mary Jensen
Development Director	Dianna Chmelicek
Director of Child Nutrition	Vickie Morgan
Dir. of Enrollment and Records	Monica Bellipanni
Dyslexia Therapist/Psychometrist	Karyn Charles
Facilities Director	Joe Falla, Jr.
School Counselor	Kimberly Pittman
Physical Plant Manager	Wesley Lee
Testing Coordinator	Karyn Charles

### Pre-K through 6th Grade Faculty & Staff

Pre-Kindergarten	Stephanie Casey, Teacher; Whitney Walton, Assistant Lisa Murdock, Teacher; Stephanie Parvin, Assistant Lynette Villarreal, Teacher; Cathy Garcia, Assistant
Kindergarten	Ginger Morris, Teacher; Cristina Silvestain, Assistant Pam Trigg, Teacher; Katie Ingram, Assistant Kathy Trussell, Teacher; Teddi Sisemore, Assistant
First Grade	Cindy Hixson, Mona Hudson
Second Grade	Elizabeth Jarman, Julie Miller, Lawrie Wallace
Third Grade	Donna Mumme, Monica Spell
Fourth Grade	Melissa Mistich, Beverly Padgett, Brandy Roberts
Fifth Grade & Sixth Grade	Jan McKay, 6 <sup>th</sup> English, Reading Theresa Moore, 5 <sup>th</sup> /6 <sup>th</sup> Social Studies Joanne Moreno, 5 <sup>th</sup> /6 <sup>th</sup> Reading, Religion Janet Nicovich, 5 <sup>th</sup> English, Reading Erin Williams, 5 <sup>th</sup> /6 <sup>th</sup> Science Noelle Bounds, 5 <sup>th</sup> /6 <sup>th</sup> Math
Administrative Assistant	Shannon Bennett
Art	Beth Baker
Cafeteria Staff	Amelia Diaz, Phet Gaudet, Linda Page
Computer	Joy Suggs
Library & Grant Writer	Karyn Walsh
Music	Michael Ginn
Physical Education	Laura Coulter & Matt O’Keefe

Religious Education Coordinator	Lynette Villarreal
Religious Education Teacher	Jill Jordan
Saders After Hours Director	Cristina Silvestain
Spanish	Suky Blythe

## School Advisory Council

Dr. Frank Baugh, Laura Berry, David Casey, Todd Coffin, Charo Sneed, Dr. Greg Underwood, Todd Vanderbrook, Corey Whittington. A PTO representative is an ex-officio member of the council.

# Parent Involvement

## Parent Teacher Organization (PTO)

The PTO at Sacred Heart is a very involved group of volunteers who work tirelessly to maintain and assist the school in providing quality education. Each parent is automatically a member of the PTO and should be active in all the functions.

## Family Service Hours

Each registered family at Sacred Heart School is required to perform 15 hours of creditable service to the school each year. Families receiving financial assistance are required to perform 30 hours per school year. This program is administered by the business office and administration. All service hours for the school year must be completed prior to May 10<sup>th</sup> of each year and recorded on the family's service hour sheet in the elementary or high school office. It is the family's responsibility to maintain the log of service hours.

**Those families who do not fulfill their required service hours will be assessed a \$150 fee by the school at the end of the school year, and report cards will be held until the fee is paid. Families receiving financial assistance who do not perform service hours will lose eligibility for future financial assistance.**

Service hours must directly benefit Sacred Heart Catholic School. (i.e. Girl Scout/Boy Scout leaders must be for a troop associated with the school.) Coaching recreational teams for leagues outside the school or volunteering at church do not count as service hours. While we encourage our parents and students to support their churches and applaud that effort, service hours are intended to create a volunteer base to assist the school in maintaining an affordable tuition rate. Service hours will be limited to creditable service in areas such as those listed below:

PTO Events	School Sporting Events	PTO Board	Cafeteria Volunteer
Classroom/Office Helper	Field Trip Chaperone	Fundraising	Room Parent*
Book Fair Volunteer	General Maintenance	Girl Scout/Boy Scout Leader	
Youth Athletic/Cheer Coach			

\*To give others an opportunity to share their love for Sacred Heart, room parent positions are limited to one parent, and a parent should not agree to serve as room parent for more than one homeroom.

Younger siblings may not accompany parents while fulfilling volunteer service during school hours.

Note: All positions require a complete background check and/or Virtus training. The Catholic Diocese of Biloxi and Sacred Heart Catholic School requires volunteer drivers to have minimum insurance liability limits of \$100,000/\$300,000. A copy of a current "Declarations Page" of the insurance policy stating this coverage and a Volunteer Driver Information Form must be on file in the school office prior to any travel involving students. This form is available on the school website and must be updated as the policy renews.

## **Virtus Safe Environment Training**

Adults are responsible for protecting children and for creating safe environments for them. Volunteers and employees of Sacred Heart Parish and School who have any involvement with children must attend a Safe Environment Training Session. All adult volunteers must attend a "Protecting God's Children" training class to participate in parish and/or school activities, or be in a classroom.

The VIRTUS™ program, "***Protecting God's Children,***" is used to train employees and volunteers. The session covers the scope and nature of child sexual abuse. It gives five specific steps adults can take to protect children. Parents must pre-register with the VIRTUS Program for the "Protecting God's Children" session. Registration information is emailed to parents as sessions are scheduled.

# Calendar & Important Dates

## Calendar for 2019-2020

The complete school calendar is listed on the school website.

August 1	Teacher/Staff Opening Session	January 6	Return to School
August 2	Regular Office Hours Resume (7:30 a.m.-3:30 p.m.)	January 15	PLC Early Dismissal Day
August 5	Elementary Check-In Day 9 a.m.-2 p.m. (Gym)	January 20	Martin Luther King, Jr. Holiday
August 6	Diocesan Mass for Teachers/Staff Offices Closed	February 19	PLC Early Dismissal Day
August 7	Offices Closed	February 24-25	Mardi Gras Holidays *
August 8	First day of classes	March 11, 12, 13	Third Quarter Exams (7 <sup>th</sup> -12 <sup>th</sup> )
August 21	PLC Early Dismissal Day	March 13	End of Third Quarter
September 2	Labor Day Holiday – No School	March 16-20	Spring Break
September 18	PLC Early Dismissal Day	March 25	PLC Early Dismissal Day
October 9, 10, 11	First Quarter Exams (7 <sup>th</sup> -12 <sup>th</sup> )	April 10, 13	Easter Holidays * (Return on Tuesday, April 14 <sup>th</sup> )
October 11	End of First Quarter	April 20-23	IOWA Testing
October 14	Columbus Day Holiday No School	April 15	PLC Early Dismissal Day
October 23	PLC Early Dismissal Day	May 16	Graduation, 10 a.m. High School Chapel
October 24	PSAT (10 <sup>th</sup> & 11 <sup>th</sup> )	May 19, 20, 21	Fourth Quarter Exams (7 <sup>th</sup> -12 <sup>th</sup> )
November 20	PLC Early Dismissal Day	May 22	End of Fourth Quarter Last day of classes 11:30 a.m. Dismissal
November 25-29	Thanksgiving Holidays No School		
December 11	PLC Early Dismissal Day		
December 17, 18, 19	Second Quarter Exams (7 <sup>th</sup> -12 <sup>th</sup> )		
December 20	End of Second Quarter Early dismissal (11:30 a.m.)		
December 23-Jan 3	Christmas Holidays		

### PLC Early Dismissal Schedule:

1 p.m. Elementary  
1:10 p.m. High School

\* February 24, 25 and April 13 holidays will be used as makeup days for emergency days taken during the school year, if needed.

## **Progress Reports**

Information regarding student progress is available online on PowerSchool. (Printed Progress Reports are not sent home.) Parents are urged to monitor the academic progress of their child(ren) on a regular basis. The mid-point of each quarter is noted on the school calendar as a "Progress Check Date."

## **Report Cards**

Grades for each quarter are available on PowerSchool for viewing at the end of each quarter. A final report card will be mailed to parents at the end of the year. Report cards will be held and access to PowerSchool denied - at the end of each quarter or the end of the school year - for any student whose parents are delinquent in fees, tuition, cafeteria and other account charges. See individual sections for more information.

## **Elementary School Mass**

Mass is held at Sacred Heart Church, on Thursdays at 8:30 a.m. as scheduled on the school calendar, and on various Holy Days of Obligation. Parents, parishioners and other guests are welcome to attend Mass, and should refer to the calendar on the school website for a schedule. The Mass lasts approximately 1 hour.

# **Campus Facilities & Services**

## **Accident Insurance**

Sacred Heart Catholic School provides insurance for students with accidents occurring at school or during sports events. The insurance agency is Christian Brothers, and this insurance is considered secondary insurance. The accident insurance coverage purchased by Sacred Heart Catholic School provides coverage on an EXCESS BASIS only. This means that only those medical expenses which are NOT covered by your own personal or group insurance are eligible for coverage under this policy up to the limits therein. The claim forms must be submitted within 90 days of the date of the accident and are available in the school office or online at [bollingerschools.com](http://bollingerschools.com). For more information call 866-267-0092.

## **Asbestos Plan**

All school buildings have been inspected for asbestos. All asbestos has been removed from the elementary school, the administrative offices, and no asbestos-containing materials were used during the 2007 renovation and construction of the modular building and cafeteria per AHERA regulations. Any future renovation or construction will be documented as asbestos free per AHERA regulations. A management plan has been developed and sent to the Diocese of Biloxi. A copy of the Sacred Heart Catholic School Asbestos Management Plan can be found in the school office and the Sacred Heart Church office.

## **Birthdays**

Each month, teachers will celebrate children's birthdays for that month. The personal birthday snacks have resulted in taking up too much instructional time and often happen two to three days in a row. Each teacher makes sure a child with a birthday is treated special on his/her birthday and extra snacks are not necessary. The monthly "party" will help all the children celebrating their birthdays that month feel extra special. Recommendation for outside parties: mail invitations or call parents personally. Please do not distribute invitations at school or ask a teacher to distribute invitations.

## **Cafeteria**

The school cafeteria prepares breakfast and lunch on a daily basis. Weekly menus are available online at [shshattiesburg.com](http://shshattiesburg.com). Parents should give written notice to the office and the cafeteria of any food allergies before each school year. Information regarding meal costs and cafeteria payment policies are listed in the Tuition and Fees section of the handbook.

### **Cafeteria Rules**

- All students will display self-control.
- Students will gather their trash items and throw away their trash and clean their eating area. Tables and floors will be cleaned before students may leave the cafeteria.
- Students will walk quietly and not run or push.
- Once food is touched, it may not be put back.
- Students should talk with their neighbor in quiet tones.
- Consequences for poor behavior in the cafeteria may result in an infraction.

### **Meal Ordering**

Students will order meals by choice number in homeroom each day. Each student has his or her own cafeteria account through an online system. Parents are encouraged to pre-pay for school meals by the week, month, or year. Students spend less time in line if meals are paid in advance. However, daily cash payments also will be accepted during meal service. It is the parent's responsibility to ensure there is money in a student's account. Parents may view account activity and make payments by accessing the link from the school website. Alternately, a check or cash may be sent with the student and will be deposited to the student's account. If paying by check, please write the student's name on the check. If paying by cash, please place the cash in an envelope with the student's name on the envelope. Payments should be brought into the cafeteria in the morning, as lunchtime is a very busy time.

Each day that the student buys something from the cafeteria, the amount of the purchase will be subtracted from the student's account. For example, if a student decides to buy lunch, he/she will go through the lunch line and provide his/her personal account identification number at checkout. The amount of lunch or purchased items will automatically be subtracted from the account.

### **Care of Property**

Students are taught responsibility for both private and public property. The care of furniture, books, outdoor equipment and all other school properties must be considered everyone's responsibility. Food, drinks and candy are allowed in designated areas only. The parent/legal guardian of a Sacred Heart Catholic School student destroying, defacing, or marring school property will be financially responsible for his/her child's destructive acts against school property.

Textbooks are state-issued and must be covered. Contact paper is not appropriate for textbook covers. Please use paper or stretch knit book covers.

### **Communication with Parents**

It is the responsibility of the parent to notify and update address, email, phone or any emergency contact information on record with the school. Sacred Heart School communicates with parents in a variety of ways depending on urgency and the need for privacy. In addition to telephone and mail, the following communication methods are used:

- The school website ([www.shshattiesburg.com](http://www.shshattiesburg.com)) contains the school calendar, cafeteria menu, forms and documents, and information regarding events. Parents are urged to familiarize themselves with the website and check it often for updates.
- Weekly newsletter emails are sent by the Development Office; Teachers and staff members send individual and group emails to parents.
- An automated calling system is used to notify parents of cancellation of school due to inclement weather or emergency situations and in cases of urgent reminders. Parents will receive a recorded message from the school to any contact numbers they have supplied to the school for this purpose.
- The school maintains official Facebook and Twitter accounts. All comments and posts will be monitored by Sacred Heart Catholic School Administration, and will be deleted if they contain inappropriate material. Refer to 'Conduct that Damages the School' for more details.
- Families who do not have access to the internet or email should notify the high school office.

## Deliveries

Balloons and flowers sent to students will be held in the office until after recess. **Home lunches for students should be sent to school in the morning with the child. Late delivery of lunches will be during the student's lunch time only. Parents should stop by the office for a visitors pass and deliver the lunch directly to the child in the cafeteria. Class time will not be interrupted for lunch delivery.**

## Emergency and Inclement Weather Procedures

It may become necessary for the Principal to cancel school or dismiss school early due to weather or an emergency situation. It is highly recommended that parents have a plan of action for students who may be dismissed. Sacred Heart will use an automated telephone system to alert parents of any changes or disruptions to the regular school day. Announcements will also be sent to area radio and television stations. In most instances Sacred Heart will follow the decision of Hattiesburg Public Schools for early school closings.

### Release of Students During Tornado Watches

Parents and guardians are advised that when a tornado WATCH is in effect during the school day, students will remain in their regular school settings, i.e., classrooms, cafeteria, etc. When a tornado WATCH is in effect at the conclusion of the normal school day, students will be released via regular dismissal procedures and transportation plans. Sacred Heart follows site-specific instructions issued by the Emergency Management District, not those of the local or national media. Parents and guardians are discouraged from coming to the school during tornado WATCHES.

### Release of Students During Tornado Warnings

Parents and guardians are advised that when a tornado WARNING is in effect during the school day, students will be placed in the safest locations available at the school. When a tornado WARNING is in effect at the conclusion of the normal school day, students WILL NOT be released from school until school administrators have received a cancellation notice for Sacred Heart School from the Forrest County Emergency Management office, and have notified all school faculty and staff of the decision to release students. Sacred Heart follows site-specific instructions issued by the Emergency Management District, not those of the local or national media. Students may not leave school during a warning via any type transportation plans (with parents, car pools, private vehicles, walking, etc.). Parents and guardians should not come to the school during tornado WARNINGS.

## Field Trips

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a fee may be requested from each student to help defray transportation or facility costs. If a child does not return a signed permission form, he/she will not be allowed to attend the field trip. Verbal permission over the phone is not acceptable. Bag lunches will be available for purchase from the cafeteria for field trips. Parents may follow in their vehicles, but students **MUST** ride the bus to the field trip to ensure all students arrive at the destination at the same time. Students may leave with their parents, but they must have a signed note to give to their teacher. **Payments made for field trips are generally remitted to a third party (museum, bus company, etc.), and are, therefore, not refundable.**

Parents who chaperone students on field trips are required to complete Virtus Safe Environment Training through Sacred Heart Catholic Church, and all drivers are required to meet specific insurance requirements set forth by the diocese. Siblings or other children are not allowed to accompany students on field trips. Chaperone policies and field trip deadlines set by the teacher are strictly enforced. The supervising teacher is the final authority while students are on a field trip.

The **“Downtown Field Trip Permission Form”** permits students to go on walking field trips throughout the downtown Hattiesburg area throughout the school year. These field trips are often impromptu additions to the curriculum, or they enable students to attend timely educational exhibits and events in the area. Parents agree to walking field trips via the online enrollment system each year. The Downtown Field Trip Permission Form grants permission for walking field trips only.

## Fire and Severe Weather Drills

Sacred Heart has established procedures to ensure the safety of each student in the event of a fire or severe weather. Drills are held periodically during the year to ensure speed and efficiency in getting children to their assigned places of safety. Teachers will explain evacuation procedures to each child. Students must leave the classroom in orderly lines and walk to designated areas. Monitors will inspect all sections of the building to ascertain that all students have safely vacated the classrooms.

## Gifts

Gifts should not be distributed between children in the school unless the entire class receives gifts (such as small party treats). Personal exchange of gifts should be done outside school time. Each homeroom focuses on a charity at Christmas, so the children do not exchange gifts at the Christmas party.

## Lockdowns

Lockdown drills are conducted throughout the school year, similar to fire drills. In the event of an external threat, all students will be brought into the school building from the common spaces on campus. The entire building will then be locked, no one will be allowed to enter the school, and the authorities will be called. Every effort will be made to contact parents and guardians as quickly as possible.

If there is an internal threat, students and teachers who are able to leave the building will travel to one of the following designated areas: Court Street United Methodist Church across from the school on Southern Avenue, Walnut Square Pharmacy located east of the school on Walnut Street toward downtown or the Hulett-Winstead Funeral Home property along Court Street. Those teachers and students remaining in the building will follow the external lockdown policy described above. The authorities will then be called. In either event, every effort will be made to contact parents and guardians as quickly as possible.

## Office Hours

The elementary office will be open from 7:30 a.m. until 3:30 p.m. Monday through Friday during the school year. Parents are urged to contact faculty, staff and administration during these hours for school business. **After-hours calls and texts to administrators, teachers and staff should be limited to emergencies.** Parents and other visitors are not allowed to enter the school building at any time without permission from the office.

## Parent Transportation for Events and Field Trips

Some events and field trips require parent volunteer drivers due to scheduling conflicts with the school bus. The Catholic Diocese of Biloxi and Sacred Heart Catholic School requires volunteer drivers to have minimum insurance liability limits of \$100,000/\$300,000. A copy of a current "Declarations Page" of the insurance policy stating this coverage and a Volunteer Driver Information Form must be on file in the school office prior to any travel involving students. This form is available on the school website and must be updated as the policy renews.

## Photo/Video Release & Permission to Publish

Sacred Heart School reserves the right to film or photograph students, unless otherwise directed by the parent. Members of the news media must obtain permission from the Principal before interviewing, photographing or filming students or personnel. Parents agree to "Permission to Publish" via the online enrollment system each year.

## PLC Early Dismissal Days

On scheduled days, school will dismiss early for teachers to attend Professional Learning Communities (PLCs). Extended Care is not offered on these days. Elementary dismissal is at 1 p.m. and high school dismissal is at 1:10 p.m. **Students who remain after 1:30 p.m. will be charged a late fee of \$10 for the first 5 minutes (to 1:35 p.m.) and \$1 per minute following until the student has been picked up. Parents will be given a notice of the pickup time, and will be required to sign it and pay the late fee that day.**

## Posters and Flyers

Posters and flyers may be displayed with the approval of the Principal, and students and staff members are encouraged to use the bulletin boards located throughout the building. Items should not be placed on painted doors with tape or glue, and poster putty such as “Sticky Tack” should be used to attach items to walls. Those who place the posters are responsible for their removal.

## PowerSchool

All parents are given access to attendance, grade, fee and assignment data through PowerSchool. Passwords and log-in information are provided at the beginning of the school year.

## Safe Environment Training

Sacred Heart Catholic School and Sacred Heart Parish are committed to creating safe environments for all children in the school and parish. Volunteers and employees of Sacred Heart Catholic School and Parish who have any involvement with children must attend a Safe Environment Training Session. The VIRTUS™ program, “*Protecting God’s Children,*” is used to train employees and volunteers. The session covers the scope and nature of child sexual abuse. It gives five specific steps adults can take to protect children. Information regarding the sessions is communicated to parents periodically through flyers, emails, and website posts, or it may be obtained from any school or church office.

## School Parties

Each teacher organizes classroom parties to coincide with a season or as a curriculum theme. Every elementary classroom has two parties a year – Christmas and Valentine’s Day. Room parents help organize these parties with prior approval from the classroom teacher.

## Technology in the Classroom

The vision of Sacred Heart is to provide students with the tools and abilities needed to become successful citizens in a global information society. With students as the primary recipients of the technology, the school’s mission of integrating technology in the classroom allows instruction to move from a teaching-centered environment to a learning-centered environment. Sacred Heart Catholic School utilizes Google Classroom as a communication and educational tool. Software addresses a variety of courses with student access to productivity tools such as word processing, spreadsheets, and presentation applications. Wireless internet access is available throughout the high school building in addition to computer lab and classroom computers that are connected to the server. When using the internet for class activities, teachers will select materials for students that are age appropriate and relevant to the course objectives and monitor student work.

## Tobacco and Alcohol Policy

Sacred Heart Catholic School is a tobacco-free and alcohol-free zone. All facilities, including all Sacred Heart athletic venues, are tobacco-free (this includes the use of vapes and e-cigarettes) and alcohol-free zones. According to MHSAA rule 5.1.7, no alcoholic beverages shall be sold or consumed at any MHSAA event. Sacred Heart Catholic School will have a zero-tolerance policy in regard to this rule.

In addition, this policy will remain in force at all events (unless prior approval is obtained from the pastor of Sacred Heart Catholic Church) held at the Sacred Heart Athletic Complex. Violators of this policy may be instructed to leave the property or banned from attendance at Sacred Heart Catholic School events for an extended period of time. Consequences for violations will be at the discretion of the Athletic Director, Administrator-on-Duty, Principal and/or the Director of Administration.

## Use of the Telephone

The telephone is for business purposes. Therefore, the student’s use of the telephone is limited. **Students may use the office phone only for emergency purposes and only with written permission from a teacher.** Students will not be disturbed during school hours to receive phone calls. Phone messages may be left with the office, and the students will be notified at the end of the day. The school office is not responsible for messages not picked up.

## **Visitors and Security**

We are dedicated to keeping our schools as safe as possible for your child. Any parent wishing to visit the school is welcome; however, please arrange your visits ahead of time whenever possible. Remember that a visit for observation is not a time for conferencing with the teacher.

For the safety and security of students and staff, the elementary reception area door will be the only point of access to the building from the outside between the hours of 8 a.m. and 3 p.m. Anyone coming to the school should enter through the elementary reception area entrance and report directly to the receptionist. All visitors will be asked to sign in and out when coming to the school and will be required to wear a badge acknowledging that they have checked in with the office before proceeding to their destination in the building. Student visitors are not allowed.

# Tuition and Fees for 2019-2020

## Steps for Returning Student Registration:

1. Register each child through the PowerSchool portal.
2. Pay Registration Fee to the business office
3. Submit a Tuition Contract to the business office.

## Steps for New Student Registration:

1. Complete an Application for Admission at shshattiesburg.com to obtain approval for admission.
2. Pay Registration Fee to the business office within 30 days of admissions notification.
3. Submit a Tuition Contract to the business office.

GENERAL FEES			
Fee	Amount	Date Due	Notes
Registration Fee	\$300 per family \$400 per family \$500 per family \$600 per family	If registered by March 1, 2019 If registered by April 1, 2019 If registered by May 1, 2019 If registered by June 1, 2019	Due annually on March 1; non-refundable; may not be added to FACTS; increases monthly if not paid by March 1. The Registration Fee for new families is due within 30 days of the admission acceptance letter.
Building Fee	\$500 per family	July 15, 2019	Due annually; non-refundable; may be paid when due or added to FACTS and paid monthly with tuition.
Graduation Fee (12 <sup>th</sup> grade only)	\$300 Maximum	April 1, 2020	Covers the costs associated with graduation, yearbook and class gift to the school. The fee per student may be reduced by the fundraising account balance for the class.

## TUITION

**NEW FOR 2019-2020 SCHOOL YEAR: Student Fees, Supply Fees and Student Activity Fees are included in the tuition rates.**

Rate per student	Active Catholic Rate		Non-Catholic Rate	
	Yearly	Monthly	Yearly	Monthly
Pre-Kindergarten 4	\$ 5,800	\$ 483.34	\$ 6,800	\$ 566.67
First child, K-6	\$ 5,600	\$ 466.67	\$ 6,600	\$ 550.00
Second child, K-6	\$ 4,500	\$ 375.00	\$ 5,500	\$ 458.34
Third child*, K-6	\$ 4,000	\$ 358.34	\$ 5,000	\$ 441.67
First child, 7-12th	\$ 6,500	\$ 541.67	\$ 7,500	\$ 625.00
Second child, 7-12th	\$ 5,400	\$ 450.00	\$ 6,400	\$ 533.34
Third child*, 7-12th	\$ 5,000	\$ 433.34	\$ 6,000	\$ 516.67

\*Families with more than three children should contact the business office at 601-450-5736.

**Active Catholic Rate** tuition applies to those families who meet eligibility criteria. To receive the rate for each upcoming school year, returning families must submit a Parish Verification Form to a parish priest and return it to the school prior to April 15. The non-Catholic rate will be charged until a completed form is received. Forms are available in the school offices, or on the school website.

## Grades K-12:

To calculate the total rate for children on both campuses, the oldest child at Sacred Heart is considered the "first child".

1 HS & 1 Elem	\$ 11,000	\$ 916.67	\$ 13,000	\$ 1,083.34
1 HS & 2 Elem	\$ 15,000	\$ 1,275.01	\$ 18,000	\$ 1,525.01
2 HS & 1 Elem	\$ 15,900	\$ 1,350.01	\$ 18,900	\$ 1,600.01

**Tuition Payment Options:** Each family must designate a payment option annually on the Sacred Heart Catholic School Tuition Contract. Options are:

1. Pay tuition and the building fee in full by July 15, 2019.
2. Pay ½ tuition and ½ building fee by July 15, 2019 and the balance of ½ tuition and ½ building fee by January 15, 2020.

- Pay tuition in 12 monthly installments through automatic bank account debits to FACTS (tuition management company). A non-refundable, annual enrollment fee is automatically deducted from the bank account within 7-10 days of activation. The fee will be deducted from the bank account each year thereafter in July, unless notice is given to the school business office by June 1<sup>st</sup>. The first tuition payment for 2019-2020 will be debited on July 20, 2019, with each additional payment debited on the 20<sup>th</sup> of each month, ending with the June 20, 2020 payment. If the 20<sup>th</sup> of the month falls on a Saturday or Sunday, payment will be withdrawn on the following Monday.

**Tuition and Fee Requirements Upon Withdrawal:** If a student withdraws from Sacred Heart Catholic School at any time during the school year, tuition will be collected for the month in which the student withdraws and two months thereafter. All fees are non-refundable.

A monthly \$25 late fee will be assessed on accounts 30 days past due. A fee up to 5% will be added to all credit card transactions.

**Financial Aid** is offered to those who could not otherwise afford a Catholic education. Grant applications are available during the month of February online at [www.factstuitionaid.com](http://www.factstuitionaid.com). Financial Aid is limited to students entering kindergarten through 12th grade. It is not available for Pre-Kindergarten tuition and is not available for the first year of enrollment at Sacred Heart Catholic School. Financial aid is limited to tuition - Application, Registration, Building and other fees are not covered by financial aid.

<b>Cafeteria Charges</b>				
Parents are encouraged to pre-pay for school meals by the week, month, or year, or pay daily. Each day that the student buys something from the cafeteria, the amount of the purchase will be subtracted from the student's account.				
<b>BREAKFAST</b>	<b>1 Day</b>	<b>1 Week</b>	<b>4 Weeks</b>	<b>CAFETERIA ACCOUNT POLICIES</b> <u>Negative Balance less than \$25:</u> Additional charges to account limited to breakfast/lunch (no snacks, ice cream, a la carte items). <u>\$25+ Negative balance:</u> PowerSchool disabled. <u>\$50 Negative balance:</u> Account closed for additional charges. Student required to bring a lunch from home.
PreK-12 <sup>th</sup> Grade	2.50	12.50	50.00	
<b>LUNCH</b>	<b>1 Day</b>	<b>1 Week</b>	<b>4 Weeks</b>	
PreK--6 <sup>th</sup> Grade	3.75	18.75	75.00	
7 <sup>th</sup> -12 <sup>th</sup> Grade	4.00	20.00	80.00	

**NOTE:** Lunches are prepared according to morning lunch orders. If a meal is ordered, the account will be charged whether the lunch was eaten or not. Parents may send a note to the cafeteria if charged for a lunch when a student leaves school early due to illness and the charge will be waived.

### **School-Wide Payment Policies**

- Accounts are considered delinquent once they are 30 days past due. A monthly \$25 late fee will be assessed on accounts 30 days past due.
- Report cards will be held and access to PowerSchool denied for any student with a delinquent account.
- Students will not be allowed to attend school if an account is 60 days past due. Parents must make alternate arrangements for their child's education, or pay the past due account balance.
- Delinquent payments may result in being required to pay the following year's tuition and fees in advance.

- Students will not be allowed to try-out or practice in sports or participate in summer camps/activities until registration fees have been paid for the applicable year and all other fees and tuition are considered current.
- All account balances, including graduation fees, must be paid in full by the end of the last full day of senior classes for a student to participate in graduation and to receive a diploma.

# Admissions

## Admissions Priority

Priority for admission to Sacred Heart Catholic School is determined in the order described below:

1. Students currently enrolled at Sacred Heart Catholic School.
2. Siblings of students currently enrolled at Sacred Heart Catholic School.
3. Applicants who are parishioners at Sacred Heart, Holy Rosary, St. Thomas, and St. Fabian's churches and children of faculty members.
4. Catholic applicants from parishes other than those listed above.
5. Non-Catholic applicants.

Admission to all grades will be determined by the Sacred Heart Catholic School Admissions Council. The council reviews individual Applications for Admission, teacher recommendations, grades, and standardized test scores to reach a decision. The Admissions Council reserves the right to test any student prior to admission to Sacred Heart Catholic School.\* Parents are notified of the decision of the council by the Admissions Coordinator. Upon enrollment in Sacred Heart Catholic School the parents and child agree to abide by its rules and policies.

## Steps for Admission to Sacred Heart

1. Submit an Online Application for Admission (<http://www.shshattiesburg.com/apply-admission>) and the following items:
  - Certified state birth certificate
  - Applicable teacher recommendation forms from the student's current teacher(s)
  - Previous school year's report card. If applying for admission during the school year, the most recent report cards or progress reports should be submitted in addition to those from the previous year.
  - Transcript (students in grade 7-12 earning Carnegie units)
  - Course schedule for current school year (grades 7-12)
  - Most recent standardized test scores
  - \$35 non-refundable application fee
2. Admissions testing may be required.
3. Application is reviewed by Admissions Council.
4. Notice is given to parents of the council's decision.
5. Student is enrolled upon payment of the Registration Fee.

## Policy Regarding Re-Admission of Students

Re-admission to Sacred Heart Catholic School is at the sole discretion of the School's Director of Administration, Principal and the Admissions Council. The school reserves the right to refuse re-admission of any student for reasons including, but not limited to the following: lack of academic progress, discipline concerns, protection, safety, and well-being of the student body and/or faculty and staff.

## Transfer Student Policy

### Out-of-Town Transfers

Students transferring from a school outside the Hattiesburg area (outside a 30 mile radius of Sacred Heart Catholic School) may apply for admission at any time during the school year.

### In-Town Transfers

Students from the local area (within a 30 mile radius of Sacred Heart Catholic School) may apply for admission at any time during the first semester. In-town transfer students must be approved by the Admissions Council prior to the end of the first semester.

### Students from schools not accredited by the State of Mississippi:

Students applying for admission to Sacred Heart Elementary or High School from a school which is not accredited by the State of Mississippi Department of Education must be tested.\* This includes students who wish to transfer from schools accredited by the Mississippi Association of Independent Schools.

### **Home-schooled students:**

To apply for admission to Sacred Heart Catholic School, home-schooled students must meet the following requirements:  
The student **must** provide proof of enrollment in a national or state accredited home-schooling program.  
Documentation in the form of a transcript and/or grade report from the accredited program must be provided.  
Admissions testing\* will be required.

*\*Sacred Heart Catholic School tests for grade and/or subject placement. Sacred Heart Catholic School **does not test for Carnegie units**. Standardized achievement test(s) or teacher-made special subject test(s) are used by the council to determine the appropriate placement of the student. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of each test, unless agreed upon by the parent and school officials.*

### **Financial Aid**

Sacred Heart Catholic School offers assistance to those who could not otherwise afford a Catholic education. Applications are taken online annually at [www.factstuitionaid.com](http://www.factstuitionaid.com). The application time and deadline is announced through school communication. The following stipulations apply:

- Financial Aid is limited to students entering kindergarten through 12th grade. It is not available for Pre-Kindergarten tuition.
- Financial Aid is not available for the first year of enrollment at Sacred Heart Catholic School.
- Additional family service hours are required for anyone receiving financial aid, for a total of 30 hours.

### **Non-Discrimination Policy & Title IX Compliance**

In compliance with Title VI of the Civil Rights Act of 1962 and Section 504 of the Rehabilitation Act of 1973, Sacred Heart School in Hattiesburg, MS assures that no one shall, on the grounds of race, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school.

Sacred Heart School is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in Federally-assisted education programs. Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

### **Requirements for Enrollment**

Upon acceptance to Sacred Heart Catholic School, the following items will be required for enrollment:

1. Withdrawal letter from previous school or preschool
2. Certificate of Baptism (Catholic students only)
3. Immunization certificate from the state of Mississippi Dept. of Health (Form 121)

The following immunizations are required for all students:

- a. DPT (Diphtheria, Tetanus, Whooping Cough)
  - b. Red Measles
  - c. Rubella
  - d. Polio
  - e. Mumps
  - f. MMR Vaccine. The MS State Dept. of Health enforces a 2<sup>nd</sup> dose MMR requirement.
  - g. Chicken Pox
  - h. Tdap (incoming 7<sup>th</sup> graders only)
4. Copy of the child’s social security card (optional)
  5. A contract with FACTS tuition payment service or tuition paid in full.
  6. Transcript Release form to be sent to previous school

# Academics

## Elementary School Curriculum

Art	Mathematics	Science
Computer	Music	Social Studies/History
English	Physical Education	Spanish
Handwriting	Reading/Phonics	Spelling/Vocabulary
Library	Religion	

## Academic Grading Scale

**Beginning August 1, 2019, Sacred Heart Catholic School will use the grading scale listed below.** It is not retroactive. Transcripts containing grades earned using the previous grading scale will reflect all grading scales applicable to a student, and GPAs will be calculated using the appropriate grading scale for each year.

93-100	A	4.0
90-92	A-	3.5
85-89	B	3.0
80-84	B-	2.5
75-79	C	2.0
70-74	D	1.0
0-69	F	0

Work must be completed within two weeks of the close of the grading period or an F will be recorded for incomplete assignments.

Sacred Heart Catholic School Grading Scale **prior to August 1, 2019:**

A	93-100	4.0
B	85-92	3.0
C	75-84	2.0
D	70-74	1.0
F	69 or below	0

### **Grading Scale for Special Classes**

Grades will be awarded according to the following grading scale for elementary special classes (Music, PE, Computer, Art and Spanish):

90-100	E	Excellent
80-89	G	Good
75-79	S	Satisfactory
70-74	N	Needs Improvement
0-69	U	Unsatisfactory

## Arts Integrated Curriculum

Sacred Heart Catholic School utilizes an arts integrated curriculum in PreK through 12<sup>th</sup> grades. By using art as a vehicle to promote a higher quality of instruction and learning for all students in all areas of the curriculum, students are introduced to visual art, music, drama and dance. Additionally, Sacred Heart hosts a variety of highly qualified visual, dramatic, musical and creative movement artists who bring their creativity and knowledge to students, teachers and families.

## Reading and Dyslexia Services

Karyn Charles, M.Ed., L.D.T, C.A.L.T offers services on the elementary and high school campuses during the school day. Mrs. Charles is a licensed psychometrist. All kindergarten and first grade students are screened for dyslexia, and Mrs. Charles provides student support services that include the following:

### Elementary

- Small group instruction with lower reading groups
- Maintenance of dyslexia therapy

### High School

- Writing assistance
- Editing
- Note taking
- Study habits
- Homework support
- Maintenance of Dyslexia Therapy

For students in need of additional services, Mrs. Charles provides full dyslexia therapy and psychometric testing services for an additional charge. These services include:

- IQ testing for Gifted Studies (Cognitive Skills Assessment)
- Identification of underlying causes of academic difficulties
  - Norm-referenced assessment tools
    - Cognitive Skills Assessment: utilized to measure core ability to learn
    - Achievement Assessment: utilized to measure proficiency in certain subject areas
    - Verbal Language Assessment: utilized to measure expressive and receptive language skills
- Reading Assessment

If your child is in need of these services, or if you have any questions, please contact Mrs. Charles directly at 601-270-3876, 601-583-8686, or via email at [kcharles@shshattiesburg.com](mailto:kcharles@shshattiesburg.com).

## Standardized Tests

Elementary school students in Kindergarten through 6<sup>th</sup> grades take the Iowa Tests of Basic Skills annually. Refer to the school calendar for dates.

## Teachers

All teachers at Sacred Heart School are fully certified professionals. They are highly educated, dedicated men and women. Class size is in conformity with the State Department of Education. Assistant teachers are assigned to Pre-K and kindergarten. The University of Southern Mississippi and William Carey University also assigns student teachers to Sacred Heart for professional development.

## Homework

Homework is an extension of the learning that takes place in school. Parents can help their children by arranging a quiet, comfortable place for their students to work and by seeing that assignments are completed and put back in the book bag. Turning in homework is a very important part of each student's grade. **Activities such as cold reads should be strictly an activity between the teacher and student in the classroom, and no preparation should be done prior to the read.**

## Promotion

Elementary students at Sacred Heart Catholic School are promoted to the next grade level, if they receive passing marks in their subjects.

## Retention

Students at Sacred Heart Catholic School are retained at the end of the year if they are not passing Reading or when two subjects receive failing marks (F). Sometimes a decision to retain a student is made due to a child's development. Some children need an extra year to build their skills. These children are often not failing, but need the extra year to build confidence and avoid a sense of frustration. These decisions are made by the teacher and Principal with input from the parent. The decision of the Principal is final.

## Student Withdrawals and Transfers

If a student is planning to withdraw from school or transfer to another school, the student's legal guardian must contact the Principal. All debts to the school must be cleared and textbooks returned before the student can officially withdraw. A clearance form will be issued when these requirements are met. The student's records will be forwarded to the next school upon receipt of a request from the new school. The parent may not take the cumulative folder to the new school.

## Attendance

### Attendance Policy for Pre-K through 6<sup>th</sup>

Students are expected to be present and on time all days when school is in session as in accordance with the Mississippi Compulsory Attendance Law. **Parents should call the school office before 8:30 a.m. to notify the school of a student's absence.**

#### Definitions:

**Tardy** — A student is considered to be tardy if he or she is not in the designated class when the tardy bell rings.

**Absent** — A student is considered to be absent if he or she is not in the designated class 30 minutes after the tardy bell rings.

**Truant** — A student is considered to be truant if the parent/guardian was not aware the student was absent or the reason for the absence is not a valid excuse for temporary nonattendance according to the State's Compulsory Attendance Law.

Valid excuses for absences include the following:

- Illness or injury that prevents that student from being physically able to attend school.
- Isolation ordered by the county health officials or the State Board of Health.
- Death or serious illness of a member of the immediate family (defined as parents, grandparents, brother, sister, including stepbrother and stepsister).
- Required appearance in court or an administrative tribunal.
- Observance of a religious event.
- Educational opportunities approved by the Principal prior to the absence.

Upon the child's return to school after an absence, he/she will be required to present a written excuse signed by his/her parent, guardian or physician to the high school office. Additional verification may be required if it is deemed appropriate.

The Mississippi Compulsory School Attendance Law (37-13-91) requires all children who have attained or will attain the age of 6 years on or before September 1 of the calendar year to be in regular attendance at school. The law also requires that the Principal report immediately to the local truancy officer any compulsory school-age child who has not enrolled within 15 calendar days after the first day of the school year.

The following procedure will be used to notify parents of excessive unexcused absences:

**Fifth (5<sup>th</sup>) unexcused absence:** Parent(s) will receive official notification of the student's unexcused absences.

**Tenth (10<sup>th</sup>) unexcused absence:** The parent and student will be required to attend a meeting with the Principal and the teacher regarding the student's unexcused absences.

**Twentieth (20<sup>th</sup>) unexcused absence:** The Attendance Review Committee will meet and make recommendations as to whether the student will be retained.

### Check Out Policy

Only the legal guardian or other person designated by the legal guardian may check a student out of school during school hours. The person checking a student out is to report to the Elementary School Office.

Under no circumstances is a student to be taken out of school without official clearance. According to the Mississippi Department of Education, a child must attend school a minimum of 330 minutes of instruction per day to be considered "present". Your child must be in school for 5.5 hours in one day or will be considered "absent" for the day even though your child came to school for 1.5 hours. Therefore, it is imperative that early checkout be limited to emergency situations only. A calendar is provided in this handbook to assist parents in making timely doctor appointments, etc. Students who are excessively late for classes or check out early may risk not receiving credit no matter what grade they have earned.

## Late Arrivals

Tardiness to school is serious and will result in consequences. Excessive tardiness will not be tolerated.

Late arrivals (after 8:00 a.m.) are to enter through the elementary school office and MUST be accompanied by their parent or guardian to have their names removed from the absentee list. No student may be admitted into the building after 8:00 until all prayers, pledge, and announcements have been made for that morning. These students must remain in the “Tardy Holding” area (outside Mrs. Bennett’s office) with their parent or guardian until the Principal or other designee comes to escort them to class. The parent MUST remain with their child to sign the child into class and to acknowledge their child’s tardy status for the day. Should a parent fail to remain with their child, the student will remain in the “Tardy Holding” area until the parent or guardian returns to Sacred Heart’s campus and signs their child in. No student will be admitted into class until their parent or guardian has cleared them from the absentee list. No student may go to class without being escorted by the Principal or other designee. **After three late arrivals, and each subsequent tardy incurred, the tardy student may lose ten minutes of recess.**

## Make-Up Work

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student’s return to school. If the dates of a student’s absences are known in advance, the teacher should be notified and planned assignments may be given. Parents may call the office before 9:00 a.m. the day of an absence to request that make-up work be collected for a student. The work will be available after 2:30 p.m. in the high school office, or it may be sent with a designated student.

Students will be allowed the same number of days absent from a class to make up the missed work from a class. Penalties for late work after the allowable number of days will be determined by the teacher, as outlined in classroom policies at the beginning of the year.

**Attendance during exams is mandatory.** Absences due to anything other than illness will not be considered for exam rescheduling unless authorized by the Principal. For preparation purposes, the teacher must be notified prior to the exam in question. If a student misses the day of the exam, and/or three or more days prior to a scheduled exam due to illness, the student will be allowed to take the exam at an alternate time. The teacher, Principal and student will decide an appropriate day and time for the exam.

# Student Health

## Illness and Injury

Parents are asked to inform the school of any serious or chronic ailments a student may have. A student may not attend class with any of the following symptoms: fever, diarrhea, undiagnosed rash, inflamed or irritated eyes, vomiting or severe cold or sore throat. Students must be fever-free for 24-hours before returning to school.

In case of illness or injury at school, a student will be cared for temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the student will be taken by ambulance to the emergency room at a local hospital. Any costs will be the responsibility of the parents. (See Accidental Insurance section of this handbook.) Remember, an emergency telephone number and the name of the student’s family doctor must be on file at school.

## Administration of Medication

Students who are required to take medication during school hours must comply with the school’s policy for the administration of medication. No student is permitted to keep medications with him or her during the day. Parents/guardians must complete an authorization form for the administration of all medication (prescription and non-prescription), and send the authorization to the elementary school office with the medication in its original container. All medications are kept in a secure area, and students are not allowed in this area to obtain medication and/or to administer medication to himself/herself without proper supervision. It is the responsibility of the student to come to the office to take medication as required. At the conclusion of treatment, all medications must be picked up, or they will be discarded.

## Communicable Diseases

Students with communicable diseases are required to remain at home until a physician certifies them able to return to school. Listed below is a guide for common illnesses to which children are most susceptible:

Chicken Pox: Onset is gradual with general run-down feeling. A rash follows (usually beginning on trunk) that is red and will turn into white blisters. The sick child should remain at home for 7 days following the appearance of rash or until all lesions are dry. Exposed children may attend school.

Measles (Rubella): Symptoms may include fever, hacking cough, and conjunctivitis. The sick child may not attend school until 7 days following the appearance of the rash. Exposed children may attend school.

Mumps: Pain in chewing or swallowing may be the earliest symptom, followed by chills and headache. The child should not return to school until all swelling has disappeared; usually 9 days from onset.

Flu: Return to school when the student is fever-free for 24 hours.

Conjunctivitis: Symptoms usually include matting of the eye, inflammation and discharge from the eye. Child should be excluded from school until 24 hours after prescription medication has been started.

Hepatitis: Clearance by a physician.

Mononucleosis: Clearance by a physician.

Skin Lesions:  
Impetigo: Return to school when under treatment  
Ringworm: Return to school when under treatment  
Scabies: Return to school when under treatment  
Poison Ivy/Oak: Not contagious person to person  
Pediculosis: See Head Lice Policy

## Head Lice Policy

1. Identify infested children by screening. Early in the school year, Sacred Heart will screen all students for head lice. Teachers or other school staff who have been instructed in the technique will do the screening.
2. Identify infested children by individual cases. Throughout the year, any student suspected of having head lice will be examined by a staff member in the school office and if evidence of infestation is seen, re-examination by the Principal will be done. If one child in a classroom is found to be infested, the entire class will be screened.
3. Removal. An infested child will be removed from class and the parent will be called to take the child home for treatment. Care will be taken not to embarrass the child and to assure that no stigma is attached to him/her.
4. Return to school. The child may return to school as soon as the parent provides evidence of treatment, either a note from the parent describing the treatment, or a box top or package label from the product used. The child will be re-examined. A few nits (eggs) may still be seen even in an adequately treated child and are not evidence of continuing infestation if the child was properly treated. If the child has not been satisfactorily treated, admission will be refused.
5. Upon the third incidence of head lice within one school year, the student will not be allowed to attend school until proof of treatment of the recurring problem of head lice is obtained from the county health department.

# Arrival and Dismissal Procedures

## Arrivals

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students arriving after 8 a.m. or students who are not in their homeroom by 8 a.m. will be considered tardy.

Upon arrival, students must remain in supervised areas. The following schedule lists times and designated areas for students prior to 8 a.m.:

7:00 a.m.	Cafeteria opens for breakfast. Students are not allowed on campus prior to 7 a.m. Arriving students must remain in cafeteria until 7:30 a.m.
7:30 a.m.	Students may enter the building. <u>Pre-K through 4<sup>th</sup> Grade:</u> Students enter the building through the gym doors upon arrival, and sit outside their classroom until 7:45 a.m. <u>5<sup>th</sup> and 6<sup>th</sup> Grade:</u> Students enter the modular building without entering the main building. From carpool, 5 <sup>th</sup> and 6 <sup>th</sup> graders should walk along the sidewalk next to the gym (on Southern Avenue), and enter the gate near the elementary school office.
7:50 a.m.	First Bell Students should be in classrooms.
8:00 a.m.	Final morning bell Students must be in homerooms for prayer and announcements. Students are considered tardy after this bell and must report to the office for admission to class.

All students eating breakfast may go straight to the cafeteria. Breakfast will be served between 7:00 and 7:45 a.m. When students finish breakfast, they are to go to the hallway outside their classroom until their teacher opens the door for admittance. A teacher will be responsible for making sure a child leaving the cafeteria moves to their hallway after breakfast. For your child's safety, no student should be dropped off at school earlier than 7:00 a.m. There is no one on duty to supervise students in the school before 7:00 a.m.

## Dismissal

The Administration of Sacred Heart School and the Forrest County Sheriff's Department have developed rules for dismissal to ensure safety for all students and avoid confusion. There are two options for picking up your children: you may park in the parking lot and go to your child's classroom (Walkers) or you may go through the carpool line on Walnut Street (Carpool).

### Rules for Walkers:

1. Please do not come to the classroom before 3 p.m. The teachers are trying to close the day, and it is very distracting to have parents arrive early.
2. There are no dismissals between 2:30 and 3 p.m.
3. Please do not send a sibling to the classroom; teachers may only dismiss students to their parents or other adult designee.
4. Parents are to enter the school building through the gym. Entry through the receptionist's office is not permitted.
5. Please do not walk to the carpool area to pick up your child. You must pick up all walkers from the classrooms.

### Rules for Carpool:

1. Please wait your turn. Carpool begins across Southern Avenue along Walnut Street. DO NOT turn from Southern Avenue onto Walnut Street to cut in line. We teach your children to be patient and take turns. Let's teach by example.
2. Do not make a U-turn on Walnut Street to go back to Southern Avenue. It is an illegal turn.
3. Do not get out of your car to put your child's backpack in the trunk. It stalls the flow of the line once the very brief light turns green. Teachers are on duty to assist with bags, projects, seatbelts, etc.
4. Do not park your car and go into the building while in the carpool line. There are signs posted on the street prohibiting parking from 7:30 a.m. until 3:30 p.m. This violation may result in a ticket. If you need to get out of

your car, please pull past the carpool sign all the way down by the Parish Life Center, or make the block to enter the parking lot.

5. Do not park your car across the street or in front of the church and walk across to get your child from carpool. It is extremely dangerous and adds confusion. We have only one crossing guard on the "Walkers" side of the building.
6. **Cell phone use while in carpool line is strictly prohibited.**
7. Please do not start conversations with teachers working carpool. Dismissal is not the time for conferences. Please call to schedule an appointment.
8. Please be courteous to the teachers on duty. They are trying to run dismissal as smoothly and safely as possible.

**Violations of these rules may result in suspension of carpool privileges.**

### ***Saders After Hours Extended Care***

Our extended care program, *Saders After Hours*, is specifically for Sacred Heart students in grades Pre-K to 6th grade. It is offered from 3:15 to 5:30 p.m. each full school day, for a fee of \$12 per day. Parents may choose to send their children to extended care any number of days during the week or use it on a drop-in basis. If at any time a student remains at school past 3:15 p.m., he or she will be sent to extended care.

Extended care students have snack at 3:30 p.m. and are involved in a number of activities including homework time, and outside and inside play time. Some activities are structured, while others are free play. Although there is time for homework, the extended care staff cannot guarantee all homework is completed or test preparation was done. Student behavior in extended care should follow the same expectations as during the school day. Multiple behavior incidences will quickly result in your child not being able to attend extended care.

Parents must come to the elementary office to pick up students from extended care, and all students must be picked up before 5:30 p.m. Students who remain after 5:30 p.m. will be charged a late fee of \$10 for the first 5 minutes (to 5:35) and \$1 per minute following until the student has been picked up. Parents will be given a notice of the pickup time, and will be required to sign it and pay the late fee that day. Three late fees result in the child being removed from the program. **Cell phone use by parents during pickup is not permitted.**

All extended care fees will be billed weekly, and fees must be paid within one week. **Report cards will be held and access to PowerSchool denied for any students whose parents are delinquent in extended care fees. Students with an extended care balance over \$100 will not be able to attend. Parents must make other arrangements for care.**

# Student Code of Conduct

## School-wide Student Expectations

Each student at Sacred Heart School shares the responsibility for creating and supporting a positive school climate that is conducive to teaching and learning. General rules of conduct and consequences apply when students are in attendance at all school functions and school-sponsored activities. These general rules of good conduct include:

- Do your best academically
- Be respectful of the rights, property, and time of others and of the school
- Always act in a safe and orderly manner
- Be responsible
- Practice etiquette and good manners
- Whenever you are dressed in your school uniform, regardless of whether or not you are on campus, it is expected that you will behave in a way that is consistent with the general rules of conduct stated above and in doing so, will represent your school well.

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## Behavior

**Inappropriate physical contact** will not be tolerated. Physical or verbal fighting may result in suspension and/or dismissal. Public displays of affection will result in disciplinary action.

**Cheating** on an assignment or test will result in a zero (0) grade on the assignment or test, in addition to disciplinary action. The presence of a cell phone or electronic device during testing is considered cheating, regardless of its intended use.

**Dishonesty** including, but not necessarily limited to, forging parents' signatures, stealing, plagiarism or willful lying, makes a student subject to corrective action, including suspension and/or dismissal.

**Behavior during Announcements:** Announcements are read over the intercom at various times of the day. No student is allowed to talk during announcements, prayer or the Pledge of Allegiance. Students are expected to assume a prayerful attitude during the prayer and stand and face the flag during the pledge. Students are responsible for being aware of all information communicated during any announcement, and should show respect to the person making announcements and prayers.

**Behavior in Church:** All students are expected to recognize that a very valuable part of the curriculum at Sacred Heart Catholic School is of a religious nature. It is important that all students show reverence during Mass and other religious activities. Any student who is disrespectful during Mass or any other religious activity can expect consequences.

## Bullying

Verbal and non-verbal harassment will not be tolerated and may result in suspension and/or dismissal. Sacred Heart Catholic School has adopted the Catholic Diocese of Biloxi's policy regarding harassment and bullying as stated below:

### GOVERNANCE #30 (REVISED) HARASSMENT/BULLYING – STUDENTS

It is the policy of the Catholic Church in the Diocese of Biloxi that the school environment be a Catholic, Christian community that reflects Christ-like care and concern. Harassment of others, whether based upon gender, color, race, age, national origin, disability, or otherwise, is disruptive and immoral and will not be tolerated. Further, harassment or bullying of anyone will not be tolerated.

Harassing behavior is any pattern of gestures or written, electronic or verbal communication, or any physical act or threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiation characteristic that:

- a) Places a student in actual or reasonable fear of harm to his or her person or damage to his or her property, or
- b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's performance, opportunities or benefits.

Bullying is a form of harassment.

Mississippi Code Ann. § 37-7-301-e allows schools to discipline for misconduct that takes place in the school, on school property, on the road to and from school, on any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct, in the determination of the superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole.

**Notification of Harassment:**

Each school in the Catholic Diocese of Biloxi will make every reasonable effort to ensure that no student is subjected to harassing behavior or bullying. Likewise, the school will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or person with reliable information about an act of harassing behavior or bullying. A school employee who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying should report the incident to the appropriate school official.

Any incidents of harassing behavior or bullying should be reported to the appropriate school official within five days of the alleged incident.

- a) If the perpetrator is a teacher, other school employee, parent, or student, the student alleging harassment or bullying should notify the principal. The principal should, in turn, notify the Pastor or Lead Pastor (if the school is an Inter-Parochial school) and the diocesan superintendent of schools.
- b) If the perpetrator is a principal, the student alleging harassment or bullying should notify the Pastor or Lead Pastor (if the school is an Inter-Parochial school) and the diocesan superintendent of schools.

**Investigation:**

All reported incidents of harassing behavior or bullying will be investigated by the appropriate authority, keeping in mind that the accused is innocent until proven guilty. When necessary, however, interim measures may be taken during the investigation to insure the safety and well-being of students up to and including those listed in the "Remedies" section of this document.

**Remedies:**

Subject to the outcome of the investigation, an appropriate remedy will be developed based upon the facts uncovered. The remedy fashioned should be intended to insure that such harassment does not occur in the future.

- a) Potential Remedies if Perpetrator is Student:
  - 1. Discipline will be administered through the appropriate steps on the disciple ladder.
  - 2. Out of school suspension
  - 3. Expulsion
- b) Potential Remedies if Perpetrator is Employee (including Principal):
  - 1. Reprimand or any other appropriate penalty
  - 2. Demotion
  - 3. Transfer
  - 4. Suspension with or without pay
  - 5. Termination
- c) Potential Remedies if Perpetrator is Parent or Other:
  - 1. Barring from school premises.

The decision and/or penalty is subject to a right of appeal by any person involved, as provided by Diocesan Governance #9, to the extent to which that policy is applicable.

## Cell Phones

### CELLULAR PHONE POLICY – DIOCESAN GOVERNANCE NUMBER 40

Approved May 2015; Implemented August 2015

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Diocesan schools prohibit the use of all personal telecommunications phones, including cellular phones, by its students during the school day. Some restrictions also apply to faculty. In general, the normal school day is defined as starting in the morning hours and ending in the afternoon hours or earlier depending on the bell schedule. This policy may apply to field trips, retreats and other activities at the discretion of the school administration.

#### Students

**Students shall be allowed to possess such phones as cellular phones, but the following conditions must be strictly adhered to:**

1. Cellular phones may be used only before and after the school day as defined above.
2. Cellular phones must be locked in the student's locker\*. If the student drives to school, the phone may be left in the car.
3. Cellular phones must be in the silent or off mode during school hours.
4. Students are banned from carrying cellular phones on their persons and/or in their clothing apparel. Cellular phones are not allowed in the student's school bag, gym bag or purse, et cetera.
5. Diocesan schools are not responsible for the loss of, damage to, or theft of cellular phones brought on campus.

**The following consequences will follow for any student violating the above conditions:**

1. The first violation will result in a conduct detention. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the student after five (5) consecutive days from the infraction, provided that the student arrives in person to retrieve it.
2. A second violation will result in a one-day in-school-suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of fifteen (15) consecutive days, providing the parent/guardian and student arrive in person to retrieve it.
3. A third violation will result in a one (1) to three (3) day in-school-suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of thirty (30) consecutive days. The student will lose the right to bring and possess a cellular phone on the school campus for the remainder of the school year. The parent/guardian will be informed that the next violation may result in the student being asked to withdraw.
4. A fourth violation may result in the student being asked to withdraw from the Diocesan school or be subjected to expulsion.
5. Any student attending Catholics schools may be subject to discipline if cellular or other electronic phones are used in any potentially harmful manner. This applies to any person in which the harm seeks to injure someone's reputation outside of the school environment. This can occur when the matter is brought on campus and interrupts the learning/teaching environment. A more severe discipline ladder than the one stated above may apply to these infractions.

#### Faculty/Staff

**Faculty shall be allowed to possess such phones as cellular phones, but the following conditions must be strictly adhered to:**

1. Cellular phones may be used only before and after the school day as defined in the first paragraph of this governance.
2. Cellular phones must not be used during class time or during duty time.
3. Faculty/Staffs' cellular phones will not be utilized by students.
4. Teachers may utilize cellular phones only in bona fide emergencies.
5. Faculty and Staff may carry cellular phones, but such phones must be in the silent mode.
6. Principal may designate those faculty/staff members such as assistant principal, counselors, athletic directors, school nurse, disciplinarian, et cetera, who may have discretionary use of their cellular phone when away from the teaching and learning environment.

\*Where there are no lockers for students, the principal must develop a plan for collection and dissemination of cellular phones for beginning and ending of school day.

NOTE: This policy is not limited to cellular phones but other communication phones as well such as iPads/iPods, laptops, watches, et cetera, that can be used for emailing, texting, or any other way not yet known by electronics, digital, either wireless or hardwired. (Amended 10/5/2015: See "Use of Technology for Educational Purposes" below.)

Questions regarding the Diocesan Cellular Phone Policy should be directed to Dr. Mike Ladner, Superintendent of Schools, Diocese of Biloxi, 1790 Popps Ferry Road, Biloxi, MS 39532; Phone: 228-702-2130; email; gladner@biloxidiocese.org.

**At Sacred Heart Catholic School, the following definitions and further explanations of the cellular phone policy apply:**

1. The "school day" is defined as 7 a.m., or upon entering the school building, until 3:15 p.m., or upon exiting the school building.
2. Students may not possess a cellular phone while on field trips, retreats and other activities without specific permission from the school principal.
3. "Conduct detention" for the first violation is defined as one infraction.
4. All confiscated cellular phones will be retained in the Principal's office for the required number of days, which will include school days only. It is the student's responsibility to retrieve the phone from the Principal's office at 3 p.m. on the last day of the confiscation period.
5. All outside communication with parents and other adults during the school day must be conducted through the office. Students will not be disturbed during school hours to receive phone calls. Phone messages may be left with the office, and the students will be notified at the end of the day. The school office is not responsible for messages not picked up by students.

## **Use of Technology for Educational Purposes**

All rules of this policy apply to school-owned electronic devices and personal electronic devices.

Sacred Heart Catholic School has received permission from the Diocese of Biloxi for the use of certain technology devices for educational purposes in grades 5 through 12. Students may bring a laptop, tablet, iPad, E-reader or similar device to school for use in the classroom under teacher supervision. The following rules govern the use of these devices:

1. A student's parent or guardian must sign an agreement form authorizing the use of such devices, agreeing to the rules of the policy, and releasing the school and the school's employees from any responsibility for the use, misuse, damage or loss of the device or any of its components.
2. The Principal has the right to refuse or revoke the use of technology by any student due to discipline history or disciplinary actions.
3. The school will issue a user permit decal to each student submitting a signed agreement form. The agreement will be in effect until revoked by the school. The decal must be placed on the device.
4. The device must be placed in the student's locker and remain "off" until time for the class for which it will be used.
5. It is the student's responsibility to lock the locker.
6. The student will be allowed to retrieve the device for the intended class with the teacher's permission.
7. The student will turn the device on and use it only under supervision of the teacher and only for educational purposes.
8. The student will turn the device off and return it to his or her locker.
9. The device may not be used at any other time during the day, other than during a class requiring its use and under teacher supervision.

## **Classroom Rules**

Each teacher has his or her own classroom rules. These rules are explained to the students on the first day of school. These rules are an extension of the Sacred Heart School handbook. Infractions of these rules may result in punishment ranging from written work; calls to, notes to or conferences with, parents; detention; in-school suspension; out-of-school suspension and expulsion.

## Computer Lab Access

Students are only allowed to use the computer lab or library when a faculty member or other school employee is present.

### **Electronic Access Policy - Acceptable Use (See Release Forms in Back of Handbook)**

These guidelines are provided so that you are aware of the responsibilities. In general, this requires efficient, ethical, and legal utilization of the electronic resources for educational purposes consistent with the educational objectives of Sacred Heart School. NO personal software will be used in the computer lab/library. The following list includes, but is not limited to, the uses of the School that are considered unacceptable:

Personal Safety: Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. Users will promptly disclose to school personnel any message they receive that is inappropriate or makes them feel uncomfortable. No student may access any social networking site while at school.

Illegal Activities: Users will not attempt to gain unauthorized access to another user's account. Users will not make deliberate attempts to disrupt the school's computer system. Vandalism will result in the cancellation of user privileges, disciplinary action, and/or financial restitution paid by the user and/or parent. Vandalism also includes any malicious attempt to harm or destroy equipment, materials, or data of any user.

## Conduct That Damages the School

Sacred Heart Catholic School is considered a family. We work very hard to provide the highest level of academics and to form intentional disciples of Jesus Christ. The education of a child is a partnership between parents and the school. If, in the opinion of the school administration, that partnership is irreparably broken, parents may be required to withdraw their child(ren) from our Catholic school. This conduct includes, but is not limited to, physical behavior, social media activities, internet posts and interaction with local and national media. There are channels to discuss issues that may arise. Social media is not the appropriate forum and only serves to damage the school and the relationship between all parties.

## Drug/Alcohol Policy

**DRUG FREE/ALCOHOL FREE ENVIRONMENT, STUDENTS – Diocesan Governance, Safety No. 3**

Approved September 2011; Amended August 2014

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The schools of the Catholic Diocese of Biloxi are committed to doing whatever is necessary to ensure that students, both at school and at school sponsored activities, enjoy a drug-free/alcohol-free environment. Therefore, the administrator of each school reserves the right to:

- confront students if there is reasonable suspicion of possession or use of illegal drugs or alcohol
- search students' lockers, personal belongings, cars and persons
- use drug-sniffing dogs on campus
- call upon the police for assistance
- require drug testing of students in accordance with the following policy, Safety No. 3 ADDENDUM

**Any evidence of possession with intent to sell and/or distribute or transfer of drugs and/or alcohol on the school grounds or at a school sponsored activity shall warrant suspension or possible expulsion. Additionally, any evidence of sale and/or distribution shall result in student(s) being reported to the local law enforcement agency and shall warrant suspension or possible expulsion.**

**CATHOLIC DIOCESE OR BILOXI SCHOOLS SUBSTANCE ABUSE PROGRAM**

**Philosophy:** The Catechism of the Catholic Church states that: The political community has a duty to honor the family, to assist it, and to ensure especially ...the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc. The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practices gravely contrary to the moral law.

**Objectives:**

- Ensure the health and welfare of all participants is maintained
- Provide institutional confidence for parent(s)/guardian(s), students, and community
- Create an atmosphere conducive to the teaching and learning environment
- Establish a school culture which will bring pride and enthusiasm to the institution

**Goals:**

- Define Drugs
- Define Drug Abuse
- Describe adverse implications of drug abuse (Human)
- Describe adverse implications of drug abuse (Society)
- Define roles of administration, parent(s)/guardian(s), and students

**Screening Policy and Procedure**

**Policy:** As a condition of enrollment, all students enrolled in grades seven through twelve within the Diocese of Biloxi may be subjected to drug and alcohol screening to determine if a student is using drugs or alcohol. Aside from being illegal for minors to consume alcohol and the illegal nature of using drugs or prescription medications without or inconsistent with a prescription, it is recognized the use of such substances poses a health risk to students using the substances and poses a safety risk to students around them. Furthermore, it detracts from an atmosphere conducive to learning and undermines the school culture to bring pride and enthusiasm to the institution. Any use of drugs, improper use of prescription medications or the use of alcohol shall be considered drug abuse and a violation of this policy. Therefore, as a condition of enrollment, students and parent(s)/guardian(s) shall have consented to potential screening pursuant to the policy of the Diocese of Biloxi and the Department of Education.

**Screening:** At this time, there will be no random screening for drugs and alcohol within the Catholic Diocese of Biloxi. However, parents may voluntarily request a screening at any time and must contact the principal of the school. Parents must agree to the following:

- Screening will consist of hair analysis or saliva swab for drugs and breathalyzer for alcohol
- Breathalyzer or urinalysis is at principal's discretion and can be done on or off-site
- Hair sample or saliva swab must be collected by school and sent to an approved local drug screening company
- Results must be shared with only the principal of the school where child attends
- Costs for voluntary screening must be borne by parents

All parties must agree to the strictest of confidentiality and should sign an agreement to that effect.

**Reasonable Suspicion Testing:** In addition, a student will be required to submit to an immediate drug screening if

- the student has been found with drugs on her/his person or in or among her/his property or if
- there is reasonable suspicion, which is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that the student has drugs or alcohol in her/his system. Reasonable suspicion may be based upon, among other things:
  - conduct that indicates the presence of drugs or alcohol in an individual's system, including affected behavior, speech, and/or body odors; and,
  - other behavior that would indicate that an individual is in other than a sober and reliable state, free from the influence of drugs and/or alcohol.

**Scope of Screening:** Each school within the Diocese of Biloxi will utilize the services of an approved local drug screening company unless otherwise notified by the Diocesan Department of Education, screening will consist of breathalyzer (for alcohol) and/or hair analysis (for drugs). These tests will include, but may not be limited to determination of the presence or absence of alcohol, or drugs, including, but not limited to, methamphetamines, cocaine, opiates, phencyclidine, cannabinoids (marijuana and hashish) and prescription narcotics.

**Consequences for Positive Test Results:**

**First Offense:** Student shall:

- participate in a parent(s)/guardian(s) conference with the principal or principal designee;
- reimburse the school for all costs relating to the positive drug test;
- sign a conduct agreement for a prescribed period of time;
- undergo assessment and comply with the recommendations made in connection therewith;
- submit to regular testing for a prescribed period of time at the expense of the student and parent(s)/guardian(s); and,
- submit to a drug test at the beginning of the following school year at the expense of the student and parent(s)/guardian(s).

**Second Offense:** Student shall be suspended and referred to the school's Discipline Review Committee ("DRC") for disciplinary action. The DRC has discretion to recommend dismissal or to consider alternative disciplinary measures which will include those items listed in the **First Offense** section above and additional steps to ensure the student is receiving appropriate counseling and treatment.

**Third Offense:** Student shall be dismissed from the attending school.

**Non-Punitive Nature of Policy:** No student will be penalized academically nor be banned from participating in extracurricular activities for a first offense so long as the parent(s)/guardian(s) and student agree to the steps outlined under the First Offense section above. A student may be penalized for a subsequent offense, in accordance with the foregoing. The results of drug and alcohol screenings pursuant to this policy are considered confidential information and will be documented in a file separate from the student's academic records unless required by state or federal law. Access to the results and files will be restricted to the following individuals:

- the student and parent(s)/guardian(s)
- the principal
- the principal's designee
- members of the DRC, if circumstances require such disclosure
- the superintendent
- the superintendent's designee
- members of the Diocesan School Advisory Council, if circumstances require such disclosure
- the bishop of the Catholic Diocese of Biloxi
- the bishop's designee(s)
- the diocesan attorney

Information regarding results of drug or alcohol screenings must be safeguarded and treated as confidential, and it shall not be disclosed to any third party, including, but not limited to criminal or juvenile authorities except in cases of legal compulsion by subpoena or other legal process or otherwise required by law.

**Positive Test Results in Connection with School Events:** The foregoing **Consequences for Positive Screening Results** and **Non-Punitive Nature of Policy** sections will apply to any student who tests positive in any reasonable suspicion drug screening. The foregoing sections will also apply to any test taken in connection with suspected use of drugs or alcohol at or during school, or in connection with any school activity or event. Any student who is found in possession of drugs or alcohol either on their person or among their property whether or not they test positive shall be subject to the same progressive discipline identified above. The foregoing sections will not apply in the case where there is evidence of the student selling and/or distributing drugs or prescription medications or evidence of intent to sell and/or distribute.

**Refusal or Improper Attempts to Avoid Detection:** Any student who is selected for testing on the basis of reasonable suspicion who refuses or who attempts to avoid detection for drug use through the use of a masking agent, adulteration of

a sample, or other act to avoid detection (including missing school for an extended period of time without providing a documented valid excuse), shall

- be deemed to have tested positive for purposes of the foregoing Consequences for Positive Drug Screening section and may
- be subject to additional discipline, including possible dismissal from the school. In the case of a student who has a condition where there is no hair growth, complete hair loss or if a student has a cleanly shaven body, the school may obtain samples using alternative methods, including, saliva, urine or blood.

**Communicative Actions through Social Media or Other Methods:** All screening results (whether positive, negative or a refusal) shall be treated as confidential and shall only be made known to and/or accessed by those identified in this policy. Any violation of this policy by an individual using social media or other forms of communication will be dealt with as a breach of this provision and any such person shall be subject to discipline, including suspension and/or dismissal from the school (if a student) or suspension or termination (if a staff member). Confidentiality must be adhered to even by the student. Any person, including the student being screened, who is found to be using social media or other forms of communication regarding screening results or rumors regarding test results will be deemed to be in violation of this policy and subject to discipline.

**Policy May be Superseded by Prior Knowledge or Criminal Charges:** This policy is intended to bring awareness to parent(s)/guardian(s) and the policy recognizes that a student's parent(s)/guardian(s) may not be aware that a student is engaging in the use of drugs and/or alcohol. As such, this policy is intended to give parent(s)/guardian(s) the opportunity to work with the student and to take corrective action before the student's academic or attendance record is impacted by drug or alcohol use. If it is learned that parent(s)/guardian(s) knew of prior incidents of drug or alcohol use, then such knowledge will be considered in determining the progressive steps of this policy.

If criminal charges are brought against a student relating to the possession or use of drugs, prescription medications or alcohol, then this policy will supersede **Governance 12** entitled **GOVERNANCES, CRIMINAL CHARGES – STUDENT**. However, if criminal charges are brought against a student relating to the sale of drugs or prescription medications, then this policy will be superseded by **Governance 12** entitled **GOVERNANCES, CRIMINAL CHARGES - STUDENT**.

## **Items Prohibited From School**

Items including but not limited to valuable jewelry, large sums of money, toys, laser pointers, cameras, and electronic games should not be brought to school. Students may not bring pets or other animals to school without permission from the Principal. Balloons and flowers sent to students will be held in the office until after recess. Gifts should not be distributed between children at school unless the entire class receives gifts.

## **Lost and Found Items**

Students should make every attempt to keep up with their personal belongings. All items brought to school should be clearly marked as to the owner. The school assumes no responsibility for lost or stolen items. There will be a lost and found area in the office. This box will be cleaned out monthly, so please check here if your child is missing an item. Items not claimed by the end of the school year will be donated to the St. Vincent De Paul Society.

## **Non-School Related Conduct/Governance Policy**

The school has the authority to discipline, suspend or expel students for misconduct while not on school property or at activities other than school sponsored events. Sacred Heart Catholic School students represent a long tradition of high values and morals. Any behavior that is detrimental to the reputation of the school is cause for discipline at school.

## **Photography & Videos**

All forms of photography and video by students during the school day must be approved by the Principal. In addition, the student must obtain the consent of all persons involved. Photographing, recording, transmitting, displaying, sharing or printing images of other individuals without consent is a violation of school policy. Violations of this policy will result in disciplinary and/or legal action.

## **Safety of Students and Faculty**

The Principal may suspend or expel a student for conduct which threatens the safety of the student or others, or which is seriously disruptive of normal activities of the school. In the event of suspension, quarter grades in Citizenship and subjects missed will be affected. In the event that a student threatens or is alleged to have threatened to harm or kill him/herself or another student or person, the Principal will:

1. Immediately remove the student from class and isolate the student, as soon as the incident is discovered.
2. Contact the local police department.
3. Contact the parents.
4. Begin to aggressively investigate the incident.
5. Suspend the student for an indefinite period until the matter is resolved.
6. Notify the Pastor, School Advisory Council President, and the Superintendent of Education
7. If a thorough investigation confirms that a threat was made, the Principal will take action to expel the student permanently from the school. If it is not clear whether or not a threat was made, before allowing the student back in school, the Principal shall first obtain, at the expense of the student's parents, the written opinion of at least two psychologists or comparable mental health care professionals to the effect the student does not pose a danger to him/herself or others. If it is found that no such threat was made, the student shall return to school without undue delay.

## **Search**

When the Principal or a teacher has probable cause, the school official has a legal right and responsibility to search the student, desks, book bags, lockers, purses, pockets, shoes, etc. for any item specifically prohibited by the school. The school also has the right to use a metal detector for illegal items brought into the school.

## **Textbooks**

Students are held responsible for all textbooks issued to them. Textbooks must be covered at all times. Uncovered textbooks will result in the students being assessed a textbook fine of \$1 per incidence (provided that no damage is noted to the textbook cover), and the student will receive an infraction. All fines must be paid before a final report card is given.

It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

## **Tobacco Policy**

The use, possession, or transfer of any tobacco products on school grounds or at school sponsored activities is expressly forbidden. Students under eighteen years of age should remember these activities could also incur legal penalties. Parent contact and automatic suspension will result.

## **Weapons**

A student who brings a "weapon" on a school campus shall be expelled. The definition of a "weapon" is made at the discretion of the Principal. For example, pocket knives are seen as "weapons" and are not allowed on campus. Possession of drugs and/or weapons will automatically result in expulsion for one calendar year from any state accredited school. The police will be involved in cases involving drugs (Diocesan Policy, Safety, #3).

# Discipline

The Principal has the primary responsibility for the regulation of student behavior. The violation of the rules of conduct established at the school will subject the student to corrective measures or procedures. Sacred Heart School does not use corporal punishment as a means of discipline.

## Levels of Discipline

When any student infringes upon the rights of others to learn and teach, then they will be subject to discipline consequences that may involve:

- Reprimand
- Office referral with notice or phone call to parents
- Detention assigned by teachers (morning/afternoon)
- In-school suspension
- Out-of-school suspension – student is not allowed to attend any school functions while suspended
- Expulsion from Sacred Heart School

## Office Referrals

Students will be sent to the Principal for more severe or excessive behaviors. The types of behavior for office referrals include but not limited to:

- Violence – fighting or threats
- Hazing
- Harassment or bullying
- Possession of drugs, alcohol, tobacco, or paraphernalia
- Stealing, lying, or cheating
- Leaving campus
- Defacing property – including textbooks
- Severe disrespect to another

Depending on the seriousness of the offense and the previous disciplinary record, a student may be referred to appropriate youth services. If a student is suspended from school, he/she may be required to receive an assessment or services by a professional counselor or agency before being re-admitted to school.

Students with three or more office referrals may not be allowed to participate in field trips or other special activities.

A parent/legal guardian of a SHS student shall be responsible financially for his/her child's destructive acts against school property or persons. This includes broken windows during recess and/or extended care.

By the enrollment of your child in Sacred Heart School you agree to abide by its rules and policies.

## Fifth and Sixth Grade Discipline

Fifth and sixth grade teachers use an "Infraction" sheet to keep parents aware of any schoolwork or behavior problems that may arise. Reasons for infractions include, but are not limited to: no homework, incomplete homework, behavior violation or dress code violation. A parent/Teacher/Principal conference will be scheduled for any student receiving 5 or more infractions during any quarter. A conference also may be scheduled for any student repeatedly failing to have infraction signed within 1 school day.

## Suspension

Suspension is the result of behavior that has necessitated temporary removal from school, school activities and school grounds. A student suspended from school is not allowed to participate or attend any school-sponsored function during the time suspended.

The number of suspension days given is at the discretion of the Principal. In some incidences, a student is suspended out-of-school indefinitely until an investigation is completed. Parents may need to enroll their child in another educational program, so as not to lose contact hours required with the state school attendance laws. A time for concern would be a suspension beyond one week. If a student is suspected of a crime off campus, the student will be indefinitely suspended until the police investigation is completed.

A suspended student will receive grades for all assignments and tests completed while out or upon returning. The number of days given to make up assignments will equal the number of days of the suspension.

### **Returning after Suspension**

A conference with the Principal will be held at 7:30 a.m. on the day of the student's return to Sacred Heart. It will be necessary that one or more parents/guardians attend this conference.

If a student is allowed to return to school after an indefinite suspension, the grades earned and the attendance marks recorded from another school will be added into the student's pre-suspension grades. However, an indefinite suspension does not guarantee re-admittance to Sacred Heart Catholic School. Sometimes expulsion follows. Parents need to take the responsibility for continuing the child's education after suspension.

Suspended students are not guaranteed re-admission to Sacred Heart Catholic School the following school year. Students attend Sacred Heart Catholic School at the will and pleasure of the Principal. The Principal will determine if a student's circumstance warrants an Application for Admission to re-enroll in Sacred Heart Catholic School. The application will be reviewed by the Admissions Committee, as stated in the school's Admissions Policy, and a student interview with the committee will be required.

### **Expulsion**

Expulsion requires that a student be dismissed from Sacred Heart Catholic School, and the expulsion reflected on the student's permanent record. For appeal of an expulsion, see "Appeals Process" section below. Reasons for expulsion include but are not limited to the following: habitual violation of the code of conduct by the student, serious threat by the student to the safety of others, threat to the religious convictions of the school, or conviction of an off-campus crime.

A student expelled from Sacred Heart Catholic School is not allowed to attend any school-sponsored function. Expelled students do not qualify for re-admission to Sacred Heart Catholic School.

### **Appeals Process**

Decisions of the Principal are final. No appeals of Principal's decisions can be made to the Sacred Heart Catholic School Advisory Council. Appeals to the Diocesan School Advisory Council are for cases of expulsion only.

# Sacred Heart Athletics

Elementary students are encouraged to play recreational sports in local leagues to prepare them for competition at the junior high and high school level. Football and cheerleading is offered to Sacred Heart students by the **Sacred Heart Youth Football League**. Their website is accessible from a link on the school website. Sacred Heart students may also participate in youth basketball in the spring. Registration is announced on the school website and through flyers sent home.

**Students are eligible to participate in official school sports at the 7<sup>th</sup> grade level, with the exception of Archery and Lacrosse, which are available for 4<sup>th</sup>-12<sup>th</sup> grade students.** Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

The Director of Athletic Programs will administer the rules and regulations of athletic programs which are outlined in detail in the **Sacred Heart Athletic Handbook** (shshattiesburg.com). In addition, coaches, student-athletes and parents must adhere to the policies and guidelines of the Mississippi High School Activities Association, Mississippi Board of Education and the Diocese of Biloxi.

Sacred Heart Catholic School's academic eligibility requirements for athletes exceed those of the Mississippi High School Activities Association and are outlined below.

## Academic Eligibility Requirements

To fully participate in athletics, a student must have a passing grade (70 or higher) in each class. Student eligibility will be determined at the end of each quarterly grading period. A student who has a **grade lower than 70 or a student with more than one "D" (70-74) will be put on full athletic probation** until the next quarterly grading report. At that time, if **all** grades are 75 or above that student will be eligible to participate in athletic contests. A student who is on full probation (grade lower than 70) will be allowed to try-out for a team, but cannot compete in contests. The student will not be allowed to travel with the team on away contests. Parents of the involved student are encouraged to communicate with the teacher(s) and coach in order to develop a plan for that student's academic improvement. **\*\*Students who are on full academic probation will not be allowed to receive honors or participate in Senior Night activities.**

Students with a **"D" (70-74) at the end of the quarter grading period are on limited probation.** The student will be allowed to fully participate until the next quarter report. At that time, if **all** grades are 75 or above that student will be eligible to participate in athletic contests, otherwise, **he/she will be on full probation until the end of the next quarter grading period.**

Eligibility in the fall will be determined by the final grades from the previous school year.

### Academic Policy for Jr High and Varsity Cheer

A student must be in academic good standing with a 75 or higher average for the 1st semester in each class and a 75 or higher average for the 3rd quarter in each class of the current year to participate in cheer tryouts in the spring.

Cheerleaders with any grade lower than 70 on a report card are on Academic Probation until the report card the following quarter. Cheerleaders on Academic Probation are required to attend all designated games, in complete and appropriate uniform. Cheerleaders will remain next to the squad for the duration of the event, but will not cheer. The consequence of Academic Probation removes the privilege of cheering, but maintains an obligation of supporting the team. Cheerleaders are not required to attend any practices during Academic Probation. Practice time should be replaced with attention to homework and preparation for class.

The goal of our policy is to keep all student grades high, not to punish. Academics are the number one priority at Sacred Heart Catholic School. Sports and other school-related, after-school activities are a privilege and a reward for academic success.

## **Other Requirements**

Each student athlete must submit the following items before participation in any sport is granted:

- Annual physical examination
- Pre-participation and consent form from parent/guardian
- Completion of MHSAA's Star Sportsmanship online course

**Students will not be allowed to try-out or practice in sports until registration fees have been paid for the applicable year and all other fees and tuition are considered current.**

## **Extra-Scholastic Sports Participation**

Membership on or participating in extra-scholastic sports (teams outside the school athletic program) is discouraged for members of the school teams in season. The scholastic and school athletic demands on a Sacred Heart athlete's time are great. Additional outside activities serve only to detract from a student's physical and academic development. Students should be careful not to over-extend themselves in their daily activities.

If a student wishes to compete in outside play, he/she must first get written permission of the junior/high school coach and Director of Administration/athletic director. The MHSAA recommends that outside play, such as church league and recreational play in other sports should have the cooperation of the coach and school, as long as it does not conflict with practice or games being played during the high school season.

## **In-Season Independent/Club Team Sport Participation**

School personnel cannot coach an independent team during the school year. The definition of school personnel includes para-professional coaches, managers or any volunteer who works with students of Sacred Heart athletics.

## **60% Rule**

Sacred Heart follows the 60% rule as stated in the MHSAA rule book. This rule states that no outside team can be made up of more than 60% of the number of positions in that sport from one school. The rule will be interpreted as three players for basketball, five for baseball or softball, and seven for soccer. If a student attends Sacred Heart Catholic School, and is found to be on a team with more than 60% of its members from Sacred Heart, all team members will be declared ineligible for participation for all sports for the remainder of the school year. This rule does not apply to summer league play. Independent teams may participate in summer league post-season play through August.

## **Tobacco and Alcohol Policy**

Sacred Heart Catholic School is a tobacco-free and alcohol-free zone. All facilities, including all Sacred Heart athletic venues, are tobacco-free (this includes the use of vapes and e-cigarettes) and alcohol-free zones. According to MHSAA rule 5.1.7, no alcoholic beverages shall be sold or consumed at any MHSAA event. Sacred Heart Catholic School will have a zero-tolerance policy in regard to this rule.

In addition, this policy will remain in force at all events (unless prior approval is obtained from the pastor of Sacred Heart Catholic Church) held at the Sacred Heart Athletic Complex. Violators of this policy may be instructed to leave the property or banned from attendance at Sacred Heart Catholic School events for an extended period of time. Consequences for violations will be at the discretion of the Athletic Director, Assistant Athletic Director, Administrator-on-Duty, Principal and/or the Director of Administration.

# PreK – 6<sup>th</sup> Grade Uniform Code 2019-2020

Sacred Heart Catholic School students wear uniforms to provide a sense of pride and respect. Uniforms downplay materialism and eliminate problems associated with inappropriate attire in the academic setting. Much effort has been put into the decision-making process regarding the dress code, and parents are urged to review the entire dress code prior to purchasing any items.

Whenever students are dressed in the school uniform it is expected that they represent the school in a positive way. Students are asked to adhere to the entire dress code when dressed in any portion of the uniform, regardless of whether or not on campus. This includes jewelry and other accessories.

By agreeing to be a Sacred Heart student, it is inherently agreed that families will follow the school's dress code policy. **All uniform clothing items must be purchased from school-authorized retailers listed in the dress code. Shoes and accessories may be purchased from any retailer. Non-compliance with the dress code will result in disciplinary action, including a phone call to parents to deliver appropriate apparel. THE PRINCIPAL HAS THE RIGHT TO AMEND ANY PART OF THIS DRESS CODE.**

## Questions? Comments?

Contact Jill Wiest, Uniform Coordinator  
Email: [jwiest@shshattiesburg.com](mailto:jwiest@shshattiesburg.com)

## The following vendors have been selected for Sacred Heart uniforms:

**Scrubs & More, Too.** (1 block South of Hardy)  
*Uniforms, socks, tights and accessories*  
201 S. 28<sup>th</sup> Avenue  
Hattiesburg, MS 39401  
601-336-9388

**Lands' End**  
*All non-plaid uniform clothing and accessories*  
1-800-963-4816  
Online store: [www.landsend.com/school](http://www.landsend.com/school)  
Sacred Heart Preferred School Number: 900069931

**Crusader Closet Used Uniform Store** (SH High School)  
Contact person: Nikki Painter (601-408-6950)

**New monogrammed items must be purchased and monogrammed by Lands' End or Scrubs and More. Unlawful use of the school logo is prohibited. Items monogrammed by other vendors may not be worn.**

## Outerwear

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Students are only allowed to wear the school sweatshirt or cardigan in the classroom, so it is recommended that each student have at least one of these two items.

### Sweatshirts

Students may wear a monogrammed/screen-printed, navy SHS crew-neck sweatshirt only, in the style specified by the school. No hooded or zipper-front sweatshirts. No other sweatshirt may be worn. Monogrammed sweatshirts are available from Uniforms, Etc. or Lands' End; Screen-printed sweatshirts are available from the Crusader Closet.

### Sweaters

Girls may wear a monogrammed, long-sleeve navy cardigan sweater in the style specified by the school.

### Jackets

Students may wear a monogrammed navy fleece jacket or navy windbreaker, in the style specified by the school.

## Elementary Girls

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### **Jumper**

Plaid jumpers are worn by girls in Pre-Kindergarten through 3<sup>rd</sup> grade ONLY.

Plaid jumpers (plaid #49 with dropped waist line) are to be worn with the white round collar shirt only. Students must wear navy or black shorts under the jumper at a length that will not show. The plaid jumper is a part of the Mass day uniform.

### **Skort/Skirts**

Plaid skirts and skorts (plaid #49) are worn by girls in 4<sup>th</sup> through 6<sup>th</sup> grade ONLY. They may be worn any day and are a part of the Mass day uniform. The skirt style must be the 2-kick pleat skirt, and the plaid skorts must be a style with front and back skirt flaps. Skorts/skirts cannot be more than 4 inches above the knee when kneeling.

### **Shorts/Pants**

Plaid walking shorts are worn by girls in Pre-Kindergarten through 6<sup>th</sup> grade.

Plaid walking shorts (plaid #49) may be worn with the white round collar shirt or knit shirt (red), on any day other than Mass day. Shorts cannot be more than 4 inches above the knee when kneeling. Girls may wear navy blue uniform pants in the style specified by the school, on any day other than Mass day during cold weather.

### **Blouse**

Blouses are worn by girls in Pre-Kindergarten through 3<sup>rd</sup> grade.

A white round collar cotton shirt must be worn with the plaid jumper (PreK-3<sup>rd</sup> only), and may be worn with the plaid shorts. It must be in the style specified by the school, and may be long or short sleeved. The white round collar shirt is part of the Mass day uniform for PreK-3<sup>rd</sup> grade girls. The shirt must be tucked into shorts.

### **Shirts**

Girls may wear short or long sleeved red knit uniform polo shirts with plaid shorts (all grades) or skirt/skort (4<sup>th</sup>-6<sup>th</sup> only). The SHS emblem, in the style specified by the school, is required. The shirt must be tucked into shorts, pants or skorts.

### **Socks/Tights**

Socks are limited to white socks with no trim or designs or navy knee socks (girls only). Socks must cover the ankle, and may be any length above the ankle (i.e. ankle socks, crew socks or knee socks for girls). Girls may wear navy tights or navy knee socks with the jumper or shorts during cold weather. No leggings or knit pants. Tights should be hip-to-toe tights.

### **Belts**

A solid black or brown belt, or the navy belt from the uniform store, must be worn with uniform pants or shorts if there are belt loops. If belt loops have been removed, no portion of the original belt loop should be visible.

### **Hair**

Hair must be combed and clean each day for school. There are to be no extreme hair colors or styles, colored hair extensions, or feather extensions of any color worn at school. Girls may wear a ribbon or bow as a hair ornament, in colors matching the school uniform (white, navy, red or plaid). Barrettes, clips, headbands and ponytail bands should not contain any sequins, glitter or beading. No other hair ornaments will be permitted.

### **Other Concerns**

- One ring only. No bracelets.
- Post earrings may be worn, and should be limited to one earring in each earlobe. No dangling earrings.
- Necklaces are limited to religious medals and crosses on a chain. No chokers.
- Sweatpants or leggings are not to be worn under the uniform.
- Fingernail polish should be limited to clear. No artificial nails.
- No makeup or tattoos.
- No long-sleeved shirts or turtle necks under short sleeved shirt.

### **Mass Uniforms**

Mass uniforms are to be worn throughout the day on Mass days and as requested on any other special days.

Pre-Kindergarten through 3<sup>rd</sup> Grade: Long or short-sleeve white round collar cotton shirt with plaid jumper, white socks and shoes, as specified in the uniform code.

4<sup>th</sup> through 6<sup>th</sup> Grade: Long or short sleeve red knit shirt with plaid skirt/skort, white socks and shoes, as specified in the uniform code.

## Elementary Boys

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### Shirts

Boys may wear short or long sleeved red knit uniform polo shirts only. The SHS emblem, in the style specified by the school, is required. Solid white undershirts with no writing may be worn with the polo, but must not show past the uniform sleeve. The shirt must be tucked into pants.

### Pants

Boys may wear navy blue flat front uniform pants in the style specified by the school. Pants are part of the Mass day uniform for boys. NOTE: PreK students are required to wear pull-on pants without belt loops/belts.

### Shorts

Boys may wear navy blue flat front uniform walking shorts in the style specified by the school. They must be just above the knee in length. Shorts are not part of the Mass day uniform for boys. NOTE: PreK students are required to wear pull-on shorts without belt loops/belts.

### Socks

Socks are limited to white socks with no trim or designs. Socks must cover the ankle, and may be any length above the ankle (i.e. ankle socks, crew socks).

### Belts

A solid black or brown belt, or a navy belt from the uniform store, must be worn with uniform pants or shorts.

### Hair

Hair must be combed and clean each day for school. Hair cannot touch the back of the collar or hang in the eyes. Hair must be cut around the ears, and eyebrows must be showing. Hair should not be longer than one finger width above the eyebrows (adult finger width). No shaggy hairstyles. The Principal will be the judge of hair infractions.

### Other Concerns

- No bracelets or earrings.
- Necklaces are limited to religious medals and crosses on a chain. No chokers.
- No hair extremes (i.e. extreme hair styles/coloring, hair beads)
- No long-sleeved shirts may be worn a under short sleeved shirt.
- No turtle neck shirts may be worn as part of the uniform.
- Scarves may not be worn during the school day.
- No caps, hats, or hoods worn in any school buildings.

### Mass Uniform

Boys are required to wear a long or short-sleeve red knit shirt with navy uniform pants, white socks and shoes, as specified in the uniform code. Shorts may not be worn to Mass. This is to be worn throughout the day on Mass days and as requested on any other special days.

## Out of Uniform Days

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Students may come out of uniform with a pass only, unless there is a school-wide special occasion announced by the Principal. If the student does not have a pass, the student must come to school in his/her regular uniform. Breaking rules will result in loss of privileges for future out-of-uniform opportunities. Listed below are restrictions for out-of-uniform days:

- No spaghetti straps or tank top shirts
- Skirts and dresses cannot be more than four inches above the knee.
- No hats worn in the buildings
- No tight fitting shirts, no low-cut shirts, no gaping shirts
- No holes in pants or torn clothes
- No t-shirts with vulgarities, drug, alcohol, or tobacco references.
- No flip flops or shoes without backs.
- If a student has physical education on an out-of-uniform day, that student must have athletic shoes in which to change for P.E.
- No out of uniform privileges on Mass days

Parents, please consider the variety of activities in which your child is involved during the school day before your child chooses an "out-of-uniform" outfit.

## Elementary Shoes

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Students are required to wear shoes from the following list of styles:

Grades	Style	Color	
*PK-6 Boys & Girls	<p align="center"><b>ANY GREY TENNIS SHOE</b></p> <p align="center"><b>The shoe may have accent (logo) colors of white or black only.</b></p> <p align="center"><b>Solid grey Converse, Vans, Keds-style shoes are allowed.</b></p> <p align="center"><b>No high-tops.</b></p>	Grey	<p>Shoes may be purchased from any retailer. The following local stores have agreed to stock specific styles for Sacred Heart and offer periodic sales and promotions for students:</p> <p><b>Shoe Carnival</b> (next to Hobby Lobby) 5044 Hardy Street Hattiesburg, MS 601-579-7452</p>
*PK-6 Boys & Girls	<p align="center"><b>ANY NAVY BLUE TENNIS SHOE</b></p> <p align="center"><b>The shoe may have accent (logo) colors of white or black only.</b></p> <p align="center"><b>Solid navy Converse, Vans, Keds-style shoes are allowed.</b></p> <p align="center"><b>No high-tops.</b></p>	Navy Blue	<p><b>Shoe Station</b> (next to Target) 6143 US Highway 98 Hattiesburg, MS</p>
*PK-6 Girls	Keds School Day Saddle Oxford (Youth sizes only)	Navy/White	

**\*Pre-K Students are required to wear a Velcro-closure shoe.**

Shoes should be kept clean and free of any writing or drawings during the school year. Parents will be required to replace shoes within 5 days of notification of poor condition or improper style.

# Policy Regarding Complaints of Abuse of Minors

## **POLICY OF THE DIOCESE OF BILOXI REGARDING COMPLAINTS OF ABUSE OF MINORS**

### **INTRODUCTION**

1. Every person is created by God. God has given to each of us a dignity that must be respected. Therefore, the Catholic Church condemns all forms of abuse of people of all ages.
2. In regard specifically to minors, it is the policy of the Diocese of Biloxi that abuse of minors is totally reprehensible and intolerable behavior. Any such conduct is, by its very nature, completely contrary to Christian morality. Therefore, it is contrary to the duties and employment of all personnel serving within the Diocese. It cannot and will not be tolerated.
3. All who serve the mission of the Catholic Church within the Diocese of Biloxi must comply with all applicable local, state and federal laws regarding incidents of actual or suspected abuse of minors and with the provisions of this policy.
4. Through this policy, the Diocese of Biloxi takes steps to safeguard minors in the circumstances described in the following provisions. This policy establishes requirements and procedures in an effort to prevent sexual and other physical abuse of minors by personnel within the Diocese and to provide instructions to all personnel within the Diocese as to how to respond to complaints of abuse of minors, if any such complaints are received.

### **DEFINITIONS**

5. For the purpose of this policy only:

**"sexual abuse"** is the involvement, use, aiding, tolerating, employment, or coercion of any minor to engage in, or having a minor assist any other person to engage in, any sexual conduct, or producing, distributing or facilitating the distribution of any visual depiction of such conduct, as a result of relationships developed through a position while performing the work of the Diocese, and which conduct is:

- a. contrary to the moral instruction, doctrines, and canon law of the Catholic Church and causes injury to another, or
- b. unlawful.

**"other physical abuse"** is the intentional infliction of physical injury or the causing of the deterioration of a minor to such an extent that the minor's health, moral, or emotional well-being is endangered, as a result of relationships developed through a position while performing the work of the Diocese of Biloxi.

**"supervisor"** is the pastor of a parish, the principal of a school, or the director of a diocesan office or agency.

**"minor"** is any individual under the age of eighteen years, and, for the purpose of this policy, any individual under the age of twenty years who is currently enrolled as a student in a school of the Diocese of Biloxi.

**"personnel"** includes all persons, eighteen years of age and older, clergy, religious and lay, who participate in the work of the Diocese of Biloxi, whether full-time or part-time, paid or non-paid.

**"Diocese of Biloxi"** includes the diocesan departments and administrative offices, together with all parishes and missions within the Diocese of Biloxi, and all schools, institutions, agencies, and other offices controlled or directed by any of the diocesan departments and administrative offices or parishes or missions within the Diocese of Biloxi.

**"Bishop"** is the Bishop of the Diocese of Biloxi as appointed in accord with Church law.

### **DUTY TO DISTRIBUTE**

6. A copy of this policy will be sent by the Diocese of Biloxi to all clergy, school principals, religious, seminarians, diocesan office directors, parish directors of religious education, parish youth ministers, social service centers, and administrators of housing locations. They are obligated by this policy to distribute this policy to all employees whom they supervise or with whom they serve, as well as all volunteers whom they supervise or with whom they serve.

7. Each pastor, principal and office director shall annually submit to the Chancellor of the Diocese of Biloxi the designated form attesting to the fact that he/she has distributed the form in accord with paragraph six. It is not necessary to reissue the policy to personnel who have already received it. It is necessary to make certain that all new personnel have received a copy of the policy.

### **EDUCATIONAL PROGRAMS**

8. The Diocese may, from time to time, arrange educational programs on recognizing and preventing abuse of minors. When such programs are conducted, the following may be required to attend: all clergy serving in the Diocese of Biloxi, all parish staff personnel, all youth ministers, all school principals, staff and teachers, directors of parish religious education, personnel of Catholic social centers, and other diocesan personnel as deemed necessary by the bishop.

## **OBLIGATION TO REPORT**

9. Any person who has actual knowledge of or who has reasonable cause to suspect an incident of sexual or other physical abuse of a minor by any personnel of the Diocese of Biloxi shall comply with all applicable reporting requirements of local, state and federal laws (unless to do so would violate the priest-penitent privilege of the sacrament of confession), and shall also report to the Diocese as follows:

10. A verbal report shall be immediately communicated to the supervisor unless the supervisor is the subject of the complaint, in which case the report shall be made as provided in paragraph eleven. The supervisor shall comply with the reporting requirements of local, state and federal laws and will also report immediately as directed in paragraph eleven. Within a reasonable time, a written report will be submitted. The reference to the report in paragraph eleven includes both the verbal and written report.

11. If the complaint is made against a priest, deacon or religious, the report is to be made to the Vicar General of the Diocese of Biloxi.

If the complaint is made against personnel of a school, the report is to be made to the Superintendent of Catholic schools of the Diocese of Biloxi.

If the complaint is made against personnel involved in youth ministry, the report is to be made to Director of Youth Ministry of the Diocese of Biloxi.

If the complaint is made against personnel of Catholic Social and Community Services or any housing corporations sponsored by Catholic Social and Community Services, the report is to be made to the Director of Catholic Social and Community Services of the Diocese of Biloxi. If the complaint is made against personnel involved in parish religious education, the report is to be made to the Director of Religious Education of the Diocese of Biloxi.

In the event of any other complaint, the report is to be made to the Vicar General of the Diocese of Biloxi.

In the event that any of the above named individuals are not available, the Bishop may appoint a person to act in the person's absence.

12. A person may also lodge a complaint of sexual abuse or other physical abuse of a minor by contacting one of the following: his/her parish priest, the local dean, the Director of the Office of the Permanent Diaconate of the Diocese of Biloxi, or the Vicar General directly. All priests and deacons are to communicate promptly any complaint received of sexual or other physical abuse of a minor to the Vicar General.

13. The person designated in paragraph eleven shall immediately consult with, and seek direction from, the diocesan attorney on reporting and complying with applicable law.

## **THE CONSULTATIVE COMMITTEE**

14. The Bishop will appoint approximately seven individuals to serve as members of a consultative committee. The consultative committee will advise the person designated in paragraph eleven in the conduct of the investigation. The consultative committee may include mental health or social services professionals, parents, religious, and clergy. The committee has no role in the actual investigation of the complaint, but shall serve to advise the person in paragraph eleven who is principally responsible for directing the investigation.

15. Upon receipt of a complaint of sexual abuse or other physical abuse of a minor, as provided for in paragraph eleven, that person shall promptly convene the consultative committee. The person designated in paragraph eleven will direct the investigation of the complaint and must seek the advice of the consultative committee in accord with the following procedure:

a. The consultative committee will meet for an initial conference as soon as reasonably practical to discuss what investigation, if any, is needed, who should conduct the investigation, and when the investigation is to be completed.

b. The initial conference of the consultative committee with the person designated in paragraph eleven may take place in person or by telephone.

c. Within a reasonable time, the consultative committee will make written recommendations to the person designated in paragraph eleven regarding the aspects of the matter, including, but not limited to:

i. If there is no legal obligation to report the complaint to civil authorities, the committee will advise whether or not to report the matter to civil authorities. The committee should weigh and respect, among other factors depending on the situation, the desires of the victim(s) as to the reporting of the incident(s), taking into consideration the right of the victim(s) to privacy and the present status and circumstances of the subject of the complaint.

ii. Whether to suspend, terminate, or take other appropriate personnel action regarding the subject of the complaint.

iii. Whether to hire an investigator to conduct an independent investigation.

- iv. Whether to hire a psychiatrist, psychologist, or other mental health professional to meet with the alleged victim(s) and/or subject of the complaint and/or witnesses.
  - v. Whether to recommend treatment for the alleged victim(s) and the subject of the complaint.
- d. The person designated in paragraph eleven will follow all other pertinent provisions of this policy in matters dealing with allegations of sexual or other physical abuse of minors.

## **INVESTIGATION**

### **ALLEGATIONS AGAINST DIOCESAN PRIESTS AND DEACONS**

16. Due to the canonical relationship which diocesan priests and deacons have with the Diocese, if a complaint of sexual or other physical abuse is made against a diocesan priest or deacon, an investigation shall be made in accord with the policy pertaining specifically to diocesan priests and deacons which follows:

- a. When the Vicar General receives a complaint against a diocesan priest or deacon, he will seek the guidance of the consultative committee and will investigate promptly. He may do this personally, or he may request other priests, deacons, religious or laity, including persons not in the employ of the Diocese, to conduct this investigation under his direction and coordination. This investigation may include speaking with the subject of the complaint, the alleged victim, the family of the alleged victim (if appropriate), and other appropriate persons, whenever possible.
- b. If the complaint implicates a significant moral or legal doctrine, and if the priest or deacon admits the allegations, or if the allegations are established, he is to be removed immediately from active ministry.
- c. If the priest or deacon denies the complaint, but the complaint implicates a significant moral or legal doctrine, and the evidence warrants it, the priest or deacon is to participate in a professional, independent psychological evaluation with a professional selected by the bishop as soon as possible. Further decisions regarding his ministry are to be made after receiving the results of this evaluation.
- d. If the circumstances warrant, the priest or deacon may request an administrative leave of absence which the Bishop of the Diocese of Biloxi may accept. If the circumstances warrant, the Bishop of the Diocese of Biloxi may impose, with or without the concurrence of the priest or deacon, an administrative leave and/or limitation or revocation of ministerial faculties, pending the outcome of the internal investigation and any independent investigation. An administrative leave may be imposed only after the Bishop speaks with the accused priest or deacon. Such action does not imply guilt on the part of the accused priest or deacon.
- e. After completion of the internal investigation as established herein, the Vicar General shall make a determination about the validity of the allegation and shall make a written report with recommendations to the Bishop.
- f. The Vicar General is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the Bishop.
- g. Treatment is to be provided for the subject of the complaint as deemed appropriate by the Bishop.

### **ALLEGATIONS AGAINST PRIESTS, DEACONS, MEN AND WOMEN WHO BELONG TO RELIGIOUS INSTITUTES SERVING IN THE DIOCESE OF BILOXI**

17. Due to the canonical relationship which members of religious institutes have with the Diocese of Biloxi, if a report alleges sexual abuse or other physical abuse of a minor by a man or woman, clerical or lay, who belongs to a religious institute, an investigation shall be made in accordance with the policy pertaining specifically to them which follows:

- a. When the Vicar General receives a complaint against a member of a religious institute, he will notify the superior of the religious institute that a complaint against one of its members has been received and request cooperation of the religious institute in the investigation. He will also seek the guidance of the consultative committee and will investigate promptly. He may do this personally, or he may request other priests, deacons, religious or laity, including persons not in the employ of the Diocese, to conduct this investigation under his direction and coordination. This investigation may include speaking with the subject of the complaint, the alleged victim, the family of the alleged victim (if appropriate), and other appropriate persons, whenever possible.
- b. If the complaint implicates a significant moral or legal doctrine, and if the religious admits the allegations, or if the allegations are established, he/she is to be removed immediately from active ministry.
- c. If the religious denies the complaint, but the complaint implicates a significant moral or legal doctrine, and the evidence warrants it, the religious is to participate in a professional, independent psychological evaluation as soon as possible. Further decisions regarding his/her active ministry within the Diocese of Biloxi are to be made after receiving the results of this evaluation.
- d. If the circumstances warrant, the religious may request an administrative leave of absence which the Bishop of the Diocese of Biloxi may accept. If the circumstances warrant, the Bishop of the Diocese of Biloxi may impose,

with or without the concurrence of the religious, an administrative leave and/or limitation or revocation of ministerial faculties, pending the outcome of the internal investigation and any independent investigation. An administrative leave may be imposed only after the Bishop speaks with the accused religious and the superior of the religious institute. Such action does not imply guilt on the part of the accused religious.

e. After completion of the internal investigation as established herein, the Vicar General shall make a determination about the validity of the allegation and shall make a written report with recommendations to the bishop.

f. The Vicar General is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the Bishop.

g. Treatment is to be provided for the subject of the complaint as deemed appropriate by the Bishop.

#### **ALLEGATIONS AGAINST OTHER PERSONNEL**

18. If a complaint of sexual or other physical abuse of a minor by any personnel of the Diocese of Biloxi is presented (other than against a priest, deacon or religious as provided above), the person designated in paragraph eleven shall conduct an investigation as follows:

a. When the person designated in paragraph eleven receives such a complaint he/she will seek the guidance of the consultative committee and will investigate promptly. He/she may do this personally, or he/she may request priests, deacons, religious or laity, including persons not in the employ of the Diocese, to conduct this investigation under his/her direction and coordination. This investigation may include speaking with the subject of the complaint, the alleged victim, the family of the alleged victim (if appropriate), and other appropriate persons, whenever possible.

b. Other appropriate action may be taken to protect the alleged victim(s), subject of the complaint, or other affected persons during the investigation.

c. If the person designated in paragraph eleven deems it appropriate, the subject of the complaint will be immediately relieved of any position in the Diocese of Biloxi and placed on administrative leave, pending the outcome of the internal investigation and any outside investigation. Administrative leave does not imply guilt on the part of the accused person.

d. The person designated in paragraph eleven is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the Bishop.

e. After adequate and appropriate investigation, the person designated in paragraph eleven shall make a determination about the validity of the complaint and take appropriate action.

f. Any personnel who admits to, does not contest, or is found guilty of sexual abuse or other physical abuse of a minor shall be immediately terminated from employment, or service, or any position of responsibility within the Diocese.

#### **MEDIA CONTACT AND INQUIRIES**

19. Any media contact or inquiries regarding an incident of sexual abuse or other physical abuse of a minor by personnel of the Diocese of Biloxi must be directed to the Diocesan Director of Communications.

20. Within the confines of respect for the privacy of the individuals involved, the Diocese of Biloxi pledges itself to deal as openly as possible with the members of the Church and the broader community about any incident of sexual abuse or other physical abuse of a minor.

#### **RECORDS**

21. Records maintained by the person designated in paragraph eleven concerning each occurrence reported, the investigation, and the results of the investigation, shall be placed in a sealed envelope marked "confidential" and sent to the Chancellor at the conclusion of the matter. The Chancellor shall maintain the files, under seal, with access limited to the Bishop of the Diocese of Biloxi, the Vicar General, the Chancellor and the diocesan attorney.

Student Name	
Grade	Homeroom Teacher

### Use of Technology for Educational Purposes

Sacred Heart Catholic School has received permission from the Diocese of Biloxi for the use of certain technology devices for educational purposes in grades 5 through 12. Students may bring a laptop, tablet, iPad, E-reader or similar device to school for use in the classroom under teacher supervision. The following rules govern the use of these devices:

1. A student’s parent or guardian must sign an annual agreement form authorizing the use of such devices, agreeing to the rules of the policy, and releasing the school and the school’s employees from any responsibility for the use, misuse, damage or loss of the device or any of its components.
2. The Principal has the right to refuse or revoke the use of technology by any student due to discipline history or disciplinary actions.
3. The school will issue a user permit decal to each student submitting a signed agreement form. The agreement will be in effect until revoked by the school. The decal must be placed on the device.
4. The device must be placed in the student’s locker and remain “off” until time for the class for which it will be used.
5. It is the student’s responsibility to lock the locker.
6. The student will be allowed to retrieve the device for the intended class with the teacher’s permission.
7. The student will turn the device on and use it only under supervision of the teacher and only for educational purposes.
8. The student will turn the device off and return it to his or her locker.
9. The device may not be used at any other time during the day, other than during a class requiring its use and under teacher supervision.

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### Agreement for the Use of Personal Technology by a Student

*Student Section:*

I have read Sacred Heart’s “Use of Technology for Educational Purposes” policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules, the privilege of using my laptop, tablet, iPad, E-reader or similar device may be terminated, and I may face other disciplinary measures. I understand that the Principal has the right to refuse or revoke the use of technology by any student due to discipline history or disciplinary actions. I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use, misuse, damage or loss of my personal laptop, tablet, iPad, E-reader or similar device and any of its components.

*Parent or Guardian Section:*

I have read the “Use of Technology for Educational Purposes” policy for Sacred Heart Catholic School. I understand that the Principal has the right to refuse or revoke the use of technology by any student due to discipline history or disciplinary actions. I will instruct my child regarding the policy and the importance of following the rules set forth in the above-mentioned policy. I give permission for my child, with teacher supervision, to access the internet during school hours. I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use, misuse, damage or loss of his or her personal laptop, tablet, iPad, E-reader or similar device and any of its components.

**THIS AGREEMENT APPLIES TO BOTH PARENTS AND/OR ALL LEGAL GUARDIANS; ADDITIONAL COPIES ARE REQUIRED FOR PARENTS WHO RESIDE IN SEPARATE HOUSEHOLDS.**

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Date Received	Approved by	Barcode Permit #

