

SACRED HEART SCHOOL

Parent-Student
Handbook
Baton Rouge, Louisiana
Revised July 2011

PHILOSOPHY

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

MISSION STATEMENT OF SACRED HEART OF JESUS SCHOOL

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

PARENT COOPERATIVE STATEMENT

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

While Sacred Heart recognizes that there may be legitimate disputes concerning educational matters, SHS is ultimately responsible for the orderly operation of the school in the best interest of all its students. Therefore the school reserves the right to terminate its relationship with a student if his/her parents fail to provide the support, assistance, and example necessary for helping the school accomplish its role in the child's education.

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

OBJECTIVES AND COMMITMENTS

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

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

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

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

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

Today the parish priests, the religious, devoted lay teachers, dedicated staff, and especially loyal, energetic, and generous parishioners provide the spirit that continues to make Sacred Heart School a vibrant faith community.

PREFACE
SACRED HEART --- A CATHOLIC SCHOOL

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

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

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

Child Protection Mandates for Volunteers:

It is the law of the State of Louisiana and the policy of the Diocese of Baton Rouge that volunteers who assist on a regular basis must:

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

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

Disclaimers

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

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

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

3. Revisions made since this printing will be posted on the website.

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I. ADMISSION & FINANCES

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

A. Admission Requirements:

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

(An admission test is given to all new students in grades K-7. Students must be able to perform on or above grade level in order to be accepted. A fee will be charged for testing.)

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

4. Kindergarten
 - a. A child must be 5 years of age by September 30th of the current school year in order to enter Kindergarten.
 - b. A screening test will be given to each child before he or she is admitted to Kindergarten. Students must be able to perform on or above grade level in order to be accepted. A fee will be charged for testing.
5. First Grade
 - a. A child must be 6 years of age by September 30th of the current year in order to enter first grade.
 - b. Requirements for children who were not enrolled in Sacred Heart's Kindergarten are the same as for Kindergarten.
6. New students in grades K – 8
 - a. The following documents must be presented at the time of registration:
 1. Copy of official birth certificate with full certificate number displayed
 2. Copy of Baptismal certificate for Catholics
 3. Copy of current health record
 4. Copy of latest report card and standardized test scores (official transcript)
 5. Copy of social security card
 6. Completed Diocesan transfer form, if applicable
 7. Copy of psycho-educational evaluations/other testing if applicable

B. TRANSFERS/STUDENT WITHDRAWALS

1. When a child transfers to another school during the course of the school year, the parents must come to the school to sign a transfer form. At this time, financial records will be checked and no records will be released until all financial obligations are met.
2. The transfer of a student from one Catholic school to another within the Diocese can only be affected by agreement of the pastors of the schools involved in the transfer. This applies only when there is no change of residence by the parents or legal guardians.

3. The acceptance of a student from outside the attendance area served by a parochial school must be approved by the pastors concerned. The acceptance of a student from outside the attendance area served by an interparochial school must be approved by the local superintendent.
4. Any student entering the school on probation (academic or disciplinary) will be accepted on a trial basis for a specified amount of time. A formal evaluation will then take place to determine the status of the child.
5. Parental cooperation is necessary to ensure the orderly functioning of the school, as well as the furtherance of the child's education. If parental cooperation is not forthcoming, the child's continued enrollment must be reviewed in order to ascertain if the child's presence in the school serves the best interest of the school and the child. After opportunities have been provided for reasonable and fair dialogue among parents, administrator, and pastor, and the pastor and administrator deem the parents no longer honor the expectations found in the school's contractual agreement, the parents shall be directed to withdraw their child/children from the school. The parents may appeal to the Arbitrations Committee within three (3) days of written notification of the withdrawal decision. The child is suspended until the arbitration process is finalized.

C. ALIEN STUDENTS

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

D. TUITION AND FEES

1. Parents are responsible for paying their share of the operating costs for the school year. Failure to do so may result in your child's removal from school
2. Tuition payments are prepaid prior to the beginning of the school year. A parent may pay the tuition in full or participate in a Deferred Tuition Payment Plan. This is done through the services of a bank pre-selected by the school. All information is sent to parents before registration days (dates set by the school) regarding the procedure and detailed information on tuition and other fees.

All fees and tuition rates are set yearly by the Sacred Heart School Advisory Board.

3. Registration is held in early spring for students attending Sacred Heart. A separate registration is held for new students. **Registration fees are not refundable.**

An Endowment Fund has been established by the Sacred Heart School Advisory Board. This is a one time assessment equivalent to one tenth of tuition for each family. These funds are invested for a period of several years after which time the interest will be used to offset school expenses.

4. Families who are experiencing financial difficulties may request tuition assistance. Forms for tuition aid are available in the school office.
5. Families on the Deferred Payment Plan are to pay their tuition monthly to the participating bank. Final grades may be withheld and/or exam grades withheld if a student's tuition payments are in arrears. Sacred Heart School may request that a student remain home until the tuition payments in arrears have been paid.
6. Any family whose tuition account from the participating bank is turned back over to Sacred Heart for collection may not be eligible to finance their tuition for the following year through the school finance program. If this family chooses to return to Sacred Heart, they must pay their tuition in full on or before July 1st. All families that must pay in full in advance will be notified by Sacred Heart School before they register for the next year. If the problem occurs after registration, they will be notified as soon as possible.
7. Sacred Heart School tuition shall only be graduated for those families with (4) or more children in the school. The rate is determined as follows: 4th child, 25% reduction; 5th child, 50% reduction.
8. If a student withdraws during the year, tuition paid in advance will be refunded according to the graduated tuition refund scale as approved by the Sacred Heart Advisory Board. The scale is as follows:

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

All fees owed to the school (e.g. Before/After Care, library fines, lunch money, book loss or damage fines, club dues, etc.) will be deducted before any refund of tuition is issued. Sacred Heart will charge parents a \$20 NSF fee for each returned check.

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

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

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

9. All fees owed to the school (Tuition, Before/After School Care, library fines, lunch money, book loss or damage fees, etc.) must be paid in order for the student to participate in extra-curricular class functions, class trips, or to participate in graduation. To receive report cards or to have school records forwarded to another school, all of the above fees must be paid.

E. PARENTAL INVOLVEMENT PROGRAM (PIP)

The Parent Involvement Program was established by the Sacred Heart School Advisory Board. All families are required to volunteer a total of fifteen (15) hours during the school year. Those families not completing the required 15 hours will be billed a PIP

fee according to the hours not worked. The PIP payment fee is based on \$10 for each hour of work not performed or not reported.

F. CAFETERIA

1. Lunch fees are established by the Diocesan School Food Service Office. These fees are payable to the cafeteria.
2. Sacred Heart participates in the Child Nutrition Program of the Diocese of Baton Rouge. Families are encouraged to apply for free or reduced lunch. Forms are sent home with each child at the beginning of every school year. A form must be completed for each child if you choose to apply.

G. DEVELOPMENT

The Sacred Heart School Advisory Board established a Development position on the staff of Sacred Heart School to help seek supplemental funding for the school.

II. GENERAL INFORMATION

A. ATTENDANCE

There are 180 days in the school year. It is a state law that elementary children cannot be absent more than twenty (20) days in order to receive credit for the courses taken regardless if the absence is excused or unexcused. Exception can be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal. Attendance awards are not given at Sacred Heart of Jesus School.

B. ABSENCES & CHECKING STUDENTS OUT EARLY

1. On the day of return to school, a student who has been absent must present to the homeroom teacher a written excuse signed by the parent stating the reason for absence. If a student has a communicable disease, parents are asked to notify the school office as soon as the disease is diagnosed. Students who have a communicable disease must present a doctor's certificate before being re-admitted to class. Children who are ill must not return to school until they are free of fever for 24 hours. When a child vomits at school, the parent will be required to pick up the child within a reasonable amount of time.

2. If a student is absent or tardy due to a medical/dental appointment, a written excuse from the doctor's office is required.
3. If no note is provided upon the student's return from an absence, the student is to be sent to the nurse's office where the parent will be contacted.
4. All written excuses and notes will be kept on file in the Health Room.
5. The term "excused" simply refers to the **written** notification/explanation parents make to explain why their child is not in school (i.e. serious reasons: family emergencies, illness, death in the family, etc.). This term has no bearing on determining a child's actual attendance in school in the eyes of the state.
6. Parents are strongly discouraged from removing children from school for any reason (e.g. trips, appointments, etc.) other than out of necessity (illness or an emergency). Absences cause a child to lag behind in the work completed by other members of the class. Medical appointments should be made outside of school hours whenever possible. If a child is going to be taken out of school for several days because of a family trip, parents should discuss the child's progress with the principal and teacher. The principal will inform the parents of the academic consequences due to absence.
7. For any absence, parents of students in grades 1 - 5 will need to make arrangements with teachers in advance to collect assignments and notes that will be missed during the absence. Upon returning to school, students in grades 6 - 8 are expected to make arrangements regarding missed assignments and tests. The teachers will not provide individual tutoring of lessons missed before administering make-up tests.
8. The student is responsible for school work covered during his/her absence, and it is the student's obligation to procure and complete all assignments covered during the period of absence. The teachers are not obliged to administer "make-up" tests to students who are absent unless the absence was due to illness or some other grave reason. Responsibility rests with the student to make arrangements with the teacher for

the administration of make-up tests and/or obtaining additional help.

9. If the school has reason to suspect the validity of an excuse, the situation will be investigated. Cases of frequent absenteeism will be referred to the attendance officer of the local public school district.
10. **Middle School students should schedule make-up tests with the teacher before or after school to avoid missing additional class time.**
11. **Middle School students will not be allowed to take mid-term or final exams before the scheduled date unless there is a medical emergency or a critical need pending.**
12. A Sacred Heart team member who is absent or checks out of school early because of illness may not participate in practice or play in a game with his/her team on that day.
13. Regarding **EARLY CHECK-OUT**:
 - a. Parents are expected to send a written note to the homeroom teacher indicating time of early check-out, the reason and who will be picking up the child. Homeroom teachers will send any such notes to the office each morning.
 - b. Parents will sign the CHECK-OUT book in the office when they come to take the student from school. Parents then wait in the reception office until the student is called from the classroom over the intercom. No adult may go and get the child from the classroom. Teachers are not allowed to release students to parents from the classroom. An exception to this is parents picking up a child from the Early Learning Center. Once the teacher has been notified over the P.A. system, the receptionist will issue the parent an "E L C Checkout Pass" which allows the parent to go to get the child from that building. The parent will give the pass to the child's teacher. This policy is in place for the safety of the children.
 - c. Early check-outs should be limited to emergencies and medical appointments. A written excuse is required

from the doctor or dentist upon returning to school. NO CHECK-OUTS AFTER 3:00.

- d. Unexcused early check-outs will be reported to the school principal and a parent will be contacted.
- e. All students must check with their teachers for assignments when checking out early. Any class work missed or assigned homework must be completed upon their return to school.

C. PROCEDURE REGARDING HOMEWORK REQUESTS

1. Students in grades 1-5: Homework will be given upon request. The request must be made by calling the school receptionist by 9:00 on the day of the student's absence. Parents can also check homework assignments online on teacher pages.
2. Students in grades 6-8: Middle School students must get their homework assignments from a classmate or on teacher pages online. Teachers will assist in getting homework for students who have an extended illness of three (3) days or more, provided the request is made to the school receptionist by 9:00 a.m. on the third day of the student's absence.
3. Requests for an absent student's books may be made on the first day. They will be sent to the office for pick-up or can be sent home with a designated student.

D. TARDINESS

Students who arrive at school after the morning assembly and prayer have begun are considered tardy. These students must report to the office for a tardy slip before going to the classroom. ELC parents are to come to the office with the child in order to check the student in before the child goes to the classroom. If the tardiness is due to a doctor's appointment, a written excuse from the doctor's office is required. If a child is persistently tardy, the administration will contact the parent for a conference.

E. DROP OFF AND PICK UP OF STUDENTS

Procedures for dropping off and picking up students, parking, and carpool will all be explained at the beginning of each school year,

as well as in a parent handout. Please follow these procedures carefully to ensure safety and efficiency.

F. PICK UP ON EARLY DISMISSAL DAYS

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

G. PARENTS/VISITORS AND SECURITY

Parents and visitors must sign in and get a visitor's badge from the office before going to a classroom or another building on campus. The receptionist will call the classroom to verify that the teacher is expecting the individual. If not wearing a visitor's tag, the individual will be escorted back to the office. We must insist, for security reasons, that parents or visitors have an appointment or have made arrangements with the teacher in advance to be in the classroom. In the case of checking a student out of school, the student will be called to the office over the P. A. system. Do not go to the classroom. If the student is in the Early Learning Center, the teacher will be called and the parent will be given a "check-out pass" to show at the door before entering the Early Learning Center building. This pass is to be given to the child's teacher.

H. HEALTH AND MEDICAL INFORMATION

NOTE: Sacred Heart is a peanut-free facility. Parents should not send any peanut-containing products to school in lunch boxes, for snacks, for parties, for special activities, etc.

1. Under state law (Act 771) all students are required to have proof of immunization. A legible copy of current immunization status must be kept on file in the health office for all students enrolled. Parents of students who are lacking immunizations will be notified by the school nurse and advised of which immunizations are needed. In order for the child to remain in school, these records must be updated in a timely manner. If compliance is not forthcoming, the parent will be asked to keep the child at home until the immunization issue is resolved. Absences for incomplete immunizations will not be considered excused absences. Any parent experiencing a problem obtaining immunizations for the child can contact the school nurse.
2. Students should not have in their possession medications of any kind, including non-prescription drugs. All medications

needed at school should be delivered to the school nurse by the parent.

3. Prescription medications (i.e., Ritalin, medications for bee sting allergy, convulsive disorders, asthmatic conditions, antibiotics, etc.) and non-prescription medications (i.e., Tylenol, cough syrup, etc.) will be administered provided the following criteria are met:
 - a. A permission form signed by both the parent/guardian and physician is provided and on file in the Health Room. (Forms are available through the school nurse.)
 - b. This form will include the student's name, dosage, and times to be given as prescribed by the physician.
 - c. An order written and signed by the physician may be attached to the form provided it includes all of the above information.
 - d. A new form must accompany any change in dosage amount.
 - e. The medication is provided in a labeled pharmacy container or manufacturer's bottle/box, which includes the student's name, physician's name, medication name, dosage, and time to be given.
4. Narcotic drugs are NOT allowed. Neither the school nurse nor any staff/faculty member will administer any medication classified as a narcotic (strong pain medication).
5. Parents are asked to send only essential medications to be given during school hours.
6. The school nurse or other authorized designee will administer the medications. Sacred Heart School or any designated person administering the medication is not responsible for any unintentional mistake or oversight in keeping or giving the child's medication.
7. Any questions concerning medication should be directed to the school nurse or principal.
8. A "Health and Emergency Information" form will be kept on file in the Health Room for each student. This form will

include any medical conditions, allergies, or other pertinent health information as well as signed permission from the parent/guardian for the school to provide or obtain emergency medical care, indicating a hospital preference, if any. Parents are to notify the office of any changes in this information.

9. Students who are allergic to milk, peanuts, or other foods must have a written note from a physician. A new note is required each year and must be kept on file in the cafeteria.
10. In the event of a serious medical emergency or injury, EMS (911) will be called, taking into consideration the severity of the circumstances and well-being of the child.
11. A designated school administrator will accompany any student transported by ambulance, in the absence of a parent/guardian.
12. Any expense incurred will be the responsibility of the parent.
13. Regarding communicable diseases and infectious conditions, all cases must be reported to the school nurse upon discovery or diagnosis. These students must not be sent to school until the condition is resolved and/or a release is issued by a physician. If a student at school is suspected of having a communicable disease or infectious condition the parent will be contacted to remove the child from school. Once the disease or condition is confirmed, parents of classmates will be notified.

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

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

Chicken pox	Whooping Cough
Pink Eye (Conjunctivitis)	Ringworm
Diarrheal Disease	Scabies
Fifths Disease (Erythema Infection)	Strep Throat or
Hepatitis A or B	Scarlet Fever

Indian Fire (Impetigo)	(Streptococci)
Measles	Mumps
Rubella	Mononucleosis
Meningitis	MRSA
Flu	

14. As stated in Section II B, a student must be fever-free for 24 hours before returning to school.
15. Neither ice nor heat packs will be administered to students at school. If a student sustains a significant injury, a parent will be notified.
16. All Diocesan schools are required to have a Wellness Policy. This manual will be kept up-to-date by the school nurse and possibly the Wellness Committee of the School Advisory Board. For any further information regarding health and medical practices, please consult the Health & Wellness Manual which is housed in the Nurse's station.

I. SCHEDULED RECESSES

1. Recesses are scheduled to provide recreation for the students. Adult supervision is provided to promote safety.
2. Only recess equipment purchased by the school will be used.

J. CLASS PARTIES

1. Seasonal parties for the classes are sponsored by the Home and School Association, with Room Parents in charge. The Vice President of the Home and School Association is the chairperson of the Room Parents and provides directives approved by the Administration.
2. Teachers may not give out, nor allow students to give out at school, invitations to individual student's parties even if the entire class is invited.
3. Birthday parties or birthday refreshments are only allowed for Pre-K and Kindergarten students and are to be limited to cake or cupcakes and a drink.
4. No birthday, Christmas, Valentine, etc. presents are to be exchanged at school.

5. Parents should not send floral, balloon, or other type of arrangements to a student at school.
6. School personnel are not allowed to give out students' addresses or telephone numbers.
7. The Middle School does not have class parties other than for Christmas and Mardi Gras. Middle School teachers will provide those guidelines.

K. SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

The school grounds are supervised 20 minutes before school begins in the morning and 20 minutes after the school bell rings for dismissal in the afternoon. Any child arriving before supervision starts in the morning or remaining after supervision has ended in the afternoon will be taken into the Before and After School Program and the parents will be charged a fee. Carpool students are to remain seated in the designated areas until they are picked up.

L. EXTENDED CARE PROGRAM

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

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

M. PUPIL SERVICES

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

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

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

N. STUDENTS WITH DISABILITIES

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

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

Any parent whose child has a learning disability and is in need of modifications or interventions can contact the Pupil Services Coordinator. If a parent or teacher feels the child might need an evaluation, the Pupil Services Coordinator should be contacted. The Individual Needs Committee of Sacred Heart School will meet to consider interventions for that child. The Committee will formulate a Minor Adjustments Plan based on what it feels is in the child's best interests and what is feasible given the resources available at our school.

We do not have the auxiliary staff to provide oral testing. Tape recorders and other electronic devices are not allowed, as is stated in this Parent-Student Handbook, since the use of such devices is disruptive to other students in the classroom. For examples of minor adjustments that we are able to provide, please contact the Pupil Services Coordinator.

II. ACADEMICS/ENRICHMENT

A. CURRICULUM

The curriculum followed at Sacred Heart School is one adopted by all parochial schools in the Diocese of Baton Rouge. Continuous progress and individualization are followed as well as current innovative techniques and teaching methods. In addition to the core subjects, art, music, computer, library, foreign language, and physical education are activity classes that are part of the regular curriculum.

B. MIDDLE SCHOOL MATH PROGRAM

Sacred Heart School has developed a math program that allows each student to move at his/her pace once he/she has reached the 6th grade. This provides for smaller classes that move at paces appropriate for each grouping. Individualized learning is further enhanced by the adoption of the Accelerated Math Program throughout the Middle School grades.

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

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

2. The student must maintain a 94% average or better for each nine-week period during the school year in math.
3. Students must have mastered basic concepts and skills with little or no difficulty.
4. Each math teacher will make a recommendation, based on the following criteria:
 - a. Homework grade must be an "A" for each nine-week period.
 - b. The student must be organized and prepared for each class.
 - c. The student must not be a discipline problem.
 - d. The student must put forth his or her best effort, always.
 - e. Teacher recommendation can override requirement (a) or (b).

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

6TH GRADE MATH

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

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

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

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

7TH GRADE MATH

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

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

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

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

8TH GRADE MATH

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

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

Those students selected to be in the honors program in 8th grade will be taught Algebra I for high school credit. Placement in this class is largely determined on the mathematical progress the student made in Pre-Algebra. Academic as well as psychological maturity play a large part in a student's ability to master Algebra I in 8th grade. Our teachers work very hard to properly place these students based on several factors outlined below. Completion of Algebra I in 8th grade and successfully passing the State of Louisiana Algebra credit examination does not determine if the student will receive high school credit. High schools require students entering 9th grade to take a placement test to determine if they are ready to move on to Geometry in the 9th grade. If so, they do receive credit for their Algebra I class at SHS. If not, they will retake Algebra I in the 9th grade. In part, the student can determine the success of their year by hard work in 8th grade math.

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

C. HOME ASSIGNMENTS

(For information on requesting assignments when absent, see Section II C.) Much has been said and written for and against home assignments. Catholic schools generally adhere to the policy of assigning some homework to pupils. Homework is a necessary part of your child's education. The amount depends upon the child's progress in school. Homework is assigned as purposeful learning, usually intensifying work already presented in school. It is important to keep in mind that written work is not the only kind of homework. We consider study work very important, particularly in the upper elementary and Middle School levels.

Homework is essential in developing the student's work habits, teaching him/her to organize his/her time, accept responsibility, and improve study skills. Students will return assignments to the teacher, completed neatly, by the date requested. Parents, please see that the assignment is completed and neat. Also, please be careful of over-scheduling your child in activities outside of school, ie: dance, sports, music, etc.

All assignments should be done and turned in on time except in case of illness.

Continued serious difficulty in doing homework is an indication that something is wrong. In such cases, an interview with the child's teacher is in order. Periodically papers are sent home to be signed. It is important that these papers be studied carefully as they are an indication of what your child is doing in his/her school work. Notes from the teacher should be answered promptly.

D. LIBRARY

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

E. COMPUTER LAB

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

F. ART, MUSIC, FOREIGN LANGUAGE AND PHYSICAL EDUCATION

Art, Music, Foreign Language, and Physical Education are the other activity classes that are part of the regular curriculum.

G. FIELD TRIPS

Educational field trips provide an additional dimension to the classroom curriculum. Field trips are arranged by the teachers after consultation with the principal. A student's participation in a field trip is contingent upon his/her conduct (refer to Behavior Policies, Section VI D). Fees and fines must be paid prior to any field trip. The parent must sign and return the Sacred Heart permission form for the child to participate. A written note or phone call does not substitute for the signed SH permission form. A parent may fax a signed SH permission form to the office prior to the field trip.

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

DUTIES OF CHAPERONES AND DRIVERS FOR FIELD TRIPS

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

H. STUDENT EVALUATION & PROMOTION

1. Testing Program

A program of standardized testing of all pupils has been in effect in the Diocese of Baton Rouge for a number of years. Tests are administered to students in grades 1 - 8 in the spring. We are not authorized to administer the annual standardized tests on an untimed basis. Sacred Heart will adhere to the Catholic Schools Office guidelines for accommodating special needs for standardized testing.

2. Report Cards
 - a. Report cards are issued at the end of each nine week period.
 - b. Parents or guardians must sign the report card envelope and return it to the homeroom teacher within one week.
 - c. Report cards may be withheld until all fines and fees have been paid in full.
3. Progress reports are issued in grades 1-8 in the middle of each nine week period.
4. Interpretation of Report Cards
 - a. Kindergarten: Students are evaluated on the progress they have made during the grading period. It is particularly important at this age that the evaluation is both written and oral. Parent-teacher conferences are arranged during the school year.
 - b. Grades 1-8: Daily work, including recitations, school and home assignments as well as quizzes and unit tests given within the nine week period, constitute the nine week average. Grades are marked alphabetically on the report card using the following:

100 - 94 = A Excellent (4 quality points)
93 - 86 = B Above average (3 quality points)
85 - 78 = C Average (2 quality points)
77 - 70 = D Below average (1 quality point)
Below 70 = F Unsatisfactory (0 quality points)
 - c. Grades 6-8: In addition to the above criteria for grading, the final yearly average is based on 4 nine weeks grades plus mid-term and final exams. These two exams will be added to the 4 nine weeks grades to determine the final yearly average for each subject, with more weight given to the nine weeks grades. Students who have an "A" in any subject for all four nine weeks, as well as, an "A" on the mid-term exam, are exempt from taking the final exam for that subject.
5. Promotion

- a. Pre-K & Kindergarten: Sacred Heart places a strong emphasis on a child's developmental abilities. The school stresses readiness in placing students in Pre-K and Kindergarten. It is critical that objective decisions be made concerning placement for these students. It is difficult to ask parents to make purely objective choices when they are emotionally involved with their children. For this reason, Sacred Heart has relieved parents of the burden of this decision-making at the Pre-K and Kindergarten levels. Once a child is accepted into the Pre-K or Kindergarten program, the school assumes the responsibility of decisions concerning placement.

Pre-K: Sometime during the second semester of Pre-K, the teachers and the administration will begin to make decisions concerning the child's possible placement in Kindergarten. Since each child is special, his/her placement should be made in a way that is best suited to his/her needs. If the teacher and the administration agree that a child is experiencing obvious difficulty and frustration in Pre-K, a request will be made that the parents give the child a gift of time by allowing him/her to remain in Pre-K the following year. This decision is made after careful observation and supervision of the child during the school year, as well as conferencing with parents concerning the child's progress. A screening test will be given to each child before he/she is admitted to Kindergarten.

Kindergarten: Kindergarten students are observed carefully for the first nine weeks of school. At this point, the decision-making process begins. If the teacher and administration agree that the child is not appropriately placed and is experiencing frustration, the school will ask the parents to place the child in a pre-school program and re-enroll the child in Kindergarten the following year. This request may be made not only after the first nine weeks, but any time during the school year, to alleviate the frustration and pressure the child is experiencing. During the second semester of Kindergarten, decisions will be made by the teachers and the administration concerning placement for the following year.

Sacred Heart respects the judgment of its professionals in making the best possible placement decisions for its

students. Each child is special and will be offered a placement that is best suited to his/her needs. Sacred Heart strives to have each child reach his/her potential and is committed to providing the proper placement for each child.

- b. Grades 1 - 2: Promotion is based on the child's ability to successfully complete all required levels for that grade in reading and math, with at least a 70% average at the end of the school year in all other major subjects. Academic averages are determined by the scale that follows in section d.

An added stipulation is that at least an average grade of 70% must be earned in the second semester (the 3rd & 4th nine weeks) to pass the subject. Students in 1st and 2nd grade who fail reading or math are not promoted. Summer school for reading or math is not an option at these grade levels, but will be required for other subjects.

- c. Grades 3 - 8: Successful completion of a grade level means that the student must attain at least a 70% average for the year in all major subjects. Academic averages are determined by the scale that follows in section d.

An added stipulation is that at least an average grade of 70% must be earned in the second semester (the 3rd and 4th nine weeks) to pass the subject.

- d. Final averages in academics for grades 1-8 are determined according to this scale:

100 - 94 = A Excellent (4 quality points)
93 - 86 = B Above average (3 quality points)
85 - 78 = C Average (2 quality points)
77 - 70 = D Below average (1 quality point)
Below 70 = F Unsatisfactory (0 quality points)

- f. Summer School Option: If a student in the 3rd - 8th grade fails one major subject, successful completion of English, Math, Social Studies, Science, and/or Reading in summer school will be required for promotion to the next grade level. A student sent to summer school must complete 60 hours of remediation in the subject designated and the instruction must be done in an

accredited facility or by a certified teacher. In order to remove the conditional promotion, official documentation of the student's grade (and hours spent in the subject) must be sent to Sacred Heart School before the opening of school. If two or more major subjects are failed, the student must repeat the grade.

IV: RELIGION PROGRAM

A. FORMATIONAL/INSPIRATIONAL COMPONENTS

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

B. EDUCATIONAL/INSTRUCTIONAL COMPONENTS

1. Daily Religion Classes
2. Basics of Christian Living
3. Sacramental Instruction
5. Sacramental Preparation for Reconciliation and First
6. Eucharist
6. Scripture
7. Prayer
8. Justice and Peace

9. Lives of the Saints - Past and Present
10. Audio - Visual Materials
11. Books and Magazines
12. Infusion of Christian Values in the Overall Curriculum
13. Faculty In-Services/Religious Certification Classes

C. FAMILY PARTICIPATION

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

D. STUDENTS OF OTHER RELIGIOUS DENOMINATIONS

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

E. RELIGION GRADES

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

F. PREPARATION FOR THE SACRAMENTS OF EUCHARIST AND RECONCILIATION

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

V. UNIFORMS/DRESS CODE

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

Sacred Heart's uniform suppliers are Inka's S'coolwear and School Time. Students will be required to wear the "dress" version of the uniform on all Mass days and on special occasions announced by school administrators. The dress uniform for girls consists of the smock dress for Pre-K and

Kindergarten girls; the jumper with the woven oxford cloth blouse for girls in 1st through 5th grades; and the skort with the woven oxford cloth blouse for Middle School girls. The dress uniform for all boys consists of long navy pants (as specified in the following section) with either the knit or the woven shirt.

A. **GIRLS**

- Smock dress: (Pre-K and Kindergarten) Plaid fabric with white collar; to be worn with matching plaid bloomer shorts.
- Jumper: (1st – 5th grades) Plaid fabric; to be worn with *the Oxford woven blouse*. **Must be worn with the Oxford blouse November 1st to March 1st.** Plaid jumper shorts or navy uniform knit shorts must be worn under jumper. *Must be no shorter than 2" from floor when kneeling.*
- Skorts: Worn in Junior High only. Plaid fabric. *Must be no shorter than 2" from floor when kneeling.*
- Walking Shorts: (All grades) Plaid fabric. *Must be no shorter than 2" from floor when kneeling.*
- Pants: (Optional during cold winter months) Solid pleated or flat front navy pants from Inka's S'coolwear or School Time.
- Knit Shirts: White cotton pique knit polo style or poly/cotton jersey knit polo style, screened with Sacred Heart logo. This shirt may be worn with walking shorts or skort. **Must be tucked in at all times.**
- Banded Knit Shirts: White cotton pique knit or poly/cotton jersey knit banded style screened with Sacred Heart logo.
- Oxford-style Woven Blouses: *White poly/cotton blend oxford cloth, short or long sleeved, with pointed collar, screened with Sacred Heart logo on pocket.* This is the only blouse that may be worn with the jumper. It must be worn under jumpers from November 1st to March 1st. It may also be worn with shorts, pants, or skort and **must be tucked in at all times.**

Undershirts/ Camisoles	Plain white camisoles or plain white undershirts may be worn under knit shirt or woven blouse for warmth. Undershirts should not be oversized and sleeves are not to hang below shirt sleeves.
Socks; legwear:	Solid white mid-calf crew socks with no logo or Sacred Heart ankle sock only. Girls may wear solid navy, black, or white footed tights on days with a morning temperature of 40 degrees or lower.
Shoes:	Leather shoes in solid navy, brown, or black; tennis shoes in solid white, navy, black or gray. Shoes with cartoon or Disney characters are not appropriate uniform shoes. <i>No light-up tennis shoes or rolling shoes are allowed.</i> Shoestrings must be the same color as the shoes and remain tied. No boot styles or sandals. Shoes must have a back; no slip on shoes are allowed. NOTE: The administration gives one year's grace on the solid colored shoe requirement. For the 2011-12 school year, students may wear the solid colored shoe as described above or may follow the shoe guideline for 2010-11.
Hair Accessories:	Uniform plaid, navy, gold/yellow, and/or white bows or barrettes.
<i>Sweatshirt:</i>	<i>Navy Sacred Heart School logo crew style sweatshirt only, purchased through Inka's or Schovertime only. No other sweatshirts are to be worn on the school campus. Sweatshirts are not to be tied around the waist while in the school building.</i>
Light Jackets/ Sweaters	<i>Solid navy jacket or sweater worn indoors or outdoors. Sweater should be v-neck or cardigan styles. No blue jean jackets; no denim. NO OTHER LIGHTWEIGHT JACKETS OR SWEATERS ARE TO BE WORN ON THE SCHOOL CAMPUS, INDOORS OR OUTDOORS. SHS team jackets are not to be worn during school hours. Jackets or sweaters</i>

are not to be tied around the waist.

Heavy Outer Coats

Any color to be worn outdoors only.

Jewelry:

Girls are allowed to wear a watch, one pair of small post earrings worn on the lower earlobes only (no hoops or dangling earrings), one ring, and one chain with a religious medal or cross. No other necklaces or symbols are to be worn.

Make-up:

No make-up, nail polish or artificial nails are allowed.

Other:

No body piercing or tattoos are allowed.

Hair:

Dyed, bleached, highlighted or tinted hair is not allowed. No artificial hairpieces, hair extenders, or added braids are allowed. Hair must have a dry appearance. If student's hairstyle is questionable, parents will be notified.

Book sacks:

All students are required to carry books to and from school in a book sack or backpack. No rolling book sacks or back packs.

B. **BOYS**

Pants or shorts:

Solid navy twill poly/cotton blend uniform, pleated or flat front pants or shorts. Other brands/styles (i.e., Dockers, Duckhead) will not be allowed. Pre-K and Kindergarten boys' shorts and pants are to be elastic-waisted with no belt worn. *Long pants are required as dress uniform.*

Knit Shirts:

White cotton pique knit polo style or poly/cotton blend jersey polo style, screened with Sacred Heart logo. Must be tucked in at all times.

Woven Shirts:

Worn in Junior High only. White poly/cotton

oxford cloth buttoned front shirt, long or short sleeved, with Sacred Heart logo screened on pocket. Must be tucked in at all times.

- Undershirts: Solid, plain white only. Undershirt sleeves may not extend from beneath uniform shirt sleeves.
- Belts: Navy, brown, or black leather with simple buckle. Belts must be worn at all times in 1st – 8th grades.
- Socks: *Solid white mid-calf crew socks with no logo or Sacred Heart ankle socks only.*
- Shoes: Leather shoes in solid navy, brown or black; tennis shoes in solid white, navy, black, or gray. Shoes with cartoon or Disney characters are not appropriate uniform shoes. No light-up tennis shoes or rolling shoes are allowed. Shoestrings must be the same color as the shoe and remain tied. No boot styles or sandals. Shoes must have a back - no slip on shoes are allowed.
NOTE: The administration gives one year's grace on the solid colored shoe requirement. For the 2011-12 school year, students may wear the solid colored shoe as described above or may follow the shoe guideline for 2010-11.
- Sweatshirts/:* Navy Sacred Heart School logo crew style sweatshirt only, purchased through Inka's S'coolwear or School Time only. No other sweatshirts are to be worn on the school campus. *Sweatshirts are not to be tied around the waist while in the school building.*
- Light Jackets/
Sweaters: *Solid navy may be worn indoors or outdoors.* Sweaters should be v-neck or cardigan. No blue jean jackets; no denim. NO OTHER LIGHTWEIGHT JACKETS OR SWEATERS

ARE TO BE WORN ON THE SCHOOL CAMPUS, INDOORS OR OUTDOORS. SHS team jackets are not to be worn during school hours. Jackets and sweaters are not to be tied around the waist.

- Heavy Outer Coats: Any color; to be worn outdoors only.
- Jewelry: Boys are allowed to wear a watch, one ring, and one religious medal or cross. No other chains or symbols are to be worn. No earrings.
- Other: No body piercing or tattoos are allowed.
- Hair: *Boys' hair is to be worn in a traditional cut, above the collar, to the top of the eyebrows, above the tops of the ears.* No bushy styles. No shaved lines, tails, designs, weight lines, undercuts, shaved heads or corn row braiding allowed. Dyed, bleached, highlighted, or tinted hair is not allowed. Hair must have a dry appearance. If the student's hairstyle is questionable, parents will be notified. Boys must be clean-shaven at all times. No thick sideburns, no sideburns past the middle of the earlobe, and no facial hair allowed.
- Book sacks: All students are required to carry books to and from school in a book sack or backpack. No rolling book sacks or back packs.

C. P.E. UNIFORMS

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

Grades 5th - 8th: P.E. uniforms must be worn. Purchase P.E. uniforms sold Inka's S'coolwear or School Time. Uniform tennis shoes must be worn on P.E. days.

D. DRESS FOR SPIRIT DAYS AND FREE DRESS DAYS

Free dress is an optional privilege for students on specified days. On these days, students may wear their Spirit Shirts (purchased from Home & School's Tiger Shop) with long blue or black jeans (loose fitting with no holes) or with uniform pants. If your child chooses not to participate, he/she is to wear the school uniform. In addition to the days listed below, students may be allowed other free dress days as determined by the principal or the child's teacher for field trips, special class theme days, or reward days. In such cases, you will be notified of what is appropriate dress.

Spirit Days are described below.

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

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

VI. BEHAVIOR POLICIES

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

Following the general rules and guidelines for all students, classroom teachers are responsible for setting rules and guidelines for their classrooms. These are explained to the student at the beginning of the school year, and are also sent home to parents for their signature. **Parents are expected to support the faculty and administration regarding these rules, guidelines and consequences.**

Every faculty member is authorized to hold every student to strict accountability for any disorderly conduct or breaking of rules, at school or away from the school campus, during the school day or at any school related activities (see also Section C below, Conduct Off Campus).

In those cases where corrective action becomes necessary, disciplinary measures taken will be constructive and directed toward serving educational ends. It should be clearly understood by the student and his parents that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right, qualified by compliance with rules and regulations. The student will be made aware of the reason(s) for the punishment being imposed. Final decisions regarding the maintenance of discipline will be made by the principal.

It shall be a condition of enrollment that students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the discretion of the school administration. These principles include, but are not limited to, any policies or procedures set forth in this handbook. It is an express condition of enrollment that parents/guardians of a student also conform themselves to the standards of conduct that are consistent with these same Christian principles, as set forth in this handbook. Students and parents/guardians may respectfully express their concerns, verbally or in writing, about the school operation and its personnel. However, they may not do so in a manner that is discourteous, disruptive, threatening, hostile, or divisive. It is more advisable to discuss such concerns with the appropriate person (i.e., the teacher, administration, etc.) These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events, athletics, field trips, extended care, etc.

Considering the trend in school violence, both students and faculty have been directed to report any potentially threatening activity or remarks, whether said in joking, bullying, or otherwise.

We did not include PK and K students in this directive, since we feel it would be more appropriate for parents to address this subject with such young children. The school administration will follow the specific guidelines from the Diocese regarding threatening behavior. We ask that you stress with your children the importance of choosing their words and actions carefully. What is said or done on an impulse, whether in anger, showing off, or playfully, could have **serious** consequences.

Bullying: For purposes of our school policy, “bullying” will be defined as words, gestures, or acts that hurt other people or their belongings. Bullying behavior is not allowed. Students are responsible for treating one another with respect and reporting incidents of bullying in order to establish a safe school environment where all students are free of harassment. School staff will intervene in such incidents and will report the incident to the homeroom teacher so that there is follow-up, including consequences when faculty and/or school administration determine the report to be valid. Special caution should be used by parents and students when visiting websites such as MySpace, Bebo, and Facebook, etc. School policy regarding harassment and bullying will be extended to such activities.

Safety in our school is of utmost importance and is our top priority. Parents, you are urged to caution your child(ren) about making statements of a threatening nature. Such statements cannot and will not be taken lightly. Any student making a threatening statement may be removed from school until such time as a professional evaluation determines that the student is not a threat to himself/herself or to others. The student’s required absence from school will be counted as an out-of-school suspension.

B. SCHOOL CAMPUS

1. Sacred Heart School is proud of its excellent facilities. Students are expected to respect the buildings and facilities at all times. No writing or carving on walls, doors, desks, lockers, or any other school property will be tolerated.
2. Students may not bring harmful objects (guns, knives, ammunition, sharp or pointed objects, metal pick combs, cigarettes, matches, lighters, drugs, or pornographic materials, etc.) onto the school campus.

3. Radios, tape recorders, electronic games, laser pointers, cell phones, iPods, and other electronic devices are not allowed. On field trip or conduct reward days, teachers may give permission ahead of time for students to bring certain devices or games to school.
4. Students may not engage in selling or purchasing candy, books, etc. other than in school-sponsored projects.
5. Students are never to have gum on the campus during school hours or at any other time.
6. **Students are not allowed in the school building before or after school or during recess periods, unless they have a pre-scheduled meeting with a teacher.**
7. Students are expected to obey all teachers who are on duty.
8. No magazines, trading cards, pogs, marbles, balls, etc. are to be brought onto the school grounds. Only school approved playground equipment will be allowed on the school grounds.
9. No moving vehicles are allowed on the school grounds.

C. CONDUCT OFF CAMPUS

Sacred Heart's primary goal is the total Christian education of the student. We believe we can work toward that goal only within a highly disciplined environment. We also believe that the behavior of any one student impacts others; therefore, our discipline policies have been constructed to provide for the orderly growth and development of the individual student and to promote the well-being and safety of all.

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

Violations of civil or criminal law or violations of morality which, in the professional opinion of the school administration, would reflect or cause discredit to the reputation of Sacred Heart School by being contrary to the moral, religious, or ethical principles

we uphold will make a student liable for expulsion. **A probationary period is not a necessary pre-requisite for expulsion.**

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

- *Committing or attempting to commit acts of vandalism
- *Smoking
- *Consuming alcohol
- *Shoplifting
- *Participation in any cult or occult activity
- *Using narcotics (including marijuana, illegal drugs, or those not authorized for the student using them)
- *Violating local curfew laws
- *Truancy ("Skipping" school)
- *Pornography
- *Crude, obscene, harassing, bullying or insulting e-mails
- *Inappropriate messages or pictures on websites such as facebook, etc.
- *Fighting

D. GUIDELINES FOR SPECIFIC AREAS

At the beginning of the school year, each homeroom teacher gives a handout explaining the criteria that determines conduct grades for that grade level.

1. Pre-requisite for Field Trips – Attending field trips is considered a privilege. Attendance is contingent upon acceptable conduct and is left to the discretion of the teachers and administration.
2. Classroom - Students should not be in the classroom unless a teacher is present. Running, jumping, ball-playing are not classroom activities. Students are responsible for knowing and following classroom rules.
3. Cafeteria - Conduct in the cafeteria should resemble that expected in a normal dining room. Students should speak in a controlled manner. They should not walk around unnecessarily. Food is not to be thrown on the floor or at others. Students are expected to follow the directions of the duty teacher and the cafeteria personnel. No sharing of food from one student to another is allowed. Bag lunches should be healthy and nutritious. No candy, soft drinks, or peanut-containing items are allowed in the cafeteria. Politeness,

courtesy and good table manners are expected of the students at all times. Students should take pride in helping keep the cafeteria clean and neat.

4. School Grounds - Students are expected to obey all faculty members who are on duty. Only play equipment purchased by the school will be allowed during recess. No toys or balls brought from home are allowed before school or during recess. Students are expected to treat one another with Christian dignity. Fighting, rock throwing, vulgarity or obscenity are not tolerated and may result in suspension.
5. Gym/Extracurricular Activities - No gum allowed. No smoking. No one allowed on the stage. No balls in the gym (other than team balls). Anyone leaving the gym must pay to re-enter. When children attend after-hours school activities, they are expected to behave in an appropriate manner. **All students must be accompanied by their parents or another adult. Children may not be dropped off at the gym.** It is the responsibility of the adults to see that their children are supervised when attending Sacred Heart functions, whether at our own gym or at another school's gym.
6. Church - Sacred Heart students attend Mass frequently. Through experience and example, students are taught reverence and respect for sacred places and things. It is particularly important that older students set an example for younger ones.
7. Gum is never allowed on the school campus.
8. Lockers, book sacks, and lunchboxes are not to be decorated with markers, graffiti, stickers, posters, magazine cutouts, etc. Lunchboxes should be labeled with the student's name.
9. Children should be trained to handle all school books carefully. Textbooks should be kept free of pencil or ink marks, spills, tears, and dirt. If a book is lost or damaged, the negligent pupil will be expected to pay for the replacement or damage. All books are to be covered and must remain so all year. The student's name should be written inside the cover.

E. SEXUAL HARASSMENT

Peer sexual harassment is not allowed. This is defined as unwanted and unwelcome behaviors from another student that

make the targeted student feel embarrassed, disrespected, or powerless. It includes, but is not limited to discussing or touching private parts of the body, unwanted physical contact, writing, drawing, or speaking about obscene or sexually explicit topics through notes, jokes, music, graffiti, e-mail, or "instant messaging," instigating or spreading rumors of a sexual nature, sharing pornographic materials, asking personal questions that have a sexual connotation, using obscene or sexual gestures or movements, making obscene comments or suggestions, name-calling or insults that refer to a person's sexuality or gender identity. Sacred Heart students are encouraged to report any such harassment by another Sacred Heart student, whether at school, on the bus, by Internet, or in another setting. School administration will intervene and determine any consequences warranted.

F. DETENTION

For violations of school regulations, detention may be used. If children are to be detained, parents will be notified of the detention. Detentions are held before school. The detention shall be scheduled so that arrangements for transportation can be made by the parents. Students who receive a 4th detention in one school year are suspended.

G. SUSPENSION

A student may be suspended by the principal for ongoing minor offences or for a serious violation of school regulations. Notice will be given in writing to the parents. No suspension will last longer than three days. During the suspension period, the student is marked absent. The child is responsible for any and all assigned class work, homework, projects, tests, and/or quizzes missed during his/her absence and must make up any work missed. If a student earns a 3rd suspension, he/she is at serious risk of expulsion. The decision to expel a student is made by the principal in consultation with the Pastor and the Superintendent. The administration may impose a probationary period, but probation is not a necessary pre-requisite for expulsion. A student who receives a suspension automatically receives an F in conduct for that week.

For certain misbehaviors, an in-school suspension, out-of-school suspension, or expulsion may be imposed immediately. These misbehaviors include but are not limited to:

1. fighting
2. deliberate disrespect
3. stealing
4. obscene words (written or spoken), gestures or pictures
5. leaving the school grounds without permission
6. deliberately not attending class
7. destruction of school property or property belonging to someone else
8. cheating/forgery
9. threatening serious harm (written or spoken)
10. severe bullying
11. peer sexual harassment or inappropriate touching
12. inappropriate use of the Internet
13. leaving assigned supervision during an off-campus event
14. possession of certain items such as but not limited to tobacco, alcohol, drugs, weapons, explicit pictures or music

H. EXPULSION

Three suspensions make a student liable to expulsion. A student may be put on probation after the 2nd suspension; however, this is not a necessary pre-requisite for expulsion. The principal has the obligation to notify the parents of this expulsion provision after the second suspension. For very serious reasons, (including but not limited to smoking; possession of cigarettes, drugs, alcohol, or weapons; participation in a cult or occult activity; inappropriate use of the Internet; or promoting any philosophy or practice which is in conflict with the school's philosophy) a student may be expelled after a single violation if his/her continued presence in the school would seriously hamper the school in fulfilling its obligations to the other students. The parent has the right to appeal, in accordance with the Procedure for Handling Complaints, Section VII D, found in this Handbook.

I. POSSESSION OF CIGARETTES, DRUGS, ALCOHOL, OR WEAPONS

Any student who possesses cigarettes, illicit drugs, alcoholic beverages, pornography, or weapons (guns, knives, ammunition, sharp or pointed objects, pepper spray, etc.) on school property or at a school function, introduces them at a school activity or

partakes of them on school property or at a school function will be liable for expulsion from school (also see Conduct Off Campus, Section VI C).

J. DIOCESAN SUBSTANCE ABUSE POLICY

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

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

b. If a student is found to have provided or sold an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled.

5. If a drug/alcohol treatment program and/or drug testing is mandated, it is to be financed by the parent/guardian.

K. STEALING/CHEATING/FORGERY/FIGHTING

Any student involved in stealing, cheating, forgery, or fighting will be subject to disciplinary action, depending on the severity of the infraction.

During any testing, in order to preserve the integrity of the testing environment, students will retain their tests until collected by the teacher. There should be no talking while tests are being taken. Depending on the severity of academic cheating, consequences may include, but are not limited to; points taken from test or zero credit, loss of athletic participation, loss of school activity, detention, suspension, or expulsion.

L. SEARCH AND SEIZURE POLICY

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

If searching for contraband, the administrator must have a reasonable belief that illegal substances, objects, or stolen property are being concealed, or that a violation of a school rule related to the maintenance of discipline has been committed.

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

M. SCHOOL BUS

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

dismissed from the bus, all are to go immediately to their assigned areas.

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

N. CONDUCT INFORMATION FOR GRADES 5 - 8

1. Positive Reinforcements- It is important to use rewards as positive reinforcement for good student behavior. Examples:
 - a. Five extra minutes at recess on Mondays for classes having all A's.
 - b. Snack and drink every week for those with A's.
 - c. Special reward for entire class if anyone receives an A in conduct for the week.
 - d. Free dress day at the end of each 9 weeks for those with all A's.
2. Conduct Card Information
 - a. A record of the student's behavior each week
 - b. Given in percentage grades
 - c. Must be attached to student's planner
 - d. Students must have conduct card at all times including Activity classes (except Mass, recess, and lunch).
 - e. Conduct cards begin at 8:10 and end at 3:50.
3. Procedures for Conduct Cards
 - a. New conduct cards will be issued on Monday for the week
 - b. Completed conduct cards signed by teachers will be turned in on Friday
 - c. Conduct folders will go home on Monday with grade in percentage
 - d. Conduct folders must be signed and returned by Tuesday
 - e. Lost or Not Returned Cards
 - i. Conduct Card Lost- Student is sent to the assistant principal and issued a gray replacement card. The assistant principal will ask student the number of signatures he/she had prior to the card being lost. The assistant principal will put the teacher's signatures on the replacement card. 2 signatures will be given per day beginning on Monday for a lost card no matter what day the card was lost.

Any student who does not have his/her card on Friday for any reason will be sent to the assistant principal.

- ii. Conduct Card Not Returned-
 - 1. Day 1- Signature
 - 2. Day 2- Two Signatures
 - 3. Day 3- Referral with Detention
- f. Referrals
 - a. If a student is issued a referral, 15 points (5 card signs) will be taken off the conduct card. Additionally, the student must serve a detention from 7:10 – 8:10 before school on an assigned Thursday. Ex: Disrespecting authority or other student, disregarding school property, weekly conduct grade lower than 70%, etc.
 - b. Issued directly to student by teacher
 - c. To be signed by parent and returned the next day
 - d. If the referral is not returned the next day, 3 additional card signs will be issued
 - e. Parent will be called when a referral is issued
 - f. A referral is worth 5 card signs which is 15 points
 - g. Referrals are in triplicate. One is for the issuing teacher, one for the parent and original should be signed and returned
 - h. On the third detention, a conference will be scheduled with the parent, teachers and administration
 - i. On the fourth detention, the student will be suspended
- 4. Suspensions: If a student is suspended, 33 points (11 card signs) will be taken off the conduct card (Exception: suspension due to 4th referral) Examples: fighting, forgery, cheating and other major offenses. 4th referral equals a suspension (If suspension is due to 4th referral, only 15 points will be deducted from the conduct card).
- 5. Talking during Tests: If a student is talking while a test is being administered but is NOT cheating, a referral (5 card signs/15 points) will be given. Teacher will make the decision whether the student is actually cheating or “just” talking.
- 6. Cheating during Tests: If a student is cheating on a test, the academic penalty is dependent on the severity of the infraction. The academic penalty may include points taken off of the test to zero credit on the test.

7. Detention: Detentions will be held weekly on Thursday mornings from 7:10 – 8:10. If a student arrives after 7:10, cafeteria duty will be issued. If a student fails to attend a morning detention, he/she will serve 7 days of cafeteria duty as well as a make-up detention.
8. Dress Uniforms: Dress uniforms must be worn on Mass Day. Failure to do so will result in 1 card sign. Students are not allowed to call home for uniforms. Uniform violations during school will result in 1 card sign. Example: No Belt- 1 card sign

Please note this is not an all inclusive list of all possible infractions.

O. TRANSITION TO MIDDLE SCHOOL

To ease the move from Elementary to Middle School, please take note of the following:

1. Expect and plan for changes
2. Encourage good study habits and organization
3. Remember that teachers have different styles and different habits
3. Allow students to call their peers for missed assignments
4. Lockers will be used (may be confusing)
5. Accelerated Reading habits may change
6. No holiday class parties except for Christmas and Mardi Gras
7. The student's responsibility increases – please leave that responsibility with the child: "forgotten" items should not be brought to school by the parent
8. Help them realize that extra-curricular activities are not the primary reason the child is in school
9. Tardiness/early checkout should be avoided
10. Students should be in school daily
11. Communication is important
12. Extra credit projects will not be assigned to help a student make up a bad test grade
13. Exams will be taken

Detailed information will be sent home with the student upon completion of the 5th grade.

The conduct grading scale for Middle School is as follows:

3.7 to 4.0 = A
2.7 to 3.69 = B
1.7 to 2.69 = C
1.0 to 1.69 = D
Below 1.0 = F

VII. COMMUNICATIONS

A. PARENT-TEACHER

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

B. PARENT-PRINCIPAL

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

C. PARENT-STUDENT

Only messages of vital importance will be delivered to students during the school day. Arrangements for carpools, doctors, etc. should be made before children leave for school. In an emergency, parents are to call the school office and leave the message or come to the office in person. Children will not be called from class for messages. Likewise, students will not be allowed to call home except for a serious reason.

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

D. PROCEDURES FOR HANDLING COMPLAINTS

The Sacred Heart School Advisory Board has confidence and trust in the school's employees and desires to support their actions in such a manner that the employees are freed from unjust criticisms and complaints. Constructive criticism of any facet of school operation and complaints brought against school personnel concerned therewith should be motivated by a desire to enhance the educational quality and effectiveness of the school as well as to secure justice. We do, however, expect parental support of school policies in regard to discipline, student evaluation, and routine procedures.

Considering the foregoing propositions, the following procedures shall be adhered to when complaints are made:

1. The party against whom a complaint is made shall be advised of the nature of the complaint. The complainant shall be made aware of the procedures stated herein. Both parties shall be given an opportunity to present, explain, and comment on the facts in an effort to resolve the issue. The parties involved should personally endeavor to settle the grievance.

2. In a situation where the issue is not resolved, the complainant may appeal to the principal. The three parties shall jointly attempt to settle the grievance.
3. If the complaint is still not settled, the complainant may seek a resolution by further appeal to the Appeals Committee of the Sacred Heart School Advisory Board. Each party shall be given an opportunity to present, explain, and comment on the facts involved. The Appeals Committee will then submit written findings of facts and their recommendations to: the parties involved, the Sacred Heart School Advisory Board members, and the Pastor. The President of the Advisory Board will then contact the parties involved to see if the recommendations are accepted by all involved and lead to a resolution of the complaint.
4. If one or more of the parties involved do not accept the recommendations of the Appeals Committee, then the matter is brought to the Pastor.
5. If the matter is not settled at the local level, an appeal can be made to the Appeals Committee of the Diocesan School Board.
6. The types of cases that the Diocesan School Board's Appeals Committee will hear include contractual disputes between employees and schools, alleged violations of Diocesan policy, and severe situations such as expulsion and/or lengthy suspensions. The decision of the Diocesan Appeals Committee is final.
7. Parental cooperation is necessary to ensure the orderly functioning of the school, as well as the furtherance of the child's education. If parental cooperation is not forthcoming, the child's continued enrollment must be reviewed in order to ascertain if it serves the best interests of the school and the child. After opportunities have been provided for reasonable and fair dialogue among parents, administrator, and Pastor, and the Pastor and administrator deem the parents no longer honor the expectations found in the school's contractual agreement, the parents shall be directed to withdraw their child/children from the school. The parents may appeal to the Appeals committee within three days of written notification of the withdrawal decision. The child is suspended until the arbitration process is finalized.

VIII. SAFETY (For individual student medical emergencies, see Section II H)

A. HEALTH AND EMERGENCY FORMS

These are completed by parents and kept on file in the office and classroom and must give the parent's name, address, home and work phone numbers, emergency contact persons and their phone numbers in case a parent cannot be reached, doctor's name and phone number, and special medical conditions. Parents should notify the office of any changes in this information as it occurs.

B. NOTIFICATION OF PARENTS IN EMERGENCIES

All instructions and announcements about a particular situation will be made on television and radio. The school's telephone broadcast service will also be used. Please do not call the school.

C. EMERGENCY PROCEDURES

1. Signal - The principal assesses the type of evacuation that is needed and announces the appropriate method over the loud speaker [i.e. "Code Red" (stay) for toxic gas/shelter in place; "Code Green" (go) for fire].
2. Procedure
 - a. Primary grade teachers put ID tags on students. All students have ID tags.
 - b. Teachers will check roll to assure that all students are present.
 - c. If necessary, students will board buses provided by Civil Defense and will be taken to a safe location. (In the event that the emergency does not require total evacuation or isolation of the area, the procedures remain the same with the following exception: Students will proceed to the Sacred Heart ball field (instead of buses) and will be met by their parents.
 - d. Parents will be notified by radio, television, and the school telephone broadcast service to pick up their children at designated locations.

- e. Parents will be required to provide picture i.d. and physically sign for students
- f. Each teacher will be responsible for his/her class and must remain with the children until he/she is dismissed by the principal.

D. FIRE DRILLS

Fire drills are practiced each month. Escape routes are posted in every classroom.

E. TORNADO

Tornado procedure is taught and practiced annually.

F. TOXIC GAS RELEASE

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

1. Implement SHELTER IN PLACE procedures. This is an action that can afford much protection if there is a short release or small amount of hazardous material in the air.
2. Maintain communications with Central Office, Fire Department and any other appropriate personnel. Central Office will start preparing to evacuate students by securing buses.

The decision whether or not to evacuate or shelter in place will be made by local officials. If the decision to evacuate is made:

1. SHELTER IN PLACE procedures should be utilized until transportation arrives.
2. Buses will be sent to the school by the Central Office with instructions on where to take the evacuees.
3. Parents will be notified by radio, television, and the school telephone broadcast service to pick up their children at designated locations.

4. Parents will be required to provide picture i.d. and physically sign for students.

G. TRANSPORTATION

Detailed information regarding buses and carpool will be given in writing and explained at Orientation.

No moving vehicles will be allowed in the school yard during normal school hours or when students are on the playground (before/after school).

IX. EXTRA CURRICULAR ACTIVITIES

A. JUNIOR BETA CLUB

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

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

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

All eligible 7th and 8th grade students are asked to join in the nine weeks following the end of a semester.

B. ATHLETIC PROGRAM

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

C. CHEERLEADERS

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

D. TIGERS IN ACTION SERVICE CLUB

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

E. QUIZ BOWL

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

F. YOUTH LEGISLATURE

Thirty-five 7th and 8th grade students participate in the Campfire sponsored program. After being selected, they spend 8-10 sessions before school meeting, researching, writing bills, and learning about the legislative process. It culminates in the spring with a legislative session where students from area schools meet, run for office, participate in the lawmaking process, and attempt to get their bills made into laws. Students must maintain an A or B in conduct for continued participation.

G. "TIGER PRINTS" SCHOOL NEWSPAPER

"Tiger Prints" is our school newspaper highlighting school news and the many worthwhile class and school-wide activities and events. Students are randomly selected by their teachers and the editor to cover newsworthy stories. Students must maintain an A or B in conduct for continued participation.

H. CHOIR

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

I. BOY SCOUTS AND GIRL SCOUTS

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

J. OTHER BEFORE AND AFTER SCHOOL ACTIVITIES

Programs such as band, dance lessons, gymnastics, and drama have been offered at Sacred Heart when staff and student population make it possible.

X. SCHOOL ORGANIZATIONS

A. SACRED HEART SCHOOL ADVISORY BOARD

1. The School Advisory Board is the body that the school Administration consults with and seeks advice from in formulating policy and developing an annual budget for the school, as well as determining the sources of funding for said budget.
2. The Pastor and the Principal are members of the School Advisory Board. Additionally, six members of the Board are elected to single three-year terms, two more are appointed by the Pastor to three-year terms. The entire Board shall be elected and appointed every three years rather than being staggered. There shall be no limit on consecutive terms. The

Pastor or Principal may also designate additional representatives to act in a non-voting capacity.

3. The Board shall develop and adopt policies governing Sacred Heart School which are consistent with those promulgated by the Diocesan Board of Education.
4. The Board shall additionally be responsible for other aspects of formal education at the school.
5. Elections for the Sacred Heart School Advisory Board members shall be separate from the Pastoral Council elections.
6. There shall be a standing Finance Committee for the Sacred Heart School Advisory Board.
7. All Sacred Heart School Advisory Board members or committees making a motion to the Board which recommends an unbudgeted expenditure must accompany the motion with a recommended funding source.
8. The Sacred Heart School Advisory Board adheres to the policies as outlined by the Diocese.

B. HOME AND SCHOOL ASSOCIATION

1. The purpose of the Home and School Association is to unite the parents and guardians of the children attending Sacred Heart School in order to be of greater assistance to the school and the children, and to create solidarity and understanding between the parents and teaching staff.
2. Membership is open to all parents, guardians, and interested persons. All teachers are to be considered honorary members. The officers are to be elected. The chairmen of the committees are appointed.
3. The major services of the Home and School Association are:
 - a. To assign room parents who assist teachers in planning field trips and class parties.
 - b. To sponsor the fund-raising activities which provide income for the school.
 - c. To provide educational information pertinent to elementary age children.

C. SACRED HEART MEN'S CLUB

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

XI. TELECOMMUNICATIONS ACCEPTABLE USE POLICY

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

- A. INTENDED USE: At Sacred Heart School, all electronic resources are to be used only in conducting and/or supporting education and research projects assigned or approved by the faculty. By means of the Internet and other sources, school computers have access to material that may be considered lacking in educational value or otherwise inappropriate to the school's purposes. Therefore, Sacred Heart School reserves the right to prioritize access to and use of all electronic resources and to monitor, or disallow students' use of any other matter sent or received through school resources.
- B. PROHIBITED USE: Prohibited use at Sacred Heart School includes the following:
1. Transmitting or receiving material in violation of any national or state law or regulation. This includes, but is not limited to copying, saving, or redistributing copyrighted material other than for educational research purposes.
 2. Searching, viewing, or retrieving material that is not related to schoolwork, community service, or further education. This includes, but is not limited to material that faculty or administrators consider to be obscene or potentially threatening.
 3. Posting of information on web pages unless it conforms to the mission, philosophy, and objectives of Sacred Heart School. Sacred Heart School prohibits the use of its name or logo in word or pictures online without written permission of the administration.

4. Student users are expected to respect copyright laws regarding software. Also, copyrighted information used in school reports is to be acknowledged by way of bibliographic citations.
 5. Activities involving personal financial gain, selling, ordering, advertising, subscribing, or purchasing of products or services are all prohibited.
 6. Visiting “chat rooms” or transmitting personal addresses or telephone numbers is prohibited.
 7. Forwarding or participating in chain letters.
 8. Vandalism, which includes but is not limited to any deliberate attempt to harm or destroy any data, software or hardware, including uploading or creation of a computer virus or loading unauthorized data or programs on school computers is prohibited. If a student, after an investigation, is determined to be responsible for such, the student and his/her parent(s) or guardian(s) are responsible for fines, penalties, or other consequences imposed by law.
- C. OTHER CONSIDERATIONS: Regarding privacy, school computers and disks will be treated as lockers, desks, and book sacks in that any faculty member or school administrator may view a student’s electronic communications or data saved on disk or hard drive (at school) to determine its appropriateness. Students using the school’s computer resources and Internet must be aware that their actions and behaviors reflect on the school. Nothing in this agreement is intended to preclude supervised use of the school’s electronic systems under the direction of a teacher or other authorized person acting in conformity with school regulations and procedures. In all cases covered by this agreement, the school principal has the authority to settle any problems that may arise. If a student has any question about whether or not a specific in-school computer use or activity is permitted, he/she is to consult a Sacred Heart School teacher or school administrator.
- D. DIOCESAN POLICY: Educational programs governed by the Catholic Schools Office require the ethical use of the Internet and related technologies by all employees, volunteers, and students, as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school/parish disciplinary action may be taken and/or appropriate legal action taken for any violation that is unethical, and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the diocesan school district. This policy must be included in the school handbook of policies and must be adhered to. The Diocese of Baton Rouge advocates the use of innovative technology resources in its students’ academic pursuits. However, because the Internet is a public forum with unrestricted access, all schools

contained within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of information on the Internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any web site, chat room, e-mail, or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material. Any student who fails to adhere to this policy is subject to disciplinary action, including expulsion. In situations in which laws may have been violated, civil authorities may be notified.

XII. USE OF SCHOOL FACILITIES

- A. Final approval for any programs or activities held in or at school facilities must come from the principal.
- B. An Ad Hoc committee appointed by the principal will review the programs or organizations requesting use of the school facilities and will make recommendations.
- C. Only Sacred Heart students will be allowed to participate in children's classes that use school facilities before and after school (with the exception of authorized league sports that include competition with teams from other schools and Sacred Heart Church Parish PREP students).
- E. A list of students participating in the activities must be provided to the school office. The list must be continually updated to assist in locating these students if necessary during an activity.
- F. A calendar of activities/classes, times, and dates will be maintained in the school office.
- G. An assessment fee per student may be required to defray the cost of utilities and maintenance. A certificate of insurance may be needed to use facilities.
- H. The adults who requested use of the facilities and their assistants must control programs in an appropriate manner. Students participating in the programs are the responsibility of those adults and their assistants, and are not to be allowed to roam the school

grounds or buildings. Other students not enrolled in the program are not to be allowed entrance to observe or loiter.

- I.* The program instructor will remain with and be responsible for all students participating in the class or activity until they have been picked up by their designated rides. Fifteen minutes after the program has ended, any remaining students may be turned over to the school's after school care program.
- J.* If the after school care program is closed at that time, the program instructor will remain with and be responsible for all participating students until they have been picked up by their designated rides.
- K.* Facilities must be maintained by the program personnel and left in reasonable condition after use.
- L.* Programs will be continually reviewed to ensure quality and compliance with school policies.
- M.* Failure to comply with any of the above policies will result in suspension of use and/or cancellation of the program or activity.
- N.* Each instructor will re-submit their request on a yearly basis to the school administration to obtain approval for continuation of their program.
- O.* A copy of the policies will be given to every group facilitator prior to facility use.
- P.* For non-instructional or non-tutorial purposes, such as for meetings, organizations related to the school or parish, a school facilities use request form must be submitted for approval at least two weeks prior to the date(s) needed.

SACRED HEART SCHOOL ATHLETIC HANDBOOK

I. INTRODUCTION

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

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

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

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

III. BACKGROUND

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

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

III. ADMINISTRATION

The CSAL Board of Directors shall have overall responsibility for organizing and conducting CSAL programs.

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

Each school principal shall be responsible for all of the schools, coaches, teams, and students participating in the CSAL.

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

IV. PURPOSE

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

V. ACTIVITIES OFFERED

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

VI. FEES

All students who play on a Sacred Heart sponsored team will be required to pay an athletic fee. The athletic fee pays your child's league registration fee, part of the team registration fee, and helps with the cost of equipment and coaches.

Profits from school sponsored tournaments, the concession stand, a percentage of the gate collection, donations, and your athletic fee are what supports the balance of the athletic expenses. Sacred Heart students participating in athletics will be required to pay an appropriate participation fee as determined by the Athletic Director.

VII. STUDENT ELIGIBILITY

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

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

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

A. AGE & GRADE REQUIREMENTS

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

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

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

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

B. ACADEMIC AND CONDUCT CODE

For CSAL and CYO teams, students interested in trying out for and participating on a school based team, including cheerleaders, must have earned at least a 2.0 GPA and an A or B average in conduct for the nine weeks listed below. The principal may make an exception to this requirement in the case of a student who has been identified as educationally handicapped. The student must maintain the 2.0 grade point average **and** an A or B in conduct during the season of play in order to remain a team member. If the student falls below these criteria during the season, based upon a nine weeks report card, he/she will be dismissed from the team.

The following criteria will be used to determine eligibility:

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

VIII. SCHEDULING

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

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

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

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

IX. UNIFORMS

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

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

X. PLAYING SITES

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

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

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

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

Sacred Heart Gym rules include:

1. No smoking is allowed in the gym.
2. No gum is allowed.
3. No person allowed on the stage.
4. No balls allowed in the gym other than team balls.
5. All SHS students must remain inside the gym during athletic events.
6. No spectators are allowed on the gym floor during half time or time outs.
7. All students must be accompanied by their parents or another adult. It is the responsibility of the adults to see that their children are supervised when attending Sacred Heart functions, whether at our own gym or at another school's gym. **Children may not be dropped off at the gym.**

XI. PHYSICAL EXAMS AND INSURANCE

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

XII. PLAYING RULES FOR CSAL GIRLS AND BOYS

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

XIII. ROSTERS

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

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

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

XIV. GENERAL SHS ATHLETIC ASSOCIATION INFORMATION

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

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

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

Parent/Guardian

Parent/Guardian

Student's signature

Date

Student's signature

Date

Student's signature

Date

Student's signature

Date

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