

# SACRED HEART CATHOLIC HIGH SCHOOL

## 2018-2019 STUDENT-PARENT HANDBOOK 7<sup>th</sup> through 12<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 for Pastors, Principals, and School Advisory Councils, dated June 2004, 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 for Pastors, Principals, & School Advisory Councils, June 2004*).

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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 114 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 each day 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 contemporary society.

At Sacred Heart Catholic School, we believe in promoting high intellectual standards with broad dimensions by promotion of 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.

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	Brandy Weyenberg, 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.
Guidance Counselor	Kimberly Pittman
Maintenance Supervisor	Denise Richardson
Physical Plant Manager	Wesley Lee
Testing Coordinator	Karyn Charles

## 7<sup>th</sup>-12<sup>th</sup> Grade Faculty & Staff

Art	Helon Baker
Cafeteria Staff	Katie Smith, Vickie Morgan, Jessie Person
Dean of Students	Joe Falla, Jr.
English	Anne-Marie Haigler, Laura Vaughan, Betsy McIntire, Leslyn Tamberg, Maggie Farrell
Foreign Languages	Linda Matthews, Pam Graves
Journalism/Yearbook	
Maintenance Staff	Kendrick Jackson, Jessie Person, Raymond McGilvery, Charlotte Roberts
Mathematics	Sharon Coats, Rick Muli, Alex Miller, Donna Wilson
Music & Theater	Olivia Drinkwater
Percussion	Drew Wooton
Physical Education	Caleb Vaughan, Lonny Schraeder, Matt O'Keefe
Receptionist	Barbie Hasselbring
Religion	Pam Graves, Phyllis Lee, Issy Reusch, Leslyn Tamberg
Science	Lindsey Bussolati, Lonny Schraeder
Social Studies	Andrea Blissett, Garlinda Walls, Stacy Hughes,
Speech & Debate	Maggie Farrell
Technology Foundations	Laura Vaughan

## Athletics

Director of Athletic Programs	Joe Falla, Jr.
Director of Athletic Compliance	Laura Coulter
Baseball	Tim Coats
Boys' Basketball	Caleb Vaughan, Varsity and Jr. High
Girls' Basketball	Caleb Vaughan, Varsity and Jr. High
Cheerleading	Betsy McIntire, Varsity; Tamekia Keys, Jr. High
Cross Country	Caleb Vaughn
Football	Lonny Schraeder
Golf	Kerry Geroux

Boys' Soccer  
Girls' Soccer  
Softball  
Swimming  
Tennis  
Track  
Volleyball

Joe Falla  
Joe Falla, Sr.  
Laura Coulter  
Lauren Gaudet  
Teddy Viator  
Caleb Vaughan  
Kerry Geroux

## Activities & Clubs

Campus Ministry  
Fellowship of Christian Athletes  
Jr. Beta Club  
Junior Class Sponsor  
Mock Trial  
Mu Alpha Theta  
National Honor Society  
Senior Beta Club  
Speech and Debate  
Student Council  
Yearbook Staff

Leslyn Tamberg  
Lonny Schraeder  
Jill Wiest  
Garlinda Walls  
Maggie Farrell  
Donna Wilson  
Andrea Blissett,  
Rick Muli  
Maggie Farrell

## School Advisory Council

Dr. Frank Baugh, Laura Berry, David Casey, Todd Coffin, Rhonda Hayden, 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. 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			

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, for creating safe environments for them to be in. 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, Bell Schedules & Important Dates

## Calendar for 2018-2019

The complete school calendar is listed on the school website.

July 30-August 1	Textbook Pickup 8 <sup>th</sup> -12 <sup>th</sup> Grades 9 a.m.-2 p.m.	December 21	End of Second Quarter Early dismissal (11:30 a.m.)
August 1	Regular Office Hours Resume (7:30 a.m.-3:30 p.m.) Teacher/Staff Opening Session	December 24-Jan 4	Christmas Holidays
August 2	Diocesan Mass for Teachers/Staff	January 7	Return to School
August 3-7	Teacher/Staff In-Service Days	January 16	PLC Early Dismissal Day
August 6	Elementary Check-In Day 9 a.m.-2 p.m. (Gym)	January 21	Martin Luther King, Jr. Holiday
August 6	7 <sup>th</sup> Grade Orientation 9-10 a.m. (High School Chapel)	February 20	PLC Early Dismissal Day
August 8	First day of classes	March 4-5	Mardi Gras Holidays *
August 15	PLC Early Dismissal Day	March 6, 7, 8	Third Quarter Exams (7 <sup>th</sup> -12 <sup>th</sup> )
September 3	Labor Day Holiday – No School	March 8	End of Third Quarter
September 19	PLC Early Dismissal Day	March 11-15	Spring Break
October 8	Columbus Day Holiday No School	March 27	PLC Early Dismissal Day
October 10, 11, 12	First Quarter Exams (7 <sup>th</sup> -12 <sup>th</sup> )	April 8-12	IOWA Testing
October 12	End of First Quarter	April 17	PLC Early Dismissal Day
October 17	PLC Early Dismissal Day	April 18, 19, 22	Easter Holidays * (Return on Tuesday, April 23 <sup>rd</sup> )
October 24	PSAT (10 <sup>th</sup> & 11 <sup>th</sup> )	May 18	Graduation Bennett Auditorium, 2 p.m.
November 14	PLC Early Dismissal Day	May 21, 22, 23	Fourth Quarter Exams (7 <sup>th</sup> -12 <sup>th</sup> )
November 19-23	Thanksgiving Holidays No School	May 24	End of Fourth Quarter Last day of classes 11:30 a.m. Dismissal
December 12	PLC Early Dismissal Day	<u>PLC Early Dismissal Schedule:</u> 1 p.m. Elementary 1:10 p.m. High School	
December 18, 19, 20	Second Quarter Exams (7 <sup>th</sup> -12 <sup>th</sup> )	* March 4, 5 and April 18 holidays will be used as makeup days for emergency days taken during the school year, if needed.	

## PowerSchool

All parents are given access to live attendance, grades, cafeteria accounts, fees and assignment data through PowerSchool. A link to PowerSchool is provided on the school website at [shshattiesburg.com](http://shshattiesburg.com). Passwords and log-in information are provided at the beginning of the school year.

## 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. Report cards will be issued to students at the end of the first semester and 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.

## High School Bell Schedules

**Regular Bell Schedule**

Period	Jr. High	High School
1st	8:00 – 8:50	8:00 – 8:50
2nd	8:55 – 9:45	8:55 – 9:45
Break	9:45 – 9:55	9:45 – 9:55
3rd	9:55 – 10:45	9:55 – 10:45
4th	10:50 – 11:40	10:50 – 11:40
1 <sup>st</sup> Lunch/5th	1 <sup>st</sup> Lunch 11:40 – 12:10	5 <sup>th</sup> 11:45 – 12:35
5 <sup>th</sup> /2 <sup>nd</sup> Lunch	5 <sup>th</sup> 12:15 – 1:10	2 <sup>nd</sup> Lunch 12:35 – 1:10
6th	1:15 – 2:05	1:15 – 2:05
7th	2:10 – 3:00	2:10 – 3:00

**Early Release Day (PLC) Schedule**

Period	Jr. High	High School
1st	8:00 – 8:35	8:00 – 8:35
2nd	8:40 – 9:15	8:40 – 9:15
Break	Skip	Skip
3rd	9:20 – 9:55	9:20 – 9:55
4th	10:00 – 10:35	10:00 – 10:35
5th	10:40 – 11:15	10:40 – 11:15
1 <sup>st</sup> Lunch/6th	1 <sup>st</sup> Lunch 11:15 – 11:50	6 <sup>th</sup> 11:20 – 11:55
6 <sup>th</sup> /2 <sup>nd</sup> Lunch	6 <sup>th</sup> 11:55 – 12:30	2 <sup>nd</sup> Lunch 11:55 – 12:30
7th	12:35 – 1:10	12:35 – 1:10

### Mass Day Schedule

Period	Jr. High	High School
1st	8:00 – 8:40	8:00 – 8:40
2nd	8:45 – 9:25	8:45 – 9:25
Mass (and Break)	9:30 – 10:30	9:30 – 10:30
3rd	10:35 – 11:20	10:35 – 11:20
1 <sup>st</sup> Lunch/4th	1 <sup>st</sup> Lunch 11:20 – 11:50	4 <sup>th</sup> 11:25 – 12:15
4 <sup>th</sup> / 2 <sup>nd</sup> Lunch	4 <sup>th</sup> 11:55 – 12:45	2 <sup>nd</sup> Lunch 12:15 – 12:45
5th	12:50 – 1:30	12:50 – 1:30
6 <sup>th</sup>	1:35 – 2:15	1:35 – 2:15
7th	2:20 – 3:00	2:20 – 3:00

### Activity Schedule

Period	Jr. High	High School
1st	8:00 – 8:45	8:00 – 8:45
2nd	8:50 – 9:35	8:50 – 9:35
Break	9:35 – 9:45	9:35 – 9:45
3rd	9:50 – 10:35	9:50 – 10:35
4th	10:40 – 11:25	10:40 – 11:25
1 <sup>st</sup> Lunch/5th	1 <sup>st</sup> Lunch 11:25 – 11:55	5 <sup>th</sup> 11:30 – 12:15
5 <sup>th</sup> /2 <sup>nd</sup> Lunch	5 <sup>th</sup> 12:00 – 12:45	2 <sup>nd</sup> Lunch 12:15 – 12:45
Activity Time	12:45 – 1:25	12:45 – 1:25
6th	1:30 – 2:15	1:30 – 2:15
7th	2:20 – 3:00	2:20 – 3:00

### Locker Access Schedule for 7<sup>th</sup>-12<sup>th</sup> Grade

Students have specific times during the day they are allowed to go to their lockers. They must obtain the books they need for upcoming classes at these times. Students should not enter the locker rooms at any other time during the day. The schedule is as follows:

- Before school      Books for 1<sup>st</sup>-2<sup>nd</sup> Periods
- During break      Books for 3<sup>rd</sup>-4<sup>th</sup> Periods
- Before lunch      Books for 5<sup>th</sup>-7<sup>th</sup> Periods
- After school

### High School Mass

Mass is held in the High School Chapel, on Thursdays at 9:30 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, Policies & Services

## Accident Insurance

Sacred Heart Catholic School provides insurance for students with accidents occurring at school or during sports events. It is provided through Christian Brothers Services. 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.

## Asbestos Plan

A copy of the Sacred Heart Catholic School Asbestos Management Plan can be found in the school office and the Sacred Heart Church office.

## Athletic Facility Use

Use of athletic facilities by students, individuals or teams is limited to team activities or by appointment. Students may not use the athletic complex facilities, gym or the high school weight room without a coach or designated school employee present. **All use must be scheduled and pre-approved by the Athletic Director or Assistant Athletic Director.**

## Cafeteria

The school cafeteria prepares breakfast and lunch on a daily basis and offers snacks during break. Weekly menus are available online at [shshattiesburg.com](http://shshattiesburg.com). Parents should give written notice to the high school 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.

## Care of Property

Students are taught responsibility for both private and public property. The care of furniture, books, lockers, 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 High School student destroying, defacing, or marring school property will be financially responsible for his/her child's destructive acts against school property.

## 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. Forms are available in any school office. Sacred Heart School communicates with parents in a variety of ways depending on urgency and the need for privacy. Three important means of communication are as follows:

- 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 check the website often.
- Emails are used by the office on a regular basis. Please reply to the office if you do not wish to receive emails.
- 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 the social media policy contained in this handbook for more details.
- Families who do not have access to the internet or email should notify the high school office.

## 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.

### **Procedure for the Early Release of Students Due to Weather or Other Emergencies**

- The receptionist will not accept text messages with requests or notifications concerning the transportation of students.
- If the office is to be notified that your child is to ride with someone, email the school at [office@shshattiesburg.com](mailto:office@shshattiesburg.com) with the information. We will print out your email and have a record of your request.
- Seniors and other students who drive themselves to school will be dismissed first. If a sibling or another student rides with a student driver, they will sign out with the name of the person they are riding with (the sign out sheet will be located in the main hallway by the choral room).
- The remaining 9-12<sup>th</sup> grade students will report to the cafeteria until pickup. Teachers will be posted at the cafeteria doors with sign out sheets.
- The remaining 7-8<sup>th</sup> grade students will report to the chapel until pickup. Teachers will be posted at the doors with sign-out sheets to sign out students.
- A teacher will be posted at the office entrance and at the entrance used by students each morning to direct parents to the proper pick-up location.
- Weather-permitting, teachers will be directing traffic in the parking lot.

## 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. Students must ride the bus if bus transportation is being used for the field trip. Students may leave the field trip with their parents if they 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. This form is contained in the “Forms” section of this handbook, or it may be downloaded from the documents section of the school website. The Downtown Field Trip Permission Form grants permission for walking field trips only.

**NO FIELD TRIPS WILL BE SCHEDULED DURING THE MONTH OF MAY.**

## **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.

## **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.

## **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 several designated areas in the surrounding community. Those teachers and students remaining in the building will follow the external threat lockdown policy described above.

## **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. High school students are issued locks for their lockers at the beginning of the school year. Sacred Heart Catholic High School strongly encourages students to make good use of these locks throughout the school day.

## **Office Hours**

The high school office is 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 and staff should be limited to emergencies.** Parent-teacher conferences should be arranged with the guidance counselor. Parents and other visitors are not allowed to enter the school building at any time without permission from the office.

## 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. Please refer to the form in the back of the handbook entitled, "Permission to Publish." Complete this form and return it to the school office as soon as possible.

## 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 Director of Administration, and students and staff members are encouraged to use the bulletin boards located throughout the building. Items should not be placed on painted doors, and students should use blue painter's tape to attach items to walls. Those who place the posters are responsible for their timely removal.

## Special Issues for the Senior Class

- Parents of seniors will be informed of fees associated with graduation prior to the beginning of the second semester. The fee includes items such as the cost of a yearbook, cap, gown, tassel, diploma/cover, flowers for graduation, programs for graduation and a class gift to the school. Each year, the standard fee is offset by monies remaining in the class account from the junior year.
- Seniors will be awarded free dress on Fridays unless their Mass uniforms are required for a special event. Seniors who have not received an infraction or other disciplinary action that week may come to school out-of-uniform following the rules set forth in the Sacred Heart Uniform Code. If an infraction or other disciplinary action is issued on Friday, it will carry over to the next week.
- Seniors will be provided with a calendar of school-sponsored college trips, deadlines for ACT/SAT testing, and scholarship information.
- Sacred Heart is committed to providing seniors with the guidance needed in the college application process. A Transcript Release Form is available in the Administration Office to be completed by the senior prior to having Sacred Heart send a high school transcript to a college or university. The form should be submitted at least one week prior to the date the transcript is needed.
- Transcripts for dual-credit classes must be obtained from the university conducting the class.
- Seniors will be allowed to wear school-issued academic cords and regalia only for the graduation ceremony and official school events, including Baccalaureate. Hats may not be decorated. Other requirements for graduation attire will be issued to students prior to graduation and must be followed.
- 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.
- A senior must meet the requirements for graduation to participate in the graduation ceremony. **No exceptions.**

## **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 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 high school office 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 school office entrance by pressing the doorbell, 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.

# Tuition and Fees for 2018-2019

Registration Fees, Student Fees and Building Fees are due annually and are non-refundable. A Tuition Contract must be completed each school year and submitted with the Registration Fee.

<b>General Fees</b>			
<b>Fee</b>	<b>Amount</b>	<b>Date Due</b>	
Registration Fee	\$300 per family	March 1, 2018	Current families who pay Registration Fees after March 1, 2018 will be subject to a monthly \$25 late fee. May not be added to FACTS.
Student Fee	\$300 per student, PreK-6 \$350 per student, 7-12	May 1, 2018	The Student Fee covers student insurance, textbooks and technology. May not be added to FACTS.
Building Fee	\$500 per family	July 1, 2018	The Building Fee may be paid when due or monthly with FACTS tuition payment.

<b>Tuition</b>					
	<b>Active Catholic Rate</b>			<b>Non-Catholic Rate</b>	
	<b>Yearly</b>	<b>Monthly</b>		<b>Yearly</b>	<b>Monthly</b>
<b>Pre-Kindergarten</b>	\$5,050	\$420.83		\$5,900	\$491.67
<b>One child, K-6</b>	\$4,850	\$404.17		\$5,750	\$479.17
<b>Two children, K-6</b>	\$8,100	\$675.00		\$9,650	\$804.17
<b>Three children, K-6</b>	\$10,900	\$908.33		\$12,900	\$1,075.00
<b>One child, 7-12th</b>	\$5,700	\$475.00		\$6,400	\$533.33
<b>Two children, 7-12th</b>	\$10,100	\$841.67		\$11,600	\$966.67
<b>Three children, 7-12th</b>	\$14,200	\$1,183.33		\$16,500	\$1,375.00
<b>1 H.S. &amp; 1 Elem.</b>	\$9,050	\$754.17		\$10,400	\$866.67
<b>1 H.S. &amp; 2 Elem.</b>	\$12,000	\$1,000.00		\$13,800	\$1,150.00
<b>1 H.S. &amp; 3 Elem.</b>	\$15,200	\$1,266.67		\$16,900	\$1,408.33
<b>2 H.S. &amp; 1 Elem.</b>	\$12,900	\$1,075.00		\$14,800	\$1,233.33

**Active Catholic Rate tuition** applies to those families who meet eligibility criteria and regularly attend a Catholic church. To receive the rate, a Parish Verification Form must be submitted to your parish priest and returned to the school no later than April 15 prior to each year. All families will be registered at the standard rate until their application has been evaluated by the pastors and returned to the school.

**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.

## Tuition Payment Options

Families must choose one of the following tuition payment options each year:

1. Pay tuition and the building fee in full by July 16, 2018.
2. Pay ½ tuition and ½ building fee by July 16, 2018 and the balance of ½ tuition and ½ building fee by January 15, 2019.
3. Pay tuition in 12 monthly installments through automatic bank account debits to FACTS (tuition management company). A \$45 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 accountant by June 1<sup>st</sup>. The first tuition payment for 2018-2019 will be debited on July 20, 2018, with each additional payment debited on the 20<sup>th</sup> of each month, ending with the June 20, 2019 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 transfers from Sacred Heart at any time during the school year, tuition will be collected for the month in which the student withdraws and two months thereafter. Tuition for partial months will be pro-rated. All fees are non-refundable.

<b>Additional Fees</b>			
<b>Fee</b>	<b>Amount</b>	<b>Date Due</b>	
Elementary Supply Fee (PreK-6)	\$125	Check-In Day	Covers the cost of classroom and art supplies, class t-shirt, field trips and AR parties. <b>Students will not be allowed to attend school if this fee is 60 days past due.</b>
High School Supply Fee (7-12)	\$50	Check-In Day	Covers the cost of classroom supplies. <b>Students will not be allowed to attend school if this fee is 60 days past due.</b>
Athletic Activity Fee (7-12 Athletes)	\$200	Prior to the first day of practice of the first sport played each year.	Covers a student's participation in all sports for the entire school year. Student receives an All-Sports Pass for all regular-season home athletic events.
Yearbook (PreK-11)	\$75	Optional	
Senior Class Graduation Fee (12th)	\$300 Maximum	April 1, 2019	Covers costs associated with graduation, yearbook and class gift to the school. The fee may be reduced by the class's Junior Class Fundraising Account balance.

## Cafeteria Charges

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-2 <sup>nd</sup> Grade	3.50	17.50	70.00	
3 <sup>rd</sup> -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	

## School-Wide Payment Policies

- A 5% fee will be added to all credit card transactions.
- 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.

# 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 Application for Admission and the following items:
  - Certified state birth certificate
  - Applicable teacher recommendation forms
  - 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.
  - Most recent standardized test scores
  - \$25 non-refundable application fee
2. Application is reviewed by Admissions Council.
3. Notice is given to parents of the council's decision.
4. 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 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 at [www.factstuitionaid.com](http://www.factstuitionaid.com) during the month of February for the following school year. The annual deadline for applications is February 28. 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.

### **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. High School Placement Test for students applying to Sacred Heart Catholic High School (7<sup>th</sup>-12<sup>th</sup>).
7. Transcript Release form to be sent to previous school

# Academics

## Academic Grading Scale

A	93-100
B	85-92
C	75-84
D	70-74
F	69 or below

## Accelerated Courses

Being enrolled in accelerated courses allows students to study on a more advanced level and to explore topics and concepts in more depth than regular courses. The workload is heavier and the learning pace is accelerated. Students are placed in these classes based upon their previous work, their aptitude, and their having a minimum average of 90 in the prerequisite course and annual standardized tests. Accelerated courses prepare students for future Advanced Placement (AP) classes and do not provide students with any additional quality points on their GPA. The students not enrolled in Accelerated courses are still provided with a high-quality, college-preparatory course of study and these students are still eligible for enrollment in future AP classes.

## Advanced Placement (AP) Courses

Advanced Placement courses offer students the opportunity to do college-level work while still in high school. They are available to qualified, academically oriented students who meet the prerequisites for the selected course. Upon completion of the AP course, students may take the nationally administered College Board AP Exam near the end of the school year. According to their performance in the examination, they may receive college credit for results on each examination which meet score requirements. This makes it possible for a student who is successful in the exam(s) and in the course(s) to enter college with one or more college courses completed.

Quality points are applied to a students' grade for AP classes when determining class ranking for graduation and senior academic honors only. The grade recorded on the student's record is the grade he or she earned while enrolled in that class (not the grade including quality points). To determine the grade including quality points for ranking purposes, the final grade will be multiplied by 1.05. High school AP courses that receive additional quality points are as follows:

- AP Calculus
- AP English III
- AP English IV
- AP American History
- AP World History
- AP American Government

## Advanced Placement Awards

To reward student achievement on the College Board AP Exams, recognition will be given at graduation and the senior awards ceremony for the following achievements:

- Students who scored a 3.00 or higher on at least three AP Exams will graduate as an AP Scholar.
- Students who scored a 4.00 or higher on at least three AP Exams will graduate as a Distinguished AP Scholar.
- Students who scored a 5.00 on at least three AP Exams will graduate as a Master AP Scholar.

## Graduation Requirements

Each student graduating from Sacred Heart Catholic High School will have earned the required Carnegie units as specified in the following table:

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
English	4	
Mathematics	5	Algebra I (1 unit) Geometry (1 unit) Algebra II (1 unit)
Science	4	Biology (1 unit) Chemistry (1 unit)
Social Studies	4	Mississippi Studies (1/2 unit) World Geography (1/2 unit) World History (1 unit) U. S. History (1 unit) U. S. Government (1/2 unit) Economics (1/2 unit)
Health and Physical Education	1	Contemporary Health (1/2 unit) Physical Education (1/2 unit)
Business & Technology	1	Technology Foundations (1 unit)
The Arts	1	
Religion	4	
Foreign Language	2	Must be two units of same language.
Electives	2	
<b>TOTAL UNITS</b>	<b>28</b>	

- Contents of each required elective course must include the core objectives identified in the Mississippi Curriculum Frameworks.
- No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.
- Students must be enrolled in an English, Math, Science, Social Studies and Religion every year.

**A senior must meet the requirements for graduation to participate in the graduation ceremony. No exceptions.**

**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.**

## High School Curriculum

English:	7 <sup>th</sup> -8 <sup>th</sup>	English
	9 <sup>th</sup>	English I/Accelerated English I
	10 <sup>th</sup>	English II/Accelerated English II
	11 <sup>th</sup>	English III/AP Language and Composition
	12 <sup>th</sup>	English IV/AP Literature and Composition
Mathematics:	7 <sup>th</sup>	Math 7
	7 <sup>th</sup>	Pre-Algebra 7
	8 <sup>th</sup>	Pre-Algebra 8
	8 <sup>th</sup>	Algebra I
	9 <sup>th</sup>	Algebra I
	9 <sup>th</sup>	Geometry
	10 <sup>th</sup>	Algebra II

	11 <sup>th</sup>	Algebra III
	12 <sup>th</sup>	Algebra III
	12 <sup>th</sup>	AP Calculus
Social Studies:	12 <sup>th</sup>	Advanced Mathematics Plus
	7 <sup>th</sup>	World History
	8 <sup>th</sup>	American History
	9 <sup>th</sup>	Mississippi Studies
	9 <sup>th</sup>	World Geography
	10 <sup>th</sup>	World History/AP World History
	11 <sup>th</sup>	U.S. History/AP U. S. History
Science:	12 <sup>th</sup>	Economics and American Government /AP American Government
	7 <sup>th</sup> -8 <sup>th</sup>	General Science
	9 <sup>th</sup>	Biology
	10 <sup>th</sup>	Chemistry
	11 <sup>th</sup>	Human Anatomy & Physiology
Religion:	12 <sup>th</sup>	Physics
	7 <sup>th</sup>	<i>Alive in Christ</i>
	8 <sup>th</sup>	<i>Our Life in the Church</i>
	9 <sup>th</sup>	<i>Understanding the Scriptures</i>
	10 <sup>th</sup>	<i>The Mystery of Redemption and The Church</i>
	11 <sup>th</sup>	<i>Chosen</i>
	12 <sup>th</sup>	<i>Exploring Religions of the World</i>

Computer/Business: Technology Foundations (8<sup>th</sup>)

Health: Contemporary Health (9<sup>th</sup>)

Physical Education: PE (9<sup>th</sup>)

Foreign Languages: Latin II, and Spanish I and II.

Electives: ACT/SAT Prep, Advanced Algebra/Dual Credit College Algebra (dual enrollment with William Carey University), Choral Music, Earth and Space Science, Environmental Science, Journalism, Mississippi Writers, Oral Communications, Percussion, Physical Education, PE/Weightlifting, Speech & Debate, Visual Arts, Dual Credit World Civilization (dual enrollment with USM) and Dual Credit Zoology (dual enrollment with William Carey University).

## Promotion

Sacred Heart High School students follow the graduation requirements of the State of Mississippi and Sacred Heart Catholic High School. They are advanced according to the following requirements:

7<sup>th</sup> Grade Placement: Each student shall have successfully completed the sixth grade in an accredited school.

8<sup>th</sup> Grade Placement: Each student shall have successfully completed the seventh grade in an accredited school.

9<sup>th</sup> Grade Placement: Each student shall have successfully completed the eighth grade in an accredited school.

10<sup>th</sup> Grade Placement: Each student shall have earned 7 units, including one unit each of English, Mathematics, Science, Social Studies and Religion from an accredited high school.

11<sup>th</sup> Grade Placement: Each student shall have earned 14 units, including one unit each of English, Mathematics, Science, Social Studies and Religion from an accredited high school.

12<sup>th</sup> Grade Placement: Each student shall have earned 21 units, including one unit each of English, Mathematics, Science, Social Studies and Religion from an accredited high school.

If these requirements are not met, the student's placement will be determined by the Principal and the Guidance Counselor.

## Honor Roll

Honor Roll is based on quarter grades. The “Principal’s Scholar” Honor Roll designates students with A’s in every subject. The “Faculty Honors” Honor Roll designates students with A’s and B’s in all subjects.

## 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

Grades 7-10: Iowa Tests of Basic Skills  
Grades 8 & 11: ACRE Religion Test  
Grades 9-10: Pre-ACT

Grades 10-11: PSAT  
Grade 11: ACT

## 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. The University of Southern Mississippi and William Carey University also assigns student teachers to Sacred Heart for professional development.

## 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 Director of Administration. 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.

## Academic Honors

Graduation with Honors and Special Honors is determined by calculating the final averages of all Carnegie unit courses for the high school curriculum, including Carnegie units earned the 7<sup>th</sup> and/or 8<sup>th</sup> grade. Senior class honors will be computed at the end of the third quarter. The honor GPA is not rounded.

### Special Honors and Honor Graduates

Requirements for recognition as a Special Honors or Honors graduate are as follows:

#### Special Honors

- Students must have a high school cumulative GPA of 95 and above, at the end of the third quarter of the senior year.
- Students must have no grade(s) lower than a “B” for a final grade in any course earning Carnegie units. This refers to the final average for the course as posted on the official transcript and does not include quality points added for AP courses for ranking purposes. For identifying academic honors only, the average of the first 3 quarters will be used as a final grade in senior classes that are for one credit. The 3<sup>rd</sup> quarter grade will be used for 2<sup>nd</sup> semester ½ credit courses.
- Students must have taken four of the six AP courses offered at Sacred Heart.

#### Honors

- Students must have a high school cumulative GPA of 93 and above, at the end of the third quarter of the senior year.
- Students must have no grade(s) lower than a “B” for a final grade in any course earning Carnegie units. This refers to the final average for the course as posted on the official transcript and does not include quality points added for AP courses for ranking purposes. For identifying academic honors only, the average of the first 3 quarters will be used as a final grade in senior classes that are for one credit. The 3<sup>rd</sup> quarter grade will be used for 2<sup>nd</sup> semester ½ credit courses.

### Valedictorian and Salutatorian Honors

The Valedictorian for the senior class each year must meet the following criteria:

- Earned the highest honor GPA of the class by the end of the third quarter of the senior year. The average will be based on the score to the hundredth place. AP class quality points are allowed in calculating this GPA.
- Students must have no grade(s) lower than a “B” for a final grade in any course earning Carnegie units. This refers to the final average for the course as posted on the official transcript and does not include quality points added for AP courses for ranking purposes. For identifying academic honors only, the average of the first 3 quarters will be used as a final grade in senior classes that are for one credit. The 3<sup>rd</sup> quarter grade will be used for 2<sup>nd</sup> semester ½ credit courses.
- Must have taken all of the AP courses offered at Sacred Heart.
- Have no more than 3 unexcused absences in the senior year.
- Have no suspensions during senior year.
- Enrolled in Sacred Heart Catholic High School since the beginning of 9<sup>th</sup> grade.
- All service hours completed yearly as required.

The Salutatorian for the senior class each year must meet the following criteria:

- Earned the second highest honor GPA of the class by the end of the third quarter of the senior year. The average will be based on the score to the hundredth place. AP class quality points are allowed in calculating this GPA.
- Students must have no grade(s) lower than a “B” for a final grade in any course earning Carnegie units. This refers to the final average for the course as posted on the official transcript and does not include quality points added for AP courses for ranking purposes. For identifying academic honors only, the average of the first 3 quarters will be used as a final grade in senior classes that are for one credit. The 3<sup>rd</sup> quarter grade will be used for 2<sup>nd</sup> semester ½ credit courses.
- Must have taken all of the AP courses offered at Sacred Heart.
- Have no more than 3 unexcused absences in the senior year.
- Have no suspensions during senior year.
- Enrolled in Sacred Heart Catholic High School since the beginning of 9<sup>th</sup> grade.
- All service hours completed yearly as required.

## Exam Exemptions – Seniors Only

To earn an exemption from a final exam in an Advanced Placement course, a student must take the College Board AP Exam for that course. Students who do not take the College Board AP Exam for a class will take a final comprehensive exam for the class covering coursework for the entire year (including seniors).

Only seniors may be exempt from final exams. To earn an exemption from a final exam in a class other than AP, a student must meet all of the following requirements:

- Maintain a 93 or above course average
- have no more than 3 unexcused absences in a course
- have no more than 5 unexcused tardies in a course
- have no suspensions from school during the course

Eligibility for exemption will be determined by the Guidance Counselor and teacher for each specific class.

## Mississippi Scholars Recognition

The Mississippi Scholars Program is an initiative of the Mississippi Economic Council to encourage and motivate all high school students to complete a defined, rigorous academic course of study that prepares them for successful transition to college, university coursework or vocational and technical training necessary to enter today's competitive job market. Students who complete the requirements of the program are recognized with a medallion to be worn at graduation and Mississippi Scholar recognition is noted on his/her transcript and diploma.

### Curriculum Requirements:

#### **ENGLISH LANGUAGE ARTS**

4 credits must consist of:

English I (1)

English II (1)

Two additional English credits above English II and approved for admission to IHL

#### **MATHEMATICS**

4 credits must consist of:

Algebra I (1)

Geometry (1)

Algebra II (1)

And one Carnegie Unit of comparable rigor and content may come from Mathematics courses approved for Mississippi Scholars Credit ([www.mississippischolars.ms](http://www.mississippischolars.ms))

#### **SCIENCE**

4 credits must consist of:

Biology I (1)

Chemistry (1)

Any 2 Carnegie Units of comparable rigor and content above Biology I and Chemistry (Physics [1] preferred). Additionally, 1 Carnegie unit may come from a Career Technical Education course.

#### **SOCIAL STUDIES**

4 credits must consist of:

World Geography (1/2)

Mississippi Studies (1/2)

World History Studies (1)

U.S. History (1)

U.S. Government (1/2)

Economics (1/2)

#### **ARTS**

1 credit of:

One Carnegie Unit of visual and performing arts meeting the requirements for high school graduation or

Two units for completion of the 2-course sequence Computer Graphics Technology I & II

#### **ADVANCED ELECTIVES**

2 credits must consist of:

Two Foreign Languages or a 5th Math or 5th Science of higher rigor

Any 2 dual credit courses

#### Additional Requirements:

- 40 hours of community or volunteer service during 4 years of high school
- Minimum of 18 ACT Composite Score (Overall Score) for seniors graduating in 2016 and later
- 2.5 cumulative high school GPA on a 4.0 scale
- Three letters of recommendation (one from each of the following — principal, guidance counselor and business/community leader for students with more than 4 in-school suspensions)
- 95% school attendance during 4 years of high school
- No out-of-school suspension

# Attendance

## Attendance Policy for 7<sup>th</sup> – 12<sup>th</sup> Grade

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.

### 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.

## Absences

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 9 a.m. to notify the school of a student's absence.

NOTE: All absences are marked **UNEXCUSED** in PowerSchool until excuses can be reviewed.

Valid **EXCUSES** for absences include, but are not limited to the following:

- Illness or injury that prevents the student from attending school. A doctor's excuse or letter must be presented to the office within 2 days of the absence for review by the principal.
- Medical or dental appointment or procedure. An excuse from that facility must be presented to the office within 2 days of appointment. All excuses may be verified by the Director of Administration.
- 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.
- Visit to DMV to get a permit, license, or license renewal. A receipt from the DMV will serve as the excuse.
- Observance of a religious event.
- A Sacred Heart School field trip or sporting event. Outside field trips and sporting events are subject to Director of Administration approval prior to the event. See below.
- Educational opportunities outside of class approved by the Director of Administration **prior to the absence.**  
**(Parents Please Note: The days missed due to these absences could cause a student to lose exam exemption status.)**

An Absence is "**UNEXCUSED**" when any of the above reasons are not applicable.

Students presenting a parent-written note for being absent due to an illness or tardiness for an illness will only be considered 3 times per semester by administration for review. Once 3 parent written notes are presented for review, all other absences/tardiness for illness without a physician note will be considered "unexcused".

## Excessive Absences

If a student has excessive absences in one quarter, that student may be asked to make up seat time with an extra assignment after school. If a student has 5 unexcused absences or tardies in one class, that student will make up 1 hour after school of "seat time". An assignment will be given to that student to be completed during after school study hall. Fees for that day of study hall will be billed to that student's PowerSchool account.

**\*\*Students with excessive absences must get the Director of Administration's approval before being allowed to participate in field trips or activities that will remove the student from class. Students with excessive absences may also be prevented from participating in extracurricular activities until seat time is made up. This includes excessive tardies.**

## Checkout 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 High School Office.

- To avoid interruption of class activities (except in emergency situations), parents/guardians should request dismissal times at the end of a class period. (See bell schedules in handbook). Special situations should be handled through the administrator's office.
- No checkouts will be permitted during lunch except for documented medical appointments. A doctor's excuse must be presented upon returning to school.
- If a student checks out sick or for any other reason, a doctor's excuse (stating he/she is cleared to come back to school) will be required to return to school on the same day.
- Checkouts during the last 30 minutes of school will be for emergencies or doctor's appointments only. These must be administrator approved.
- Students are allowed three (3) non-medical checkouts/absences (see new absence policy) per quarter. Students who exceed three (3) non-medical checkouts or absences per quarter may be referred to Forrest County truancy officers.

In addition, the following checkout procedures should be followed for students who need to leave school during the day without a parent/guardian/designee present at checkout. (i.e. students who drive themselves to school or ride with others):

- Dismissal requests from the parent/guardian must be presented to the high school office by 9 a.m. on the intended dismissal date to enable verification of the request
- If a note has not been presented to the front office prior to 9 a.m., parents/guardians/or designee must physically be present to sign a child out of school. ***Absolutely NO phone calls or text messages will be accepted during the day for checkouts for any reason.***
- Students are not allowed to leave class or the building during the school day to go to their car for any reason. This includes leaving to get books, homework, lunches, etc. This policy is for the safety of our students, faculty, and staff. Students should remember to bring all essential school items into the building before the day starts.

The decision as to whether dismissal from classes will be excused or unexcused shall rest with the administrator and will be assigned in PowerSchool when the administrator can review the file. NOTE: All absences are marked **UNEXCUSED** in PowerSchool until excuses can be reviewed.

Students presenting a parent-written note for being absent due to an illness or tardiness for an illness will only be considered 3 times per semester by administration for review. Once 3 parent-written notes are presented for review, all other absences/tardiness for illness without a physician note will be considered "unexcused".

The Mississippi Department of Education states that a child must attend school for 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. Students who are excessively late for classes or checkout early may risk not receiving credit for Carnegie units required for graduation, no matter what grade they have earned. Current state law requires that a student must attend a class for at least 63% of the class period. For example, a regular school day class period meets for 50 minutes. A student must attend that class period at least 32 minutes to be considered "present."

**Students must be "present" at school for at least 63% of the school day to participate in after school academic and sports activities. The only exceptions are excused absences other than illness (i.e. school-approved field trips, educational opportunities, observance of religious event, DMV visit, or death or serious illness of family member).**

## Late Arrivals/Tardies

*Timeliness and responsibility are both concepts we value at Sacred Heart. Please help promote these concepts at home and set good examples.*

- If a student arrives to school **after** the tardy bell rings he/she is considered tardy. Students who are tardy to school **MUST** enter the school through the office to obtain a pass or infraction, issued based on the reason for tardiness. See “Valid Excuses for Absences”.
- Arriving **AFTER** 1st period is still considered “tardy” and is subject to appropriate passes or infractions to enter the school/classroom, (i.e. Arriving to school at 10:30 without a valid medical excuse or other excuse for the tardiness will result in an infraction.)
- A student who arrives to class **AFTER** the class period tardy bell rings will be issued an infraction by the teacher and will be marked “TU-Tardy Unexcused” in PowerSchool.
- If the student was on time for school, but tardy to 1st period, he/she will receive an infraction and will be marked with “TU-Tardy Unexcused” in PowerSchool.
- An excused tardy for a train will be determined by administrators. A train that reasonably prevents a student from getting to school before the tardy bell will be considered “excused”.
- Oversleeping, clock issues, missed rides, or traffic will **NOT** be acceptable excuses.
- Unexcused tardies count toward the student’s total allowed unexcused absences.

## Make-Up Work Policy

It is the student’s responsibility to request work from the teacher either before the absence or upon return. (“While You Were Out” sheets are not available at the high school.) Students and parents may email teachers via Sacred Heart School email to request work or request it upon their return to school. The link to the emails can be found at: <http://www.shshattiesburg.com/contact-us>

- Students have one day per day absent to complete their work.
- The student and teacher will agree upon an appropriate date for makeup tests/quizzes.
- Lengthy medical absences may be reviewed with school administration for an agreed-upon deadline for completing work.
- **ALL makeup work must be made up before the end of each grading period for the quarter. Seniors must complete all final work before the last quarter grading period for graduation.**

## 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 the 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 which includes, but is not limited to the use of inhalers, epi-pens, and insulin during school hours must comply with the school's policy for the administration of medication. No student is permitted to keep medications with him/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 high 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: 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.
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

## Arrival

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students may not leave campus without permission once they have arrived on school property (building or parking lot). Upon entry to the building, students must remain in supervised areas.

Students must be in homeroom by 8 a.m. to avoid being tardy.

- 7 a.m.           **Cafeteria opens for breakfast.** Students are not allowed on campus prior to 7 a.m. Arriving students must remain in cafeteria or in the hallway between the chapel and the cafeteria. Students are not allowed upstairs prior to the first bell at 7:50 a.m without a hall pass from the teacher who will be responsible for them while they are upstairs.
- 7:50 a.m.       **First bell.** Students may proceed to locker areas and homerooms. Students arriving after 7:50 must enter through the office entrance.
- 8 a.m.           **Final morning bell.** Students must be in homerooms for prayer and announcements. Students are considered tardy to school after this bell and must report to the office for admission to class.

## Dismissal

Students will be dismissed at 3 p.m. Students will exit the building at the rear doors only. No students will be allowed to exit the building at doors other than those leading to the parking lot behind the building.

## Parking & Drop-Off/Pick-up Routes

During arrival and dismissal, parents should enter the parking lot on the east side of the building near Mississippi Power, at the 1<sup>st</sup> Avenue entrance, and drop-off/pick-up at any door along the rear of the building. The exit onto 2<sup>nd</sup> Street is a right-only exit. **Parents should NOT park in the Mississippi Power parking lot and have their student(s) cross the street to be picked up after school.**

## Student Drivers

Those students driving their own cars to school must submit a Parking Registration Form in High School Office before being allowed to park a vehicle on campus. The student parking area is located in the center of the parking lot. Students who drive their own cars are asked to enter the parking lot from Railroad Street only (at the rear of the parking lot) and exit the parking lot on Railroad Street unless turning right on 2nd Street. The exit onto 2nd Street is a right-turn-only exit. Students may not go to their cars during the school day without an administrator's permission. Driving privileges may be revoked at the discretion of administration.

## Elementary School Drop-off and Pick-up by High School Students

Students who need to pick up younger siblings at the elementary school are to use the elementary carpool line or park and enter the school through the gymnasium. They must follow the same policies as parents of elementary children concerning the drop-off and pick-up of students.

## Leaving Campus

Students are not allowed to leave school during school hours for any reason without permission from the office. Permission to leave the school grounds will only be granted upon verified written request from the student's parent or guardian.

## After School Care

At 3:15 p.m., students remaining on campus for any reason must report to the designated classroom for After School Care, where they will be supervised by a Sacred Heart faculty member. Parents of students attending After School Care will be billed \$5 per day for this service. Students waiting or returning from a school activity that requires them to stay in After School Care for 30 minutes or less will not be charged. Parents should use the office entrance to pick up their children any time before 5:30 p.m. All students must be picked up prior to 5:30 p.m. No students are allowed to remain in any other undesignated area of the school building, or on the grounds at any time after 3:15 p.m. Students will not be allowed to check-in at After School Care once they have left campus. If after school rules are not followed, infractions and/or suspension may be enforced.

All After School Care fees will be billed weekly. **Report cards will be held and access to PowerSchool denied for any students whose parents are delinquent in After School Care fees. Students with a balance over \$100 will not be able to attend After School Care and parents must make other arrangements for care.**

## 7<sup>th</sup> Period Release Program for Seniors

The 7<sup>th</sup> Period Release program allows senior students to be dismissed at the end of 6<sup>th</sup> period each day if they meet specific academic criteria. Students must have a 3.0 GPA and at least 22 credits prior to their senior year to participate in Early Release. Twenty-eight credits are required to graduate.

Eligible seniors must complete the 7<sup>th</sup> Period Release Agreement. The agreement must be submitted to the Guidance Counselor for approval. All applicable signatures are required, as well as a parent signature. Students will be notified of approval by the guidance counselor.

The 7<sup>th</sup> Period Release option will replace one elective course in the student's schedule. This program does not award Carnegie units. All students must attend school for periods 1, 2, 3, 4, 5 and 6 each day, and early release may not be used as an excused absence from any school function. All 7<sup>th</sup> period release students must leave campus during 7<sup>th</sup> period, and should not return to campus for any reason other than a school function or afterschool practice.

The privilege of 7<sup>th</sup> Period Release may be forfeited if any school rules are violated. Please contact the guidance office with any questions about this program.

# Student Code of Conduct

## School-wide Student Expectations

Each student at Sacred Heart High 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 for yourself and your own actions
- 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.**

## 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.

**Disrespectful behavior** toward any authority at Sacred Heart Catholic School will not be tolerated. Lack of cooperation and "answering back" are considered forms of disrespect.

**Behavior during Announcements:** Announcements are read over the intercom at various times of the day and posted on the classroom Promethean board each morning during first (1st) period. No student is allowed to talk during announcements. At a minimum, 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. Specific expectations of students will be discussed in religion class and during school assemblies.

## 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 discipline 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 in to 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 from school.
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 Catholic 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 for personal purposes 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 Dean of Students, 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 Director of Administration.**
3. **"Conduct detention" for the first violation is defined as one infraction.**
4. **"In-School suspension" for the second and subsequent violation(s) is defined as Before/After School Detention.**

5. All confiscated cellular phones will be retained in the Dean of Students' 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 Dean of Students' office at 3 p.m. on the last day of the confiscation period.
6. 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

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 Director of Administration 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

Sacred Heart Catholic High School has adopted several rules for use within classrooms or other teaching environments. Consequences for breaking classroom rules will be issued according to the Ladder of Discipline. The basic classroom rules include, but are not limited to:

- Students must not talk or disrupt the class.
- Students must be prepared for class.
- Students must participate in class.
- No personal grooming in the classroom.
- No use of school equipment without permission, including photocopier and soft drink machines.
- The teacher's desk is off limits.

In addition to the above-listed 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 Student-Parent Handbook and are posted in each classroom. Class rules may vary from classroom to classroom. Violation of these rules may result in punishment ranging from written work; calls to, notes to or conferences with, parents; detention; infractions; 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. Students should not access social media sites.

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**

**Students:** Conduct either inside or outside the school that is deemed detrimental to Sacred Heart Catholic School will result in discipline. This conduct includes but is not limited to misconduct, physical behavior, social media activities, internet posts and interaction with local and national media.

**Parents:** 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 Sacred Heart Catholic School. This conduct includes but is not limited to physical behavior, social media activities, internet posts and interaction with local and national media.

## **Dance Policies**

Sacred Heart Catholic School officially sponsors two dances each year - a Homecoming dance and Prom. Students should adhere to the following policies at these events:

- The Homecoming dance is open to students in 7<sup>th</sup> through 12<sup>th</sup> grades only.
- The Prom is limited to students in 9<sup>th</sup> through 12<sup>th</sup> grades only. Junior high students (7<sup>th</sup> & 8<sup>th</sup> grade) may not attend the prom as a guest or as a date.
- Students must have previous permission from the Principal to invite any guest that is not a Sacred Heart Catholic High School student. No one over the age of 20 years will be considered and the final decision will be at the discretion of the Principal. Any non-Sacred Heart students who do not have prior permission will not be allowed into the dance and will be asked to leave.
- Appropriate dress is required of all attending a dance. Attire should be in good taste. Any student wearing inappropriate clothing (as determined by faculty chaperones) will be asked to leave and parents will be called.
- Once a student enters the dance, he/she and his/her date may not leave earlier than 15 minutes before the end of the dance unless a chaperone has received a written note from a parent. Within the note, the parent must list the young men and/or women who may leave with that one person.
- Once a person leaves the dance, he/she may not return.
- Anyone exhibiting inappropriate behavior (excessive loudness, rudeness, running, fighting, etc.) will be asked to leave and a parent will be called. This includes inappropriate dancing. Sacred Heart students are responsible for the conduct of dates and friends who attend a dance as a guest.
- The staff and chaperones at dances have the right to conduct searches of purses, pockets, etc. for weapons, drugs, alcohol or tobacco products.
- Anyone found in possession of or under the influence of drugs (including alcohol) will be detained until a parent or guardian can be contacted to pick him/her up.
- The rules of school apply at all dances. Inappropriate conduct at dances may result in further disciplinary actions at school.
- The Principal may establish other regulations.

## 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.**

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

Approved August 2014

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#### **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, alcohol, tobacco products, lighters, e-cigarettes, valuable jewelry, large sums of money, toys, laser pointers, cameras, and electronic games should not be brought to school. Musical instruments, drumsticks and sports items must be kept in the student locker rooms or an appropriate storage area when not in use for instructional purposes or sports. The school assumes no responsibility for lost or stolen items and items not claimed by the end of the school year will be donated to charity. Students may not bring pets or other animals to school without permission from the Director of Administration. Balloons and flowers sent to students will be held in the office until dismissal.

## Lockers

A locker and lock are provided for each student at the beginning of the year. The locks are to be returned to the office at the end of the year, or a \$10 fine will be issued. Replacement cost throughout the year is also \$10. Students may not bring a lock from home. All lockers should be clean and free of garbage at the end of the year. Fees for damages to lockers will be assessed at the end of the year. All students are required to keep their individual lockers locked at all times. Students found in violation of this rule will be issued an infraction.

Lockers are provided for the students' convenience; therefore, the school is not responsible for any items or articles missing from lockers. Since the lockers are the property of the school, the school reserves the right to inspect or search any locker at any time without permission. Any illegal substance, stolen items, or items prohibited by the school shall be confiscated, and the student issued that locker will be responsible for its contents.

## 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.

## Participation in Extra-Curricular Activities & Honors

Sacred Heart offers a variety of extra-curricular activities through sports, clubs, campus ministry and service organizations. Participation requirements for sports are given in the handbook's "Sacred Heart Athletics" section and the Athletic Handbook. Involvement in activities other than sports is based on the guidelines of the individual organization, which in some cases are affiliated with a national organization providing guidelines. Sponsors will verify eligibility with school administrators prior to granting a club membership, school honor or election. Eligibility will be granted at the discretion of the Director of Administration.

To be eligible for club membership or office, participate in an extra-curricular activity or be selected for a position of honor (homecoming court, prom king and queen, etc.), a Sacred Heart student must meet the specific academic requirements set forth by the organization and the following criteria listed below:

- No Out-of-School Suspension (OSS) for the current and previous semester.
- No Afterschool detentions or Saturday School Sessions related to, but not limited to, disrespectful behavior, bullying, damage to school property or image, fighting, violence or insubordination.

## Photography & Videos

All forms of photography and video by students during the school day must be approved by the Director of Administration. 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 Director of Administration 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 that a student threatens or is alleged to have threatened to harm or kill him/herself or another student or person, the Director of Administration 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

If a thorough investigation confirms that a threat was made, the Director of Administration 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 Director of Administration 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

The Director of Administration, Dean of Students and teachers have a legal right and responsibility to search a student and/or his or her belongings (ie. 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.

## Technology

The vision of Sacred Heart is to provide students with the tools and abilities needed to become successful citizens in the 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. Software addresses a variety of courses with student access to productivity tools such as word processing, spreadsheets, and presentation applications. The use of the school's electronic communication system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. 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.

## Textbooks

Students are held responsible for all textbooks issued to them. Textbooks must be covered by the beginning of the second week of school. **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. 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 or e-cigarettes 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.

## 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 Director of Administration. For example, pocket knives are seen as "weapons" and are not allowed on campus. Possession of weapons will automatically result in expulsion for one calendar year from any state accredited school.

## Areas of Special Concern

### Premarital Sex and Pregnancy

The schools in the Catholic Diocese of Biloxi, as extensions of the Catholic Church and in full support of its position on the sacredness of life, have the following policy with regard to premarital sex by students and resulting pregnancies. Sex was intended by our Creator as a special sharing between two persons who are joined in the sacrament of Holy Matrimony, and abstinence is expected from all others. When a student, male or female, fails to practice abstinence he/she violates our Christian moral code and the expectations of the faith community and may thereby become subject to disciplinary action as provided by local school policies. Additionally, the lack of abstinence may lead to pregnancy and possible health problems. It is to be remembered that pregnancy is not, in itself, a moral failing and, unless expelled for illicit sexual conduct under a local school policy, a pregnant student may continue to attend school on a regular basis. This is provided that they conform to all school rules and policies and, further, that all available medical evidence indicates that neither the health of the student nor the health of the unborn child will be placed at risk.

If a student should become pregnant, the student and her parents should notify the Principal immediately. Both student and parents will meet with the Principal to discuss the options available. These include:

- staying enrolled at Sacred Heart School and engaging in a Home Study Program until the baby is born
- remaining at Sacred Heart School and continuing with normal activities as long as possible
- withdrawing from Sacred Heart School

If the first or second option is selected:

- a doctor's certificate will be required certifying when it is safe for the student to be in school
- the student and the young man involved (if he attends Sacred Heart School) must agree to counseling by the Parish Priest (if Catholic) or by a person mutually agreed upon by the parents and the Principal
- The student must continue to reside in the family home
- A senior will not be permitted to take part in the graduation exercises

This policy should in no way be considered an endorsement of premarital sex. Sacred Heart Catholic School considers such activity as morally and spiritually wrong. It is our commitment to "Pro-Life", our recognition of the Right to Life, and our knowledge that a student is human and can make unfortunate mistakes that dictate our policy in this area. However, if pregnancy should occur a second time, the student will be required to finish the term in a home study program and will not be readmitted to Sacred Heart School the following semester.

#### **Abortion**

The Church supports the sanctity of the life of the mother and the child. When it becomes public knowledge that a student has terminated a pregnancy through an abortion, the student shall be subject to immediate expulsion. (General Policy – Governance #10)

#### **Marriage/Co-habitation**

Married students and students that are in co-habitative relationships are not permitted to attend classes at Sacred Heart High School.

# Discipline

The Principal and Dean of Students have the primary responsibility for the regulation of student behavior. The violation of the Code of Conduct established by Sacred Heart Catholic School will subject a student to corrective measures or procedures. Sacred Heart Catholic School does not use corporal punishment as a means of discipline.

## Ladder of Discipline

### MINOR OFFENSES (LEVEL 1, 2)

Classroom teachers will handle all Minor Offenses.

<p><b><u>LEVEL 1 OFFENSES</u></b></p> <p><b>Insubordinate Behaviors</b></p> <ul style="list-style-type: none"> <li>➤ Behaving in a manner which disrupts the educational process</li> <li>➤ Failure to be in one's seat during class</li> <li>➤ Unexcused tardiness/absence</li> <li>➤ In the hallway without a hall pass (out of area)</li> <li>➤ Dressing inappropriately</li> <li>➤ Gossiping*</li> <li>➤ Bullying**</li> </ul>	<p><b><u>CONSEQUENCES FOR MINOR OFFENSES</u></b></p> <p><i>To be handled by the subject area teacher.</i></p> <ul style="list-style-type: none"> <li>➤ Warning</li> <li>➤ Change of seat</li> <li>➤ Infraction given</li> <li>➤ Student conference with teacher</li> <li>➤ Detention***</li> <li>➤ Phone call to parent</li> <li>➤ Parent conference</li> <li>➤ Behavior contract</li> <li>➤ Pre-suspension conference with parents</li> </ul>
<p><b><u>LEVEL 2 OFFENSES</u></b></p> <p><b>Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>➤ Dressing inappropriately</li> <li>➤ Using profane, obscene, lewd, or abusive language</li> <li>➤ Repeat occurrences of Level One offenses</li> </ul>	

### MAJOR OFFENSES (LEVEL 3,4,5)

The Director of Administration and Dean of Students will handle Major Offenses.

<p><b><u>LEVEL 3 OFFENSES</u></b></p> <ul style="list-style-type: none"> <li>➤ Usage of racial slurs or demeaning language, use of profane, obscene, vulgar or abusive language or gestures after warning</li> <li>➤ Continuous disruptive behavior, in a manner which disrupts the educational process (i.e. making excessive noise in a classroom, library or hallway).</li> <li>➤ Disrespect and/or insubordination</li> <li>➤ Cheating or plagiarism</li> <li>➤ Lying to, giving false information to, and/or misleading school personnel</li> <li>➤ Shoving, pushing, or engaging in other similar physical behavior (i.e. horseplay), or throwing an object (i.e. chalk)</li> <li>➤ Leaving class/school without permission or skipping class</li> <li>➤ Bullying**</li> </ul>	<p><b><u>CONSEQUENCES</u></b></p> <ul style="list-style-type: none"> <li>➤ Detention***</li> <li>➤ Saturday School****</li> <li>➤ Dean of Administration or Dean Suspension (up to three days)</li> </ul>
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<p><b><u>LEVEL 4 OFFENSES</u></b></p> <ul style="list-style-type: none"> <li>➤ Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others</li> <li>➤ Engaging in a physical altercation and/or aggressive behavior</li> <li>➤ Engaging in intimidating and bullying behavior, including cyberbullying</li> <li>➤ Engaging in verbal, nonverbal and/or physical contact of a sexual nature</li> <li>➤ Bullying**</li> </ul>	<p><b><u>CONSEQUENCES</u></b></p> <ul style="list-style-type: none"> <li>➤ Detention***</li> <li>➤ Director of Administration or Dean Suspension (up to five days out of school)</li> <li>➤ Superintendent suspension (six or more days out of school)</li> </ul>
<p><b><u>LEVEL 5 OFFENSES</u></b></p> <ul style="list-style-type: none"> <li>➤ Possessing illegal weapons</li> <li>➤ Possession, sales or distribution of alcohol, e-cigarettes, vapes, illegal drugs or controlled substances</li> <li>➤ Using extreme violence against or inflicting or attempting to inflict serious injury upon students or others</li> <li>➤ Engaging in threatening, dangerous or violent behavior that is gang-related</li> <li>➤ Participating in an incident of group violence</li> <li>➤ Threatening to use or using force to take another's property</li> <li>➤ Knowingly possessing property belonging to another without authorization</li> <li>➤ Bullying**</li> </ul>	<p><b><u>CONSEQUENCES</u></b></p> <ul style="list-style-type: none"> <li>➤ Director of Administration or Dean's Suspension (up to five days out of school)</li> <li>➤ Superintendent's Suspension (six or more days out of school)</li> <li>➤ Expulsion</li> <li>➤ A drug screen will be required for re-entry to school for specific offenses, including the possession of e-cigarettes or vapes. Parents will be responsible for the cost of the drug screen.</li> </ul>

- Any student may be asked by Director of Administration or Dean of Students to leave the campus with parent or guardian based on the severity of misbehavior.
- The level of each consequence will be at the Director of Administration's or Dean of Students' discretion.
- Class Work: Students serving suspensions are expected to complete all class assignments given by each subject teacher for the duration of the suspension.

\* The severity of gossiping will be determined by the Director of Administration or Dean of Students.

\*\* The severity of bullying will be determined by the Director of Administration or Dean of Students.

\*\*\* Detention: A student will be issued a notice to serve After School Detention as a consequence of specific offenses or when a student receives a third infraction. A 24-hour advance notice of the scheduled time to be served will be given. After School Detention will begin promptly at the 3:15 p.m. bell on the assigned day and last 1 hour, unless otherwise noted. A \$5 fee will be charged to the student's PowerSchool account to pay for the detention. Failure to arrive on time or serve the assigned detention time will result in an automatic Out of School Suspension Notice.

\*\*\*\* Saturday School: A student will be issued a notice to serve Saturday School as a consequence for specific offenses or once three After School Detentions are served, with a 5-day notice of the scheduled time to be served. The Saturday School session will occur on the assigned date from 8 a.m. until 10 a.m. on the High School Campus, unless otherwise noted. The student must report to the Main Office prior to 8 a.m. The doors will be locked at 8 a.m. A \$25 Saturday School Fee will be charged to the student's PowerSchool account for each Saturday School served. Failure to arrive on time or serve a complete Saturday School session, will result in an automatic Out of School Suspension Notice.

## **Infractions (3 Infractions = Afterschool Detention)**

When any student breaks a school rule, he/she may be issued a written Infraction by the teacher, Director of Administration, or other staff member. Infractions will be given on the first day of school. A copy of the Infraction will be given to the student, and it is his/her responsibility to communicate the Infraction to his/her parents. Each Infraction will be recorded by the Dean of Students, who will maintain an infraction count for each student. A student's infraction count will be cumulative through the end of the semester and restart at the beginning of the next semester. Upon issuance of a third infraction, he/she will serve an After School Detention. A student's count of After School Detention days served will be cumulative through the end of the school year.

All Infractions are subject to the following additional discipline consequences, depending on the severity of the offense:

- Reprimand with notice or phone call to parents
- After School Detention
- Saturday School
- Out-of-school suspension – student is not allowed to attend any school functions while suspended
- Expulsion from Sacred Heart Catholic High School

## **After School Detention (3 After School Detentions = Saturday School)**

A student will be issued a notice to serve After School Detention as a consequence for a specific offense or when a student receives a third infraction. A 24-hour advance notice of the scheduled time to be served will be given. After School Detention will begin promptly at the 3:15 p.m. bell on the assigned day and last 1 hour, unless otherwise noted. A \$5 fee will be charged to the student's PowerSchool account to pay for the detention. Failure to arrive on time or serve the assigned detention time will result in an automatic Out of School Suspension Notice.

## **Saturday School (3 Saturday School Days = OSS)**

A student will be issued a notice to serve Saturday School as a consequence for a specific offense or once three After School Detentions are served, with a 5-day notice of the scheduled time to be served. The Saturday School session will occur on the assigned date from 8 a.m. until 10 a.m. on the High School Campus, unless otherwise noted. The student must report to the Main Office prior to 8 a.m. The doors will be locked at 8 a.m. A \$25 Saturday School Fee will be charged to the student's PowerSchool account for each Saturday School served. Failure to arrive on time or serve a complete Saturday School session, will result in an automatic Out of School Suspension Notice. Students are required to dress in school uniform attire for Saturday School.

## **Out of School Suspension (OSS)**

An Out of School Suspension (OSS) is the result of behavior that has necessitated temporary removal from school, school activities and school grounds. Once a student has served three Saturday School days, he/she will automatically receive an OSS when he/she receives another three infractions. A student's count of OSS days served will be cumulative through the end of the school year. A student suspended from school is not allowed to participate or attend any school-sponsored function during the time suspended.

The number of OSS days served by a student is at the discretion of the Director of Administration and the Dean of Students. 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.

Students serving suspensions are expected to complete all class assignments given by each subject teacher for the duration of the suspension. The student will receive grades for all assignments and tests completed while out or upon returning.

### **Returning after Out of School Suspension**

A conference with the Director of Administration, Dean of Students and/or Guidance Counselor 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. A drug screen will be required for re-entry to school for specific offenses, including the possession of e-cigarettes or vapes. Parents will be responsible for the cost of the drug screen.

If a student is allowed to return to school after an indefinite OSS, the grades earned and the attendance marks recorded from another school will be added into the student's pre-suspension grades. However, an indefinite OSS does not guarantee re-admittance to Sacred Heart Catholic High 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 Director of Administration. The Director of Administration 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 High School with the expulsion being 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.

## **Discipline Contract**

If the administration deems a student's behavior to be excessive or a serious threat, or the student excessively or habitually violates school discipline codes, a Discipline Contract will be created. The Director of Administration and/or Dean of Students will meet with the student and parents to execute the contract, and the student will be expected to adhere to the contract for a specific period of time or suffer further disciplinary consequences. The contract will be reviewed at the end of every 9 weeks by a discipline committee to determine the student's eligibility for continued enrollment at Sacred Heart Catholic School.

## **Appeals Process**

Decisions of the Director of Administration are final. No appeals of the Director of Administration'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**

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 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 who earn 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 the student must have shown progress, or he/she will be on full probation until the end of the quarter grading period.** Eligibility in the fall will be determined by the final grades from the previous school year.

### **Academic Probation Policy for Jr High and Varsity Cheer**

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
- \$200 Annual Activity fee for participation in one or more sports. This fee must be paid before the first practice.

**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/Director of Athletic Programs. 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.

## **Practices**

Practices, games, competitions, meetings or organized gatherings will not be permitted on Sundays. Considerations are made for Wednesday night church activities such as CYO. Practices will be shortened to accommodate these church activities.

Practices may be scheduled for holiday periods for in-season teams for weekdays or Saturdays. Consideration must be made for athletes' family commitments; no athlete will be penalized for absence during these practices due to family activities. There shall be no practices or games scheduled on Christmas Day, New Year's Day, Ash Wednesday, Good Friday, Easter, or other religious holidays observed by the school. Athletes may be excused from practices for other religious holidays as determined by their faith.

## **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 and/or the Director of Administration.

# 7<sup>th</sup>-12<sup>th</sup> Grade Dress Code

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 DIRECTOR OF ADMINISTRATION HAS THE RIGHT TO AMEND ANY PART OF THIS DRESS CODE.

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

**Scrubs and 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: Sharon Damico  
Email: [sldamico@comcast.net](mailto:sldamico@comcast.net) or Text: 601-297-4348

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

**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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**Regular school uniform attire must be worn under outerwear.**

### **Sweatshirts**

Students may wear the official Sacred Heart Crest uniform sweatshirt in navy or grey. This sweatshirt will be allowed in the classroom and around the high school campus when school is in session. School-approved spirit wear sweatshirts containing the school logo may also be worn. **Absolutely no hoodies will be allowed.**

### **Sweaters/Vests**

Students may wear a navy blue v-neck sweater vest, a navy blue long-sleeve v-neck sweater, or a navy blue long-sleeve fine gauge cardigan over a blouse or polo. Sweaters and vests may be worn to Mass. They must contain the logo 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. Sacred Heart Catholic High School letter jackets are allowed to be worn, and may be ordered through the school each fall after a student has lettered in a varsity sport twice.

## Girls

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### Polo

- Solid navy blue long or shirt-sleeve polo, embroidered with the school logo. *Girls may wear the polo untucked.*

### Blouse

- Long or short-sleeve solid white, fitted blouse, in the style specified by the school.

*This blouse is required for Mass uniform, but may be worn any regular school day.*

*This blouse has a finished hem and may be worn untucked. No tight fitting blouses or gaping fronts will be allowed.*

### Kilt/Skirt

- Plaid kilt or plaid skirt in the high school plaid (#42).  
**The kilt and skirt must be hemmed 2 inches from the top of the knee when standing, and must be worn with shorts underneath.**

### Crosstie

- Plaid crosstie (plaid #42)  
*Must be worn with the white blouse on Mass days and when representing Sacred Heart at special events. The crosstie is to be worn the entire school day.*

## Boys

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### Polo

- Solid navy blue long or short-sleeve polo, embroidered with the school logo. Shirt must be tucked into pants.

### Dress shirt

- White Oxford, long or short sleeve, button-down shirt. Shirt must be tucked into pants.  
*Solid white undershirts with no writing may be worn with the dress shirt or polo.*  
*This shirt is required for Mass uniform, but may be worn any regular school day.*

### Pants/Shorts

- Khaki, flat front, uniform pants or shorts, in the style specified by the school. Pants and shorts must be uniform pants; *No nylon shorts, no athletic, cargo, slim-leg, urban wear, jeans, etc.*  
*Pants are required for Mass uniform, but may be worn on any regular school day.*

### Socks/Tights

- With tennis shoes: White or black crew length socks only. No ankle or “no-show” socks may be worn.
- With saddle oxfords: Navy socks only; must be crew length or knee socks.
- During cold weather: Navy tights or leggings may be worn under the skirt, with socks.

### Makeup/Nail Polish

- Makeup should be worn in moderation. Girls are not allowed to wear heavy, dark eyeliner or multicolored eye makeup.
- Clear, neutral/muted nail polish colors are allowed to be worn by girls. (No neon, glitter, black, bright or dark colors)
- Girls should wear lipstick in light, muted colors only. (No black, bright or dark colors)

### Mass Uniform

Girls must wear the white cotton blouse, crosstie and plaid kilt/skirt as a Mass uniform, with saddle oxfords. Mass uniforms are to be worn all day on Mass days and any other special days. Mass uniforms may be worn any day of the school year, but must be worn on Mass days and other special days as announced by administration.

### Tie

- A plaid tie (plaid #42/matching the girls’ kilts) from uniform store must be worn with the dress shirt on Mass days for the entire school day.

### Belt

- Solid black or brown belt.

### Socks

- With tennis shoes: White or black crew length socks only. No ankle or “no-show” socks may be worn.
- With boat-style shoes: White or black crew length socks when wearing shorts; Black, brown, tan or navy socks with long pants.

### Mass Uniform

Boys must wear long khaki pants with belt, white shirt, and tie as specified in the uniform code. Mass uniforms are to be worn all day on Mass days and any other special days. Mass uniforms may be worn any day of the school year, but must be worn on Mass days and other special days as announced by administration.

## Other Items/Concerns

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### Hair/Facial Hair

Hair must be combed and clean for each school day. There are to be no extreme hair colors or cuts, colored hair extensions, or feather extensions of any color worn at school. Hair volume/bulk cannot exceed 3 inches from the scalp at the crown of the head. Girls may wear a ribbon or bow as a hair ornament, in colors matching the school uniform (white, navy, gray or plaid). Barrettes, clips, headbands and ponytail bands should not contain any sequins, glitter or beading. No other hair ornaments will be permitted. Boys' hair cannot touch the bottom of the collar or hang in the eyes, nor can boys have shaggy hairstyles or ponytails. Boys are to have no facial hair, and if needed, should shave daily. The Director of Administration and Dean of Students will determine hair infractions.

### Jewelry

Only girls may wear earrings, and they must be limited to stud earrings worn in the ear lobe only, one per ear, no larger than a nickel. No hoops of any kind or size are allowed. No other piercing jewelry is allowed. Necklaces are limited to religious medals or crosses on a chain. No other items will be considered as religious items (i.e. pearls, pearl chokers or any other items). Chokers are not permitted. No gauges allowed. Up to three casual bracelets may be worn on the wrist (including ponytail bands, braided bracelets and rubber bracelets). Students are not to wear expensive jewelry to school.

### Game Day Attire

Athletic teams may wear game-day attire as specified by the head coach of the individual team. Uniform shoes must be worn, and all other rules regarding uniform attire apply (accessories, outerwear, etc.). Hoodies will not be allowed. Game-day attire is permitted after mass on mass days.

### Miscellaneous

- Writing on clothing, shoes, arms, legs or faces will not be tolerated.
- Scarves may not be worn during the school day.
- No caps, hats, or hoods worn in any school buildings.
- No tattoos.
- Students will not be allowed to walk on the back of shoes.
- Students are to remain dressed in full uniform until off campus, unless participating in physical education or athletics. Shirts and shorts are required at all times during physical education. PE attire may be only worn in physical education areas.

## Out of Uniform Days

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Students may come out of uniform with a pass only on special occasions 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:

- Girls are allowed to wear jeans, pants, capris to the knee or below, or shorts no shorter than 2" above the knee when standing. Compression shorts and leggings may not be worn.
- Skirts and dresses cannot be shorter than 2" above the knee when standing.
- Boys are allowed to wear jeans, pants or shorts no shorter than 2" above the knee when standing. Compression shorts and athletic legging-style pants may not be worn.
- Shirts and sweatshirts are allowed. No hoodies.
- No hats, caps or other headwear may be worn on the head during school.
- No pajamas.
- No tank tops, spaghetti straps or cold shoulder styles may be worn. No tight fitting shirts or low-cut shirts.
- No holes in pants or torn clothes.
- No t-shirts with vulgarities, drug, alcohol, or tobacco references.
- Students may wear back-less shoes. Rubber flip-flops and slides may not be worn.
- 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 are allowed on Mass days.

## Shoes

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

Grades	Style	Color	Required for <u>High School Mass Day Uniform</u>
*PK-12 Boys & Girls	<p><b>ANY GREY TENNIS SHOE</b></p> <p>The shoe may have accent (logo) colors of white or black only. Solid grey Converse, Vans, Keds-style shoes are allowed. No High Tops.</p>	Grey	
*PK-6 Boys & Girls	<p><b>ANY NAVY BLUE TENNIS SHOE</b></p> <p>The shoe may have accent (logo) colors of white or black only. Solid navy Converse, Vans, Keds-style shoes are allowed. No High Tops.</p>	Navy Blue	
*PK-12 Girls	Keds School Day Saddle Oxford (Youth sizes only)	Navy/White	X
7-12 Girls	Saddle Oxford (Any Brand) Must be kept in good condition. Must be worn with laces.	Black/White	X
7-12 Boys	Men's Boat Style Shoe (Any Brand) Must have laces & visible sole.	Brown	X

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

Shoes should be 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.

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:

**Shoe Carnival** (next to Hobby Lobby)  
(Tennis shoes and boat shoes)  
5044 Hardy Street  
Hattiesburg, MS  
601-579-7452

**Shoe Station** (next to Target)  
(Saddle oxfords and all other shoes)  
6143 US Highway 98  
Hattiesburg, MS  
601-579-6503

# 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 #



# Sacred Heart Catholic School

## Code of Conduct Contract 2018-2019

Student Name	
Grade	Homeroom Teacher

The Student-Parent Handbook is intended to provide guidance to students and parents. **It is not comprehensive and is not intended to limit the authority of the Administration.** The Administration retains the right to amend the Student-Parent Handbook at any time as deemed necessary. In the event that changes are made students will be notified and every effort will be made to communicate to parents. **All students and parents are held responsible for knowing and abiding by the policies and procedures set forth in the Student-Parent Handbook.**

### STUDENT PLEDGE

I have received, read, and discussed the Sacred Heart Student-Parent Handbook with my parent(s)/guardian(s) and agree to follow policies and procedures. I promise to do my best to fulfill my responsibilities as a member of the Sacred Heart student body and community.

**On my honor, I will take an active part in upholding all school policies and *The Sacred Heart Way*. I am expected to be honest and uphold integrity by submitting my own, original work on examinations, tests, quizzes, homework, and other assignments. I understand that plagiarism is not tolerated.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

### PARENT PLEDGE

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

I have received, read, and understand all the policies outlined and explained in the Sacred Heart Student-Parent Handbook. I have discussed its contents with my son/daughter. I understand the success of my son/daughter depends on our joint effort to enforce and follow the rules and regulations stated. My signature below is an endorsement of the school's policies and procedures, and a pledge to uphold and encourage my son/daughter's compliance.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Date

#### Technology Agreement

##### Student Section:

Please initial. I have read or been read to, Sacred Heart's Technology Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my participation at the computer can be terminated, and I may face other disciplinary measures.

##### Parent or Guardian Section:

Please initial. I have read the Technology Use Policy for Sacred Heart Catholic School. 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 of or inability to use the computer system. I will instruct my child regarding any restrictions about the internet and the importance of following the rules of personal safety. I give permission for my child, with teacher supervision, to access the internet during school hours.

#### Permission to Publish

Please initial. As a parent of a student enrolled at Sacred Heart Catholic School I understand that my child's image or name may be used to advertise the school or to highlight my child's accomplishments. I understand that this information may be published on the internet and other electronic media, local media sources such as, but not limited to, the newspaper, television, radio, district or school newsletter and/or publications, or used in training sessions. Under no circumstances will a child's home address or phone number be published.

#### Downtown/Walking Field Trip Permission

Please initial. \_\_\_\_\_ has my permission to go with Sacred Heart Catholic School faculty members on field trips within walking distance of campus. These walking field trips will be approved in advance by the Principal.

I hereby agree to release, indemnify, and hold harmless Sacred Heart Catholic School and the Catholic Diocese of Biloxi, their agents, employees, and subdivisions from any and all liability, damages or costs, including attorney's fees, for personal or property damages which arise out of or are associated with or result from an accident or injury which involves the individual named above, and which are related to or occur while on this school trip.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

