

SACRED HEART SCHOOL

Sacred Heart School is a Catholic environment dedicated to developing young people whose actions reflect knowledge, respect, and integrity.



PARENT/STUDENT HANDBOOK

2020–2021

5150 TCHULAHOMA ROAD
SOUTHAVEN, MS 38671
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School Website: www.sheartschool.org
Diocesan Webpage: <http://schools.jacksondiocese.org>

Please see our school website, www.sheartschool.org, for all planning regarding the mitigation of the spread of the COVID 19 and other illnesses. Information is located under the About Us and Parent tabs.

Pandemics

The health and safety of our students, faculty and staff is a top priority. In the event of a pandemic, such as the coronavirus disease of 2019, the administration works in consultation with the Diocese of Jackson Office of Catholic Education to determine the necessary actions regarding the closure and/or reopening of the school. School/Center and diocesan administration makes decisions relating to school environment, models of learning and procedures in consideration of state and local government directives, as well as, recommendations and guidelines issued by the Mississippi Department of Health and the Center for Disease Control and Prevention (CDC). A task force, comprised of persons representing parent, educators, business, legal, and medical professionals, sets forth the requirements and procedures to be followed.

School Environment

We employ procedures for the daily maintenance, cleaning, and disinfection of schools/centers to minimize the spread of the coronavirus and ensure a safe and healthy learning environment. Regulations for all persons that enter the school/center facility are as follows:

- Symptom checklist
- Wearing protective mask
- Physical/social distancing – 6 feet
- Hand washing/hand sanitizing

Models for Learning

- **In person** – While school is open classes will be conducted in accordance with the schedule issued for each grade level.
- **Hybrid** – If the school schedule must be altered either for all students or a staggered grade level attendance, a hybrid model consisting of both in-person instructions and distance learning will be employed.
- **Distance Learning** – If it is necessary to close school due to an outbreak of the contagious disease, the distance learning model will be employed. Distance learning will be conducted using technology via the internet.

Procedures

Procedures and requirements for each grade level relating to classroom and the models of learning will be prescribed by the teacher and approved by the principal. These are communicated to the student and parent in the following ways: email, posted on classroom webpage, etc.

Parents are to provide contact information to the school and ensure that it is kept current and be responsive to communications from school administration and faculty. Even with implementation of safety protocols and procedures the school cannot guarantee that you or your child(ren) will not become infected with the pandemic virus, and the school attendance could increase your risk and your child(ren)'s risk of contracting it. A waiver for student enrollment is required during a pandemic outbreak before a student may attend school. **No student will be admitted without a waiver signed by both parents/guardians.**

Sacred Heart School Faculty and Staff

Sacred Heart School has been serving families in the North Mississippi area for over 70 years. This year our student body has students representing over 25 different countries. Students come to Sacred Heart from two different states and five different counties. Sacred Heart School is an educational program of Sacred Heart Southern Missions in Walls, Mississippi and the Catholic Diocese of Jackson in Jackson, Mississippi. We are also part of the Priests of the Sacred Heart - Schools in Collaboration. There are five schools in North America and more than 50 schools world-wide in the Schools in Collaboration Network. This year the collaboration will use the theme: Ecce venio with Open Heart and Mind. This means availability and we each have an open heart and open mind to what Jesus has planned for us.

Catholic Diocese of Jackson

Bishop of the Catholic Diocese of Jackson – Bishop Joseph Kopacz

Superintendent of Schools for the Catholic Diocese of Jackson – Catherine Cook

Associate Superintendent of Schools for the Catholic Diocese of Jackson – Karla Luke

Assistant Superintendent of Schools for the Catholic Diocese of Jackson - Stephanie Brown

Sacred Heart Southern Missions

Executive Director – Fr. Jack Kurps, SCJ

Director of Programs – Andrea Vincent

Sacred Heart School

Front Office Staff

Principal – Bridget Brotherton Martin

Guidance Counselor – Talisha Jones

Administrative Assistant – Lynoir Pullen

Bookkeeper – Rhonda Grillo

Athletic Director – Shay Watkins

Maintenance Staff

Director for School Maintenance – Drew Savage

Maintenance Team – Mitch Lucas

Maintenance Team – Debra Reeder

Cafeteria Staff

Cafeteria Manager – Dana Armstrong

Cafeteria Team – Larry Gales

Aftercare Staff

Director of Aftercare – Anita Belfoure

Aftercare Team – Cherene Beck

Aftercare Team – Willie Smith

Aftercare Team – Makaela Warren

Aftercare Team – Tenisha Robinson

Instructional Staff:

Religion PK-2 grades

Sr. Margaret Sue Broker

PK Staff

Joyce Coats

Rhonda Cobb

Jonnie Whittle

Kindergarten Staff

Marijean Cradic

Suzi Kohn

Amber Zachary

First Grade Staff

Kacey Hayes

Susan Webster

Second Grade

Kari Garrison

Monica Winans

Third Grade

Becky Lambert

Jane Ketner

Fourth Grade

Jessica Bledsoe

Sr. Carolyn Zionce

Fifth & Sixth Grade

Dana Glasgow

Laura Powell

Jonathan Miller

Ann Lovelace

Seventh & Eighth Grade

Science – Lynn Cansler

Math – Shayna Campbell

Social Studies – Stephanie Shaver

English/Language Arts – Rae Davis

Auxiliary Classes

Spanish – Allison Baskin

Music – Amber Hayes

Physical Education – Shay Watkins

Computer/Technology – Lena Collins
Library – Rae Davis/Sr. Margaret Sue Broker

Substitute Instructional Staff

Rosie Becker
Leslie Etheridge
Jeanne Shannon
Sue Sartain
Donna Smith
Cecila Stahl

Desoto County Schools Staff

Title I – Michelle Mayer
Title I – Mary Helen Russell
Title III – Brittany Aiken
Speech/Language – Rachel Burns

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GENERAL INFORMATION

Sacred Heart School is a pre-Kindergarten 3 through Grade 8 Catholic Elementary and Middle School under the Diocese of Jackson Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Sacred Heart, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Mississippi guidelines, and the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem-solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Philosophy and Goals

Sacred Heart School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Jackson.

1. To embody and model Gospel values - respect, love, dignity, truth, mercy, forgiveness, morality and to aid in developing each student spiritually by instilling a respect and reverence for all life.
2. To develop within the school a strong religious education program based on Catholic Theology, and a quality academic education leading to student success.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To develop productive Christian citizens with a love for service to each other and to their respective communities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Sacred Heart School Mission Statement

Sacred Heart School is a Catholic environment dedicated to developing young people whose actions reflect knowledge, respect, and integrity.

Sacred Heart School Vision

Sacred Heart School, as a ministry of Sacred Heart Southern Missions, will become a community leader that models the parallel development of exemplary education, moral and environmental responsibilities, physical fitness, and the ideals of the Heart of Christ.

Beliefs

We believe that:

- Teaching the tenets of the Catholic faith endows our students with the moral conscience to serve humanity actively and to care for the environment with integrity.
- A solid academic foundation produces future citizens who are able to think critically and who are prepared to succeed.
- Embracing ethnic, cultural, and religious diversity inspires compassion.
- Student experiences in Christ-centered team sports develop character.
- A stable and diverse faculty makes a critical difference in meeting the needs of a diverse student body.

History of the School

Sacred Heart School was founded in 1947 in Walls, Mississippi by the Priests of the Sacred Heart. The School Sisters of St. Francis agreed to staff the school. The first year they sent three religious sisters to Mississippi to teach the 17 students. That year students had to bring their own chairs! Today Sacred Heart School is an educational program of Sacred Heart Southern Missions. Fr. Jack Kurps is the executive director. The school is part of the Catholic Diocese of Jackson under Bishop Joseph Kopacz. The school was moved from Walls, Mississippi to Southaven, Mississippi in 1999. Today our school has 20 homeroom classrooms with more than 300 students representing more than 25 different countries.

Accreditation

Sacred Heart School is accredited by the Mississippi Department of Education and Southern Association of Colleges and Schools through Cognia, formerly AdvanceEd. The school is also a member of the National Catholic Education Association.

Handicapped Accessibility

Sacred Heart School operates in a facility that was built in 1999, in accordance with the standard building code, 1997 edition, including all accessibility amendments.

Protection of Children/Virtus Training

Sacred Heart School follows all policies implemented by the Catholic Diocese of Jackson through the Protection of Children/ Virtus Training. Adults and students will participate in age appropriate classes. All adult employees and volunteers must

- Complete initial training class
- Submit paperwork for a criminal background screening
- Complete monthly online training through Virtus

Parents Role in Education

We, at Sacred Heart School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Sacred Heart School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Sacred Heart School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home, or on social media, will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming. **See Diocesan Policy 5102.1**

Parents as Partners

As partners in the educational process at Sacred Heart School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;

- Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Student-Parent Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend weekly Mass or church service and teach Christianity by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

Student Responsibility

Attending Sacred Heart School is a privilege which carries with it a responsibility for holding and contributing positively to its goals. In choosing to attend Sacred Heart School, parents and students agree to comply with school rules and regulations. Each rule and regulation has been thoughtfully and carefully designed to promote safety, health, personal growth, and educational excellence, as well as to reflect the Catholic educational philosophy of Sacred Heart School.

We expect you, as a student, to pursue excellence by:

1. Striving to become a self-motivated, independent learner.
2. Attending school and classes regularly and on time.
3. Having the necessary books and materials for all classes.
4. Doing assigned class work and homework.
5. Contributing to a positive learning atmosphere in the school. Disruptive behavior is not allowed.
6. Participating in assemblies and all-school programs, including all religious services.
7. Respecting the dignity of all students and staff.

Students are expected to pursue personal responsibility by:

1. Exercising good hygiene and dressing in accordance with the school dress code. Students are expected to wear the correct school uniform each day. If they come in other clothing the student will be asked to call home.
2. Resolving problems in a constructive manner in which hitting, pushing, and fighting are prohibited and will result in an in school suspension.
3. Assisting in the maintenance of a clean, attractive school building and grounds

4. Respecting and taking care of materials, equipment, and property that belong to the school and/or to others.
5. Refraining from the possession or use of tobacco products, alcoholic beverages, illegal drugs, weapons, or any other objects that could cause bodily harm while on campus or at any school-sponsored activity.
6. Refraining from chewing gum on campus.
7. Avoiding the use of cellular phones at any time while on Sacred Heart School campus.
8. Avoiding bringing white-out or permanent markers to school.
9. Students should not bring radios, MP3 players, Ipods, cell phones, cameras or electronic devices to school. If these items are discovered they will be taken up and given to the administration. The item may not be given back until the end of the year. If students bring such items they must check them in with their teacher each morning. If they are going home, they may pick them up at the end of the day. If they are going to Aftercare, they need to check them into the Aftercare office before going to their classroom.

Technology Usage:

- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients are forbidden.
- Unsupervised Internet access is prohibited. Students are not permitted to utilize Internet services without teacher permission and presence.
- Files, data, or information of others must not be accessed or used.
- Violations must be reported to a teacher immediately.
- Malicious attempts to harm or destroy hardware, software, or data are prohibited and will result in disciplinary action.
- Students should never access each other's school accounts such as gmail, STAR, or Duolingo.

If any of these violations occur the student will be banned from all computer usage in the school.

Students are expected to pursue health and safety by:

1. Obeying all rules and regulations.
2. Having a physical exam prior to participating in designated extracurricular sports and activities.
3. Maintaining personal health insurance during participation in designated extra-curricular sports and activities.
4. Participating in authorized health screening programs.
5. Bringing to school only items listed on the student supply list or otherwise requested from school personnel.
6. Complying with all rules and regulations related to disaster procedures and cooperatively participating in all fire, tornado, and evacuation drills.

Visitors

- All visitors are required to check in at the school office and leave a photo ID prior to going anywhere in the school or on the school grounds.
- All visitors will be asked to sign in, leave a photo ID in the office and will be given a visitor's pass.

- Visitors should sign out and pick up their ID before leaving.
- Parents are welcome to observe in the classrooms during the school day, provided that arrangements have been made 24 hours in advance with the classroom teacher and the administration. Classroom observers are not to interrupt the instruction of the class.
- Conferences are to be scheduled for a time that does not interfere with classroom instruction.
- Parents and visitors are asked not to go to the classroom during school hours unless arrangements have been made previously. The office staff will ask that you not interrupt classes without prior approval.
- Visitors in the building after 3pm for any reason will have to sign in and leave an ID with the Aftercare office.

POLICIES

Admission Policies

Nondiscriminatory Policy

Sacred Heart School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Admission Criteria

As openings become available, the following priorities will be used to accept students to Sacred Heart School:

1. Members of a Catholic Parish
2. Siblings
3. Non-Catholic students

Children entering Pre-K 3 must be three (3) years of age by September 1st.

Children entering Pre-K 4 must be four (4) years of age by September 1st.

In accordance with Diocesan Policy 5104, children entering Kindergarten must be five (5) years of age by September 1st and for admission into first grade, must be 6 by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test once meeting the age requirement.

At the time of registration, all new students seeking admission to Sacred Heart School are evaluated on the basis of current standardized test scores, entrance assessments, and report cards.

Requirements include:

Verification of active parish affiliation/stewardship – Catholic applicants only

Health Records

Immunization Records: Form 121

All students entering Sacred Heart School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance. Please see Immunization information in the Appendix.

Birth Certificate (certified)

Report Cards

Standardized Test Results

Record of IEP or Service Plan (if applicable)

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Sacred Heart School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parent. A parent interview will be conducted separately.

Testing in some academic areas may be held for new incoming students in Grades 1-8. Students must score at or above grade level on placement assessment for reading and math.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Sacred Heart School. The recommendation and decision of the school is final. Sacred Heart School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. Sacred Heart School cannot accommodate students who have extraordinary learning differences.

Non-Catholic students whose parents accept the philosophy of Sacred Heart School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

The school/center respects the dignity of the child and is required to comply with all applicable federal and state anti-discrimination laws (**See Diocesan Policy #1610**) in determining acceptance of a student into a school/center. Children of other religions may be accepted if enrollment openings are available unless attendance would cause conflict for the child because of the unique religious philosophy of our schools/centers.

Catholic schools/centers offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. Catholic schools/centers shall not be a refuge for parents/students who seek to avoid disciplinary consequences, and/or educational placement in another school.

1. Families are admitted into the school community when, on the basis of a personal interview, the principal/director or his/her designee judges the interest and motivation of parents and student to be in accord with the philosophy of Catholic education.
2. Schools/centers are to develop a screening process for all new students entering the institution. All students are on probation during the first semester of their attendance at a Catholic school/center. During the first semester probationary period, the school/center shall determine whether or not it can meet the needs of the student. Notification of the probationary period shall be placed in the student/parent handbook.

3. In the admission of students to Catholic Educational Institutes, priority consideration shall be given as listed below. Any questions regarding these criteria are to be forwarded to the Office of Catholic Schools.
 - a. To all children currently enrolled in Sacred Heart School.
 - b. To children of families with siblings currently enrolled in the school/center.
 - c. To the children of parishioners (in the case of a parish school).
 - d. To children from other Catholic parishes
 - e. To children of other Faith Traditions.
4. Schools/centers should strive to have financial assistance programs available for students from low income families.
5. While continuing efforts to maintain and highlight Catholic character and identity, schools will continue to enroll students of all races, religions and cultures. (See Diocesan Policy #5102R)
 - Any student who has been expelled from another school or who has withdrawn from a school during a school-mandated suspension may not be admitted to Sacred Heart School.
 - Re-enrollment of each student is on a year-to-year basis. All required forms must be returned and fees paid before placement is assured, including application and registration information. A non-refundable application fee is required at the time of application.

Ages required to attend school are set forth by the Mississippi Department of Education and are as follows:

1. A student must have had his/her 3rd birthday on or before September 1st to be eligible to attend pre-kindergarten.
 2. A student must have had his/her 4th birthday on or before September 1st to be eligible to attend pre-kindergarten.
 3. A student must have had his/her 5th birthday on or before September 1st to be eligible to attend kindergarten.
 4. A student must have had his/her 6th birthday on or before September 1st to be eligible to attend 1st grade.
- Vacancies must exist within the established state-mandated teacher/pupil ratio.

Financial Policies

Tuition Schedule

TUITION SCHEDULE SCHOOL YEAR – 2020-2021

KINDERGARTEN - GRADE EIGHT

Actual Tuition Rate per child..... \$6,072.00

Tuition charge for “Registered Catholic Steward” \$5,161.00

PRE-KINDERGARTEN

Actual Tuition Rate per child..... \$6,732.00

Tuition charge for “Registered Catholic Steward” \$5,723.00

Financial Assistance

Financial Assistance Forms are available ON-LINE at sheartschool.org.

The application deadline to [FACTS](#) is published in January.

Tuition Payment Options

Payment Options: (Please read carefully as our payment options have changed.)

- Pay in full by July, 2020 or
- Pay ½ annual tuition by July, 2020 and the remainder by November, 2020 or
- Enroll in FACTS. Payments begin in July, 2020.

Enrollment/Registration

- The \$125.00 Application Fee for new students must be submitted with the application. The Registration Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Registration Fee by the date designated.
- All Application Fees are NON-REFUNDABLE.
- All Registration Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to Sacred Heart School that do not clear the bank.

Tuition Management

- For those families paying by the month, there is an annual non-refundable one time \$50 monthly administrative fee or one time \$20 pay in full and semiannual fee for enrollment in the FACTS Management program per family. This fee will be collected by FACTS before tuition deductions begin. Please do not make this payment to the school.
- Pay tuition over 10 months, 2 semiannual payments or one payment via automatic deduction.

Withdrawal

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

Fees

Returned Check Fee

- A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.
- PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 662-349-0900, extension 202.

Legal Fees

- **Parental Custody Issues**

All subpoenas, requests for documents, court or administrative orders, and other legal documents received by the school must be reviewed by the Diocesan attorney. The school will bill the legal fees incurred to the parent, guardian, or party who sent the document(s). These fees must be paid before the school will release the documents requested or appear for testimony.

- **Cases Involving Legal Action**

Be advised that if a teacher (or other school employee) is subpoenaed to testify in a legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for documents, court or administrative order, or other legal document, the school will assess the parent, guardian, or party who sent the document the cost associated with obtaining a substitute teacher and/or all costs and attorneys' fees incurred by the school or employee in producing the documents and/or appearing in the legal proceeding. These costs and fees must be paid before the school will release the documents requested or appear for testimony.

- **When tuition becomes 30 days delinquent, the school reserves the right to exclude children from classes until tuition is paid in full. Students may also be excluded from extra-curricular activities.**
- The Before Care/Aftercare Program (before or after regular school hours) requires an additional fee. Families 60 days behind on Aftercare will not be allowed to attend until their bill is paid in full. Before Care students behind by 1 week will not be able to attend until their bill is paid in full.

Academic Policies

Absences

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. This policy is for the protection of the Sacred Heart students and is aligned with the state statutes of the state of Mississippi.

Students should be fever free for 72 hours (3 days) before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 72-hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any

reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 2:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also Homework due to vacations/planned absences.)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (20) days or the equivalent of 20 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals is considered an unexcused absence.

Compulsory Attendance Law

- **Diocesan Regulation: 5201R:** Unexcused absences are to be reported to the School Attendance Officer as required in Mississippi Code 37-13-91.
- Seven (7) absences may be excused by a note from the parent/guardian.
- Any additional absences after the seven (7) must be excused by a doctor or other legal documentation.
- Every three (3) unexcused tardies will result in one (1) unexcused absence.
- Every five (5) unexcused absences will result in the Desoto County Attendance Office being notified in writing of truancy. If a child resides outside of Desoto County, the officer will notify the proper authorities.

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Mississippi guidelines, are followed for the teaching of all secular subject areas. You may access our curriculum from our webpage or the diocesan webpage. All instructional materials have been carefully chosen to align with the Diocesan curriculum. Enrollment and acceptance in Sacred Heart School indicate compliance with all choices of the instructional material.

Sacred Heart School offers students opportunities for growth in the following major subjects:

Religion – Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

Computer Literacy – Word Processing, Data Base, Spread Sheets, Web Design, Effective Use of Social Media, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

Fine Arts – Music, Visual Arts, Art, Performing Arts, and Band.

Handwriting – Students in Grades 3 through 8 are expected to submit all handwritten work in cursive using the D’Nelian handwriting method.

Language Arts – Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Mathematics – Mathematics Skills, Pre-Algebra, and Algebra I.

Physical Education – Physical fitness programs appropriate for each grade.

Science – General Sciences and Laboratory Experiences.

Social Studies – History, Geography, Economics, State History, and Current Events.

Spanish – Vocabulary, common expressions, grammar, conversation, and culture.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday evening. No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.

However, students enrolled in middle school should expect some weekend homework.

Homework Due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 2:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Student Led Conferences

Good communication between home and school is of vital importance. Student led parent conferences are held in October and March, and attendance by parents/ guardians with each student is mandatory. Only the legal custodial parents and guardians are able to be present at conferences. All academic and behavior reports can only be issued to the legal custodial parent or guardian. At these conferences, academic progress is discussed by parents/ guardians, students, and teachers; and report cards are distributed. Although school will not be in session on student led parent conference days, students and parents are required to attend. Students will not be allowed back to class the next quarter without the conference taking place. Student led conferences are a diocesan requirement. The main feature of the time is for the students to take ownership of their work and be able to explain which objectives they have mastered and how they have mastered them. **If parents need extensive time with the teacher on these days, an individual teacher conference should be set up.**

Conferencing with teachers, in addition to Student led Parent Conferences, is encouraged. Teachers will attempt to accommodate conference requests as quickly as possible. Requests for a conference can be arranged through the school office or directly with the teachers. To avoid interruption of the teachers' time with students, unscheduled conferences during school hours may not be permitted. For parents of students in grades 5-8 it is generally more beneficial for students to attend these extra teacher meetings with their parents. In order to have a clear understanding of the targeted goals of the meeting, all parties should be present.

Grading

Grades PreK-2

Kindergarten through Second Grade utilizes a standards based grading scale established by the Diocese of Jackson. Students must meet several requirements to be promoted to the next grade level. Below are the standards for grading.

M– Has Met Objective

P – Acceptable Progress

I - Improvement Needed

NA – Not Applicable

Promotion/ Retention

Kindergarten

- A child's promotion or retention in kindergarten is based on each of the following criteria:
- A child needs majority of M's with some P's being acceptable on his/her report card
- Average Degree of Readiness or above on the Scholastic Readiness Test
- Mastery of kindergarten core objectives
- Mastery of all letters and sounds of the alphabet
- Age appropriate physical and social maturation
- Regular attendance

Grades 1-2

A child's promotion or retention to the next grade level is based on each of the following criteria:

- A child needs a majority of M's with some P's being acceptable on his/her report card
- Mastery of end of grade level core objectives
- Acceptable level of reading fluency and reading comprehension
- Acceptable scores on AR and STAR reports

* Please note that the standards based grades for PK-2 do not correlate to the traditional grading scale in grades 3-8.

* For 2nd grade only: the 1st semester will use standards and the 2nd semester will use the number grade scale along with the standards. This is being done to transition the students and parents into the number grading scale used in 3rd-8th grade.

Grades for 3 -8

Report cards are issued at the end of each nine-week quarter: October, January, March, and May. During the fourth or fifth week of each quarter, interim progress reports are provided for students in grades 3 – 8.

The grading scale for grades 3 – 8 is as follows:

A = 100 - 90 **B** = 89 - 80 **C** = 79 - 75 **D** = 74 - 70 **F** = 69 or below

Enrichment Marks (Computer, PE, Art, Music, Library, Spanish)

E – Excellent **S** – Satisfactory **N** – Needs Improvement **I** - Incomplete

At the end of the school year, students will be promoted or retained based on the Major Subjects which are Math, Science, Literature (Reading), Social Studies, Language Arts, and Religion. If a student fails 1 (one) core subject, he/she must attend summer school or an alternative program. If a student fails 2 (two) or more core

subjects he/she will be retained for the next school year. Students with Incomplete work must first complete the work before any report cards will be distributed.

Honor Roll ~ Grades 3-8

In order for a student to achieve placement on the "A/B" Honor Roll, the student must receive an A or B in each subject. Also, in order for a student to be placed on the all "A" Honor Roll, the student must receive all "A's" in each subject area. These subjects include the core subjects as well as: Spanish, Spelling, Music, Physical Education, Computer, and Library. The handwriting grade in 3rd and 4th grade will either be an "E" (excellent), "S" (satisfactory) or "NI" (needs improvement). The handwriting grade will not be factored in for the Honor Roll.

If a student receives an "NI" in their overall Conduct grade they will not be eligible to receive the "A/B" or all "A" Honor Roll. If a student receives a referral during the 9 weeks they will not be eligible to receive the Honor Roll.

Promotion/Transfer/Retention

Advancement to the next grade in Sacred Heart School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Students may not attend summer classes or receive tutoring in more than one subject.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Sacred Heart School.

Students not meeting grade level objectives may need to be retained. Teachers will begin meetings with parents in January when a student could potentially be retained.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Academic Dishonesty

Academic dishonesty of any type will not be tolerated. Students who make this choice face receipt of a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in any way in the practice of academic dishonesty will also be unable to participate in sports/extra-curricular competition.

Process for Addressing Parental Concerns

Parents who have concerns about instructional and/behavioral actions shall first discuss them with the person with whom the concern lies. All parties shall attempt to resolve the issue at this level. If no satisfaction is possible at this level, the parents shall appeal to the principal.

The principal shall meet with the student, parents, and teacher in an attempt to resolve the concern. The principal shall be careful to address all the concerns of the parent while, at the same time, respecting the rights of the teacher. The principal, after meeting with all the parties concerned, will make the decision concerning the resolution.

After the meeting with the teacher and the principal, the parent may, if still not satisfied with the decision of the principal, appeal to the Director of Programs. The Director of Programs shall review all the written materials and interview all parties concerned. After reviewing the matter and attempting to resolve it, the Director of Programs shall issue a decision on the appeal and make the final decision.

Appeals to the next level will not be considered until the appeal has been addressed on the previous level. All concerns should be addressed on the lowest level possible. Appeals to parties outside of this process will be referred to the principal. The principal will direct the concerns to the appropriate parties

Library Policies

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of \$1.00 per day is required for overdue books with a maximum fine of \$10.00. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Acceptable Telecommunications Policy

Please see the Acceptable Telecommunications User Agreement in the Appendix.

Harassment Policies

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

See Bullying/Cyberbullying/Harassment

PROCEDURES

Arrival at School

School Hours

Grades Pre-K and K: 8:00 AM – 2:30 PM. Grades 1-8: 7:30 AM – 3:00 PM. Students not in their homeroom at 7:30 AM are considered tardy.

At Sacred Heart School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:05 AM. Sacred Heart School offers a Before School Care drop-off between 6:30 AM and 7:05 AM. The cost is \$1.00 per day per student, due daily.

Sacred Heart School offers an After School Care Program. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM. Please refer to the 2020-2021 Extended Care Handbook for a complete list of policies.

Parents are to arrange for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 6:30 AM or who are not picked up by 6:00 PM will receive:

1. A phone call reminding you to not drop off your child early and to pick up your students on time
2. A registered letter reminding you that dropping your child off at school prior to 6:30 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
3. Students who remain after 6:00 PM will be charged \$1.00 per minute.
4. Repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.

Students not picked up by the end of carpool (approximately 3:10 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$15.00 for using this program.

School Office Hours

The school office is open on all school days from 7:05 AM – 3:10 PM. Summer office hours will be announced prior to the end of the academic year.

Attendance

Tardiness

Grades Pre-K and K: 8:00 AM – 2:30 PM. Grades 1 through 8: 7:30 AM – 3:00 PM. Students not in their homeroom at 7:30 AM are considered tardy. Students who are tardy MUST report to the school office for a tardy slip.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return.

Three (3) tardies or three (3) early withdrawals is considered an unexcused absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students who are tardy more than 30 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved.

Absence due to vacations

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Communication

Communication between home and school is vitally important, and there are several sources of communication:

- School website: www.sheartschool.org
- Weekly electronic communication goes to parents in the Principal Updates from the principal. It can be accessed on our website under the Parent/Guardian Link.
- Any items of interest for Principal Updates may be submitted to Mrs. Martin no later than Thursday morning. bmartin@shsm.org
- Classroom teachers will inform parents of their individual methods of communication (email, phone call, weekly folders, etc.)
- Report cards are sent home every nine weeks except in October and March when there is Student led Parent conferences. In grades 3-8, mid-quarter progress reports are sent home.
- Students MAY NOT receive phone calls at school during school hours. Messages can be left with the front office. The phones in the classrooms or the front office are not for the students to use except in emergencies. All business should be taken care of before school or when the students are picked up.

Emergency Communication

Official school-wide emergency communications are sent using the FACTS phone system. Phone numbers must be up to date in order to receive the FACTS phone calls.

Technology Matters

During the 2020-2021 school year, we will have students attending traditional face-to-face instruction and the option to participate in a distance learning program. There is also the possibility all students will participate in a school-wide virtual learning program if there is a community rise of COVID 19 cases. The distance learners and virtual programs will have additional printed guidelines and student/parent contracts.

Blogs

Blogs – Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones

Cell Phones – If a student needs a cell phone after school due to entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to their homeroom teacher upon arrival in the morning and park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year. The administration reserves the right to search the contents of a confiscated cell phone.

Social Networking Site

Social Networking Sites – First and foremost, students with parental permission to utilize social media are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both with the Sacred Heart School community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Sacred Heart School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct and the Acceptable Use Policy.

Students may not use social media sites to publish disparaging or harassing remarks about Sacred Heart School community members, athletic or academic contest rivals or any individual, organization or entity.

E-mail – Students and teachers are not permitted to use personal email addresses for communication. All student/teacher communication must occur through the official school information system (i.e. FACTS, Google Classroom, etc.).

Employees/volunteers are prohibited from sending instant messages to minors and/or e-mailing minors using their personal e-mail accounts. All emails/instant messages should only come through the designated organizational email account of the employee/volunteer. This process maintains the appropriate boundaries and keeps the relationship professional.

[Diocese of Jackson Electronic Communications Policy](#)

Office of Child Protection

Virtual Reality Sites – Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Videos taken at school placed on YouTube®

Videos – taken at school placed on YouTube® - This practice will only be allowed by persons designated by the administrator acting in the official capacity of the school for development purposes. **Any videos posted by students or parents is strictly prohibited.**

Texting – Students should at no time be involved in texting during the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Sexting – Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Instagram® – Photos and captions on a student or parent’s Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

E-Readers – Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon’s Kindle®, Barnes & Noble’s Nook®, Apple’s iTouch®, and Apple’s iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Sacred Heart School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

e-Reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the Sacred Heart IT Specialist and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Sacred Heart School. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time or during carpool.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Wearable Technology (i.e. Fitbits, Apple Watches, etc.) – All wearable technology must be approved by the Principal and the Technology Coordinator to determine if appropriate for school use. Items such as smart watches and Google Glasses® are prohibited.

Health

Immunizations

According to MS Code §41-88-3, all students entering Sacred Heart School must have current immunizations. The only exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance. Please see immunization requirements in the appendix of this handbook.

Health Care

Because of our concern for the health of your child and all other children in class, the following guidelines have been put in place. We appreciate your cooperation in complying with them. Children who are ill will NOT be allowed to be in school. Children who become ill during the day will be sent home. In all cases, the school reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the administration to make that determination based on his/her best judgment.

In the event the following occur, we ask you to keep your child at home.

- A temperature of 100.4
- A fever in the last 24 hours
- A rash of any kind until diagnosed, treated or declared harmless by a physician
- Very bad colds with persistent cough and infection
- Diarrhea or vomiting the previous evening or in the morning – child needs to be free from vomiting or diarrhea for 72 hours (3 days) before returning to school
- Red, runny or matting eyes – may be pink eye (conjunctivitis) – please contact your doctor

A child who is not well does not benefit from coming to school and can adversely affect the health of our other children. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

Because the school will notify parents when their child is hurt or becomes ill, it is vital for the school to be informed of any changes in emergency phone numbers and/or contact person.

In the event your child becomes sick while at school, you will be promptly notified. We expect that you will come to school as quickly as possible to take your child home. When your child returns to school he/she must be fever free for 72 hours (3 days).

A child who, due to a temporary health condition, cannot play outside should remain at home. For safety reasons, we are simply not staffed to watch a single child inside while the rest of the class plays outside.

❖ **Please be aware the CDC guidelines for mitigation of the spread of COVID-19 change.**

Allergies

Sacred Heart School recognizes that an allergy is an important condition affecting many school children and admits pupils with allergies. Sacred Heart School does not have a nurse on staff. Certain health conditions may affect admission.

Our school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who encounter children with allergies are provided with training on allergies from qualified individuals. Training is updated as needed.

1. Asthma Medication

Immediate access to reliever inhalers and Epi-Pens is vital. Children trained in the use and administration of their medication are encouraged to carry their reliever inhaler/Epi-Pen. Students (PK-1st, etc.) who are not trained must have access to their medication at all times via teacher or other responsible adult. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen. All inhalers/Epi-Pens must be labeled with the child's name by the parent. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

2. Record Keeping

At the beginning of each school year, or when a child joins Sacred Heart School, parents are asked to disclose any known medical conditions. Appropriate medication forms must be on file in the office. If medication changes in between times, parents are required to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy

Sacred Heart School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Sacred Heart School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain a student [Emergency Action Plan](#) for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

5. Classrooms

Teachers must be familiar with the student's [Emergency Action Plan](#) of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), administration will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school administration.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Head Lice

If it is determined that a student has head lice, the parent/guardian will be contacted by phone to come to pick up the student from school. Any siblings or children who live in the same household must also leave school. For the student to be readmitted to school, the parent must show proof of treatment. Students must be checked by the office staff to return to school. Those students with nits will not be allowed to return. While lice are not an epidemic, they are highly contagious. The Department of Health and the Pediatric Association continue to stand on opposite sides where school attendance with head lice is concerned. Our policy is an effort to contain the spread of the bugs. It is a lengthy and often costly process to rid your children and homes of the bugs.

When lice are reported to school personnel, students in class with the affected student will be checked by a volunteer nurse or qualified school personnel. We do have information available on how to rid your house and car of the bugs.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication should be taken to the school office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Please see the Medication Administration Authorization Form in the Appendix.

Students soliciting, distributing and/or consuming any medications belonging to other students (prescribed or non-prescribed) will be subject to serious disciplinary action including suspension and/or expulsion.

Child Abuse Laws

Sacred Heart School abides by the Child Abuse laws of the State of Mississippi. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Custodial Information

- **Parental Custody Issues**

All subpoenas, requests for documents, court or administrative orders, and other legal documents received by the school must be reviewed by the Diocesan attorney. The school will bill the legal fees incurred to the parent, guardian, or party who sent the document(s). These fees must be paid before the school will release the documents requested or appear for testimony.

- **Cases Involving Legal Action**

Be advised that if a teacher (or other school employee) is subpoenaed to testify in a legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for documents, court or administrative order, or other legal document, the school will assess the parent, guardian, or party who sent the document the cost associated with obtaining a substitute teacher and/or all costs and attorneys' fees incurred by the school or employee in producing the documents and/or appearing in the legal proceeding. These costs and fees must be paid before the school will release the documents requested or appear for testimony.

- **Buckley Amendment**

Sacred Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy Act, FERPA) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child

- **Non-Custodial Parent/Student Records**

In the absence of any court document, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Discipline Code

The fundamental goal of discipline at Sacred Heart School is to teach students to become effective modifiers of their own behavior. Good order and self-discipline are expected. The classroom teacher is responsible for developing age appropriate rules, rewards, and consequences, which are clearly conveyed to students both verbally and in writing. Students will be held accountable for their choices.

Behavioral Expectations

Teaching our students to be self-disciplined is the ideal that all students are encouraged to achieve. At Sacred Heart School, we hold high expectations for all students, particularly in the areas of morality and academics.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher who monitors the detention. Detention takes precedence over appointments, and all extra-curricular activities including but not limited to practices, lessons, tutoring, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$80.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Sacred Heart School. Students who have been expelled will not be allowed to return to the school without prior permission from the Superintendent.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Sacred Heart School.

Bullying/ Harassment/Cyberbullying

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse.

Bullying/Harassment is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created with the bully being stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors.

These behaviors are, but are not limited to:

Physical: hitting, kicking, grabbing, spitting

Verbal: name calling, racist remarks, put-downs, extortion

Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding or destroying another's papers or other possessions, isolating of student(s)

Written: threatening e-mail, notes, and/or graffiti

Coercion: forcing other students into acts against their wishes

Cyberbullying is defined as bullying via the use of the Internet, interactive and digital technologies and/or mobile devices. The use of any school computer or electronic device for the purpose of cyberbullying is strictly prohibited. Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and parents to notify the Sacred Heart School office of any incidents regarding bullying immediately.

Students found to be in violation of the policies regarding bullying/cyberbullying will be subject to the above consequences depending on the seriousness of the action. (See Diocesan Policy #4604 & 4605 in the appendix)

Christian Due Process

The three elements of Christian Due Process:

1. Notice – Tell the student what he/she has done wrong.
2. Hearing – We allow the student to explain their reasoning for the action
3. Impartial Tribunal – The teacher/administration is the impartial authority.

Christian due process arises from the need to let students know they will be treated fairly, allowing them to be heard not just for the demands of the law, but for the demands of the Gospel.

School Safety

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes but not limited to backpacks, vehicles, cell phones and other electronic devices.

Alcohol, Drugs and Weapons

Alcohol and Drugs

Sacred Heart School does not tolerate possession, consumption, or dissemination of alcoholic beverages, tobacco products (including vaping paraphernalia) or drugs by students on campus or at any school-related activity, nor does it tolerate a student judged to be under the influence of alcohol or drugs to attend school or school related functions. Such activity is a grave violation of school policy and will result in immediate and serious disciplinary action. (D-5405) See Mississippi State Legal Code 37-11-18.

In order to maintain a safe learning environment, Sacred Heart School retains the right to search students, school property and/or vehicles for illegal substances or missing property. Drug/Search dogs may be used for the purpose of searching student possessions. Reasonable suspicion drug testing of students is a policy of Sacred Heart School and the Catholic Diocese of Jackson. [D5607- D5607R(e)]

The purposes of the Diocesan policy on substance abuse are: a) to maintain a safe, healthy learning environment for all students; b) to provide the highest quality education for our students by ensuring that no students are users of illegal drugs or under the influence of drugs, chemicals or alcohol; c) to reduce the number of accidental injuries to person or property; d) to reduce injury to participants of school extracurricular activities; e) to prevent injury to those who drive vehicles; f) to prevent injury to those who participate in work/study programs; g) to reduce absenteeism and tardiness; and h) to improve the learning environment.

The use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and/or alcohol is prohibited on school/parish property or at school-sponsored functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol. This policy applies to all students on school property, all students in school vehicles, and all students off school property, but attending a school function.

If a school reasonably suspects that a student is under the influence of drugs, chemicals, or alcohol either on the premises or at school-sponsored functions, it may require students to submit to a drug, chemical and/or alcohol test (see 5607R(b)). For more information, see Diocesan Policy 5607 & 5607R (a-e).

Sacred Heart School will generally operate under the policy of reasonable suspicion, but also reserves the right to administer random drug testing. The procedures and guidelines will be followed as set forth in the Mississippi Drug and Alcohol Testing Law. Miss. Code Ann. 71-7-1, et seq. Randomly testing will be enforced uniformly with respect to all students in grades seven through twelve. The random selection process has been confirmed with the Superintendent of Schools and with an outside laboratory.

As a guideline to be used in testing of students, the Educational Institutions of the Diocese of Jackson adopt and incorporate pertinent procedures and guidelines set forth in the Mississippi Drug and Alcohol Testing law and the Department of Health ("DHS") regulations used to regulate employee drug and alcohol testing in the workplace. However, if there is a conflict between the language of this policy and the Mississippi Drug and Alcohol Testing law or the DHS regulations, the diocesan policy and procedures will control.

All students in grades 7th – 12th may be subject to random alcohol and drug testing. The random testing procedures will be enforced uniformly with respect to all students. The Superintendent of Schools will confirm the random selection process used by each school for random drug and/or alcohol testing. Under the random testing procedures each student shall have an equal chance of being tested each time selections are made. By its very nature, random testing of students does not require specific cause or reasonable suspicion before testing will occur.

As a condition of enrollment and continued enrollment, students must consent to random drug and alcohol testing. The students selected shall be notified and tested the same day. Their parents/guardians will be informed that the testing has occurred. Students who refuse to be tested, deliberately avoid testing, alter their test, or have positive test results, will be in violation of the substance abuse policy and will be subject to disciplinary action up to and including immediate expulsion.

Weapons and Violence in Schools Act

Sacred Heart School adheres to the regulations set forth by the Violence in Schools Act, Mississippi State Legal Code 37-11-18. Therein, weapons are prohibited and all acts of violence that result in the injury of an individual will be reported to the local law enforcement agency. Accordingly, any student who is found to have anything that is defined as a weapon (knife, handgun, or other firearm), or any instrument considered to be dangerous and capable of causing bodily harm) on his/her person or among his/her personal belongings, including his/her car, or who commits a violent act on educational property as defined in Section 97-37-17 of the Mississippi State Legal Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent. An appeal of the time period of the 12-month expulsion can be made to the Superintendent by the parents of the student.

When students report violence or threats of violence to the teacher or administrator, their confidentiality will be upheld.

Lunch Program

Sacred Heart School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Students with lunch past due balances over \$20.00 will not be allowed to purchase a school lunch.

Field Trip Policies/Forms

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. Note: a fax does not take the place of an original signature.

10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are non-refundable.
14. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must have Protection of Children and be in compliance with Virtus.
18. Students will wear school uniforms unless told differently by the teacher.

Please see the Diocesan Field Trip Form in the Appendix.

Uniform/Dress Code

Uniform components (pants, shorts, skirts, jumpers, skorts, blouses, shirts, vests, and sweaters) may be purchased through

Dennis Uniform Company
7846 Trinity Rd., Suite 111
Cordova, TN 38018
901-522-6652
www.dennisuniform.com

Or order online at www.dennisuniform.com.

Dress Code

An important influence on school climate is the manner in which students dress. Values and behaviors that may be promoted through personal attire and grooming include modesty, cleanliness, respect for self and others. To encourage these values and behaviors, dress code policies have been established.

Any clothing or grooming activities that cause safety concerns or disruption to the learning environment are prohibited. The principal reserves the right to make definitive decisions concerning the appropriateness of any clothing or other items related to the school’s dress code.

The school office should be contacted for clarification concerning any questions about the appropriateness of any particular item(s). Should a student not be in compliance with the dress code, the school may contact the parent to bring the necessary change of clothing to the school.

Students who repeatedly violate the uniform and non-uniform policy may be denied participation in the next out-of-uniform day or be required to serve a detention.

Uniforms

Students will not be allowed to wear shorts between Fall Break and Spring Breaks. Long pants will need to be worn to school.

- **Shoes:**

- ❖ Tan buck oxfords with red/clear soles/non-marking sole are the option for boys.
- ❖ Black and white saddle oxfords with red soles are the option for girls. Younger girls may wear the black and white Keds version of the saddle oxfords.

For the 2020-2021 school year all students may wear tennis shoes. This is a one-year policy to help families financially during the pandemic.

- **Socks:**

- ❖ Must be worn by all students
- ❖ All white; logos are not permitted on socks
- ❖ Girls may wear white, red, or navy knee socks
- ❖ Girls may wear white, red, or navy tights – leggings are not acceptable

- **Long Pants/Walking Shorts:**

- ❖ Navy
- ❖ Straight legs for long pants
- ❖ Fitted at waist, no hip huggers
- ❖ Plain; no pocket flaps, top stitching, ornamentation, or cargo shorts
- ❖ May be purchased anywhere

- **Belts:**

- ❖ Mandatory in grades 3-8
- ❖ Brown, black or navy
- ❖ Smooth, woven, or canvas
- ❖ No brads, beads, or ornamentation
- ❖ Required on all pants

- **Shirts and Blouses:**

- ❖ Red or white (no lace, embroidery, or decoration) with school logo purchased from Dennis
- ❖ Long or short sleeve
- ❖ Knit polo style or dress shirts/blouses
- ❖ Peter Pan collar white shirts may be worn under jumpers

- ❖ Turtlenecks may be worn during very cold weather under the jumper or under a sweater
- ❖ If t-shirts are worn under the uniform shirts, they are to be all white t-shirts with no pictures or writing
- **Sweaters:**
 - ❖ Crewneck school approved sweatshirts with shirt collar out or red logo fleece zip up jacket. NO hooded or zippered sweatshirts are allowed.
 - ❖ Cardigan or pullover, navy or red with school logo.
- Plaid jumpers and plaid skorts from Dennis are worn by girls Pre-K through 4th.
- Plaid skirts from Dennis are worn by girls in grades 5 through 8. The hem of the skirts must reach the top of the knee.
- Pants and uniform length shorts are also acceptable for girls.
- Bows, barrettes or other hair items must be of the school colors (white, red & blue).
- Logos: The Sacred Heart School logo imprinted at Dennis is the only acceptable logo or emblem on shirts, blouses, or sweaters.
- **PE Uniforms:**
 - ❖ All PE uniforms must be purchased from Dennis.
 - ❖ **PK – 4:**
 - ✓ Wear PE uniform to school on days they have PE.
 - ✓ Between Fall Break and Spring Break students will need to wear Sacred Heart sweat suits (purchased through Dennis). Sweat shirt and pants must be same color.
 - ✓ Gym shoes are required on PE days (Velcro preferred).
 - ❖ **Grades 5-8**
 - ✓ Must wear PE uniform for PE classes. (will change in locker rooms)
 - ✓ Sweat shirt and pants are not required for grades 5-8
 - ✓ Gym shoes required.

NOTES:

1. Only uniform items may be worn in classrooms during school hours. You may wear the approved Sacred Heart School sweatshirt and the red logo fleece zip up jacket but not the hooded sweatshirt.
2. Makeup and cosmetics are not acceptable. Clear fingernail polish is acceptable but students cannot have acrylic nails, French manicures or tips.
3. Jewelry – Stud earrings (no dangling earrings) may be worn by girls, with one in each ear lobe. Boys may not wear earrings. Tattoos or decorative body markings are not allowed. If bracelets are worn, only 1 at a time. Any type of ornamentation that causes safety concerns or causes disruption to the learning environment will be restricted, according to the discretion of the principal and teachers.
4. Graffiti or writing on clothes, shoes or skin is not allowed.
5. All clothing and shoes should be labeled with the student's name.
6. If clothing items are not appropriate the student will be asked to call home to get the appropriate attire.
7. When students travel from the school as representatives of the school or on field trips, school uniform should be worn unless they are notified otherwise. When out-of-uniform attire is allowed, it must be neat and appropriate. Items such as form fitting clothing and clothing with inappropriate pictures or wording are examples of unacceptable attire. The principal and the teachers will make the decision regarding appropriateness of out of uniform attire.

8. On denim days, students must wear the school uniform shirt, school shoes, and wear jeans without holes in them.
9. Hair should be worn in a style and length that does not impede vision or interfere with learning, and that is appropriate for the Sacred Heart school culture. Hair may not hang in a student's eyes.
10. Design cuts and unnatural hair coloring are not permitted for boys or girls. If the student alters his/her hair color, including highlights, he/she will be asked to have their hair dyed back to their natural color.
11. Unacceptable haircuts include but are not limited to Mohawks and shaved designs.

Out of Uniform Guidelines

Students May Wear:

- Jeans (No Holes)
- Tennis shoes
- Short socks
- Shorts – the hem should touch the top of the knee
- Skirts – the hem should touch the top of the knee
- Sweatshirts
- Sweatpants
- Dresses – the hem should touch the top of the knee. If sleeveless, the dress must have wide straps.
- Slacks
- Crocs with back strap
- Sandals with back strap

Students May Not Wear:

- Flip-flop sandals
- Open back shoes
- Tank tops
- High heels
- T-shirts with inappropriate writing
- Tennis shoes that convert to roller skates
- Biker shorts
- Pajama pants
- Make-up
- Low cut blouses/tops
- Clothing that is extremely tight/or transparent
- Hats
- Spaghetti straps

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Emergency Procedures

Fire Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado Drills

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Snow/Ice Inclement Weather Closings

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the parent notification system, FACTS. A Facebook post will be made also.

Off-Campus Conduct

The administration of Sacred Heart School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Types of off campus behavior include, but are not limited to cyber-bullying.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out unless permitted by administration. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

Class Parties/Celebration

Students are permitted class parties. Not all grade levels have the same amount of parties. Homeroom parents work with the teacher to prepare parties. We request no homemade food be brought to parties due to allergies.

Party Invitations

Invitations may be handed out at school only if there is an invitation for every child in the room or for all the girls or for all the boys.

Parent Organizations

Sacred Heart Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Sacred Heart School Parent Advisory Council works with the administrator on long range planning.

More information about parent organizations may be found on the school website.

Photo/Video Release

Permission shall be obtained from parent/guardians for student photos or videos. These photos may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Sacred Heart School. See the Appendix for the Photo/Video release

Use of School Grounds

During school hours the campus is secured and the use of the grounds is for school sponsored or related events and activities only.

Schools Right to Amend

Sacred Heart School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via Principal Updates or through e-mail communication.

APPENDIX

DIOCESE OF JACKSON MISSION STATEMENT



CATHOLIC DIOCESE of JACKSON

Mission

The mission of the Diocese of Jackson- Office of Catholic Education is to foster centers of learning that are rooted in Gospel values and Catholic teachings as we pursue academic excellence in a safe and caring environment.

Vision

Utilizing technology to collaborate and communicate clearly and consistently and reflective practice to guide future goals, we will enable students to become more service oriented, more globally aware through technological connections, and more academically prepared for a constantly changing world.

Our vision will be accomplished by:

- Providing opportunities for all students to model Gospel teachings
- Utilizing data-driven decision making and alignment of curriculum, standards, etc. to meet the individual needs of students
- Engaging in current methodology regarding the teaching and learning process to provide a transformative education

Values

- Embody and model Gospel values- respect, love, dignity, truth, mercy, forgiveness, morality
- Quality education with academic success
- Christ-centered service to the community

Mantra

As servants of God we are called to be a community of faith!

Diocesan Policy 2504

POLICY DESCRIPTION: Administration: Absence of Advisory Council Policy	ISSUE DATE: 08/15/92	SERIES: 2504
	AMENDED DATE: 07/10/02	DELETION DATE:
<p>In the absence of policy, the administrator has the power of discretionary action. The administrator shall notify the Advisory Council of the action taken and the need for a new policy</p> <p>If additions or changes are needed in any Diocesan policy, this information/request should be directed to the Superintendent of Schools.</p>		

Diocesan Policy 4605

POLICY DESCRIPTION: Personnel: Derogatory Words or Actions	ISSUE DATE: 05/01/07	SERIES: 4605
	AMENDED DATE:	DELETION DATE:
<p>The good name, reputation, and personal safety of each student, faculty and staff member, as well as, the good name of each Catholic school and center in the Diocese of Jackson are vitally important. In order to protect students, employees, and the institution itself, each student, employee and parent is expected to treat the good name and reputation of each of the above with dignity and respect.</p> <p>Derogatory words and/or actions against any of the above by a student, a parent, or an employee will be seen as an extremely serious matter, whether this is done orally, in writing, via e-mail or the web and whether it is done on a school or home computer, or by remote access during school time or after-hours. Examples include, but are not limited to text messages, blogs, images or other types of pictures, etc.</p> <p>Any individual found to be participating in any derogatory activity will be subject to disciplinary action, up to and including expulsion or termination, by the school/center.</p> <p>Likewise, because of the issue of copyright infringement, any unauthorized use of the school name or logo, the school website, pictures of school buildings, activities or other students is prohibited whether done in the printed word, through technology, or by any other communication format.</p> <p>The school is not charged with monitoring a student's use of the internet, emails, text messaging, or similar communications. However, if a student's inappropriate use of these communication formats is brought to the school's attention, or if the school becomes aware of communications that reveal personal information of a student, the school will take appropriate action and notify the parents/guardians of its concern.</p>		

Diocesan Policy 5102.1

POLICY DESCRIPTION: Students: Parental Cooperation	ISSUE DATE: 04/22/02	SERIES: 5102.1
	AMENDED DATE	DELETION DATE:
<p>As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in a particular Catholic school/center is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.</p> <p>A cooperative relationship between the school/center personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.</p> <p>If a parent/guardian refuses to abide by the rules and regulations of the school/center or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school/center or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school community.</p> <p>Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.</p>		

Diocesan Policy 5104

POLICY DESCRIPTION: Students: Kindergarten and First Grade Age Requirements	ISSUE DATE: 08/15/92	SERIES: 5104
	AMENDED DATE:	DELETION DATE:
<p>In accord with the state code, a student registering for kindergarten must reach his fifth birthday on or before September 1st of that school year to be eligible for enrollment in first grade the following year.</p> <p>According to the Mississippi Compulsory Attendance Law (1982), no Mississippi child shall be enrolled or admitted to the first grade during any school year unless she/he will reach her/his sixth (6th) birthday on or before September 1st of said year.</p> <p>There are no exceptions to this regulation. Violation can mean loss of accreditation for a school.</p>		

Diocesan Regulation 5104R

DIOCESAN REGULATION: 5104R	
DESCRIPTION: Students: Out of State First Grade and Kindergarten Admissions	
<p>A student who transfers from an out-of-state school whose state law allows for first grade enrollment date with a birthday after September 1st may be allowed to enroll in a Mississippi school if the following provisions of Mississippi Code 37-15-9 are met:</p> <ol style="list-style-type: none">1) the parent/guardian of such student was a legal resident of the state from which the child is transferring;2) the out-of-state school from which the student is transferring is duly accredited by that state's accrediting authority;3) the student was legally enrolled in that school for a minimum of four (4) weeks	

- 4) the principal of the school has determined, through a nationally recognized readiness test, that the student was making satisfactory educational progress in the previous state.

Diocesan Policy 5504

POLICY DESCRIPTION: Students: Harassment/Bullying	ISSUE DATE: 03/24/07	SERIES: 5504
	AMENDED DATE:	DELETION DATE:
<p>Catholic educational institutions need to be havens where Gospel respect is paramount in the learning environment. They should be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero-tolerance policy for harassment of any kind in its school/centers.</p> <p>Harassment includes any physical, psychological or verbal action reflecting a lack of respect for another. All forms of harassment have the effect and/or purpose of creating a hostile environment for another person or group.</p> <p>Bullying is another form of harassment. It occurs when an individual takes advantage of another person that he/she perceives as vulnerable since the goal of the bully is to gain control over his/her victim.</p> <p>All harassment/bullying complaints or threats of extortion will be immediately investigated by the appropriate adult (i.e. classroom teacher or administrator). Individuals making threat – seriously or in-jest- either physically, verbally, in writing or on-line will subject to immediate disciplinary action, up to and including expulsion or termination.</p>		

Diocesan Policy 5607

POLICY DESCRIPTION: Students: Substance Abuse	ISSUE DATE: 08/15/92	SERIES: 5607
	AMENDED DATE: 02/25/99, 07/15/05 09/09/06, 03/28/09	DELETION DATE:
<p>The purposes of the Diocesan policy on substance abuse are:</p> <ul style="list-style-type: none"> a) To provide the highest quality education by ensuring that no students are users of illegal drugs or are under the influence of drugs, chemicals or alcohol; b) To maintain a safe, healthy learning environment for all students; c) To reduce absenteeism and tardiness; d) To prevent injury to participants of school extracurricular activities; e) To prevent injury to those who drive vehicles on campus; f) To prevent injury to those who participate in work/study programs <p>The use, possession, transportation, sale of illegal or non-prescribed drugs, chemicals, and/or alcohol, or the transfer of prescribed drugs is prohibited on school/parish property or at school-sponsored functions. It is also a</p>		

violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol.

This policy applies to all students on school property, all students in school vehicles, and all students off school property attending a school function.

If a school reasonably suspects that a student is under the influence of drugs, chemicals, or alcohol either on the premises or at school-sponsored functions, it may require students to submit to a drug, chemical and/or alcohol test (see 5607R(b)). Regulations 5607R(a) through (e) apply to any drug, chemical and/or alcohol testing required by the school.

Additionally, all middle/high school students will be subject to random drug/chemical/alcohol testing. The regulations contained within 5607R(d) will apply to all random testing.

The school shall require follow-up testing if: 1) at any time during his/her enrollment a student's drug/alcohol test indicates use of illegal or non-prescribed drugs, or alcohol or 2) a student admits to the use of illegal or non-prescribed drugs or alcohol. For procedures regarding follow-up testing see 5607R(c).

Possession of any controlled substance on school property subjects a student to automatic expulsion as stated in Mississippi Code § 37-11-18.

Any student involved in the use and/or abuse of drugs, chemicals and /or alcohol must receive counseling and continued assessment from a licensed drug/alcohol counselor PRIOR to and after readmission to the school. The student will be placed on probation and required to sign a contract approved by the Superintendent of Schools.

All elementary and secondary schools in the Diocese shall provide programs for prevention of substance abuse in their curriculum.

Diocesan Regulation 5607R (a)

DIOCESAN REGULATION: 5607R(a)	
DESCRIPTION: Students: Guidelines	
<p>The following are the Diocesan regulations concerning substance abuse:</p> <ul style="list-style-type: none">(1) The sale, possession, transfer, use, or purchase of illegal drugs, controlled substances, or non-prescribed drugs will be reported to appropriate law enforcement officials.(2) No prescription drug will be brought on school premises by any person other than the student or the parent/guardian of the student for whom the drug is prescribed. Prescription drugs may be used in the manner, combination, and quantity prescribed only with the administrator's knowledge and the required form completed.(3) Non-school related use, possession, transportation, or sale of illegal or nonprescribed drugs, chemicals, and/or alcohol resulting in investigation, arrest and/or conviction, excessive absenteeism, tardiness, inferior performance, an accident, or a failure to meet school expectations is a violation of this policy.(4) Any student who refuses to take or cooperate with the procedures for the administration of a drug, chemical and/or alcohol test within one hour of leaving the school with his/her parents will be subject to discipline, including immediate expulsion.(5) Any student who refuses to comply with testing, who tampers with a drug, chemical and/or alcohol test or who in any way fails to cooperate with an investigation into possible violations of the Diocesan Substance Abuse Policy will be subject to immediate removal from school premises.(6) If a student's mental or physical abilities are impaired in such manner that the school determines the student is unable to function in a safe or responsible manner, the student must have a parent or guardian pick him/her up and transport the student from the premises to the testing facility. If no relative is available within a designated time period school officials will make appropriate provisions for testing. If the student is hostile and/or leaves the premises against the better judgment of school personnel, appropriate law enforcement officials will be notified.(7) The school reserves the right to conduct personal searches of a student's locker, vehicle and effects located on school property or when attending a school-sponsored event when it reasonably believes its substance abuse policy has been violated. Entry upon the school's premises by students will be deemed to constitute consent by students to personal searches. A copy of these regulations, and the Mississippi Drug and Alcohol Testing law can be obtained from the Superintendent's office. <p>Any violation of the aforementioned regulations will subject a student to discipline, up to and including immediate expulsion.</p>	

Diocesan Regulation 5607R (b)

DIOCESAN REGULATION: 5607R(b)	
DESCRIPTION:	
Students: Reasonable Suspicion Testing	
<p>Reasonable Suspicion Testing</p> <p>(a) Reasonable suspicion is defined under this policy as the belief by the school that a student is using or has used drugs, chemicals, and/or alcohol in violation of Diocesan policy. Reasonable suspicion testing may be based upon:</p> <ul style="list-style-type: none">(i) Observable phenomena, such as direct observation of drug, chemical, and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of any of the above;(ii) Abnormal conduct or erratic behavior while at school, absenteeism, tardiness, or deterioration in school performance;(iii) A report of drug, chemical, and/or alcohol use provided by reliable and credible sources and which has been independently corroborated;(iv) Evidence that an individual has tampered with a drug, chemical and/or alcohol test during his/her school enrollment with the school;(v) An accident or injury at school or while attending or participating in a school related function, or information that a student has caused or contributed to an accident while at school or while attending or participating in a school related function, regardless of the extent of personal injury or property damage; and(vi) Evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs, chemicals, and/or alcohol while on school premises or while operating its vehicles, machinery, or equipment, or while participating in a work-study program. <p>(b) If there is reasonable suspicion that a student is using or has used drugs or chemicals or consumed alcohol in violation of Diocesan policy, that student will be required to submit to a drug, chemical and/or alcohol test.</p> <p>(c) In all but extenuating situations, the Superintendent of Schools must approve, in advance, all reasonable suspicion drug testing. In instances when the Superintendent cannot be reached, the principal and/or the pastor has the authority to initiate testing. In the case of reasonable suspicion of alcohol use, the principal has the authority to initiate breath analysis or saliva testing.</p> <p>(d) Any student whose test results indicate any use of drugs or alcohol or whose test results are confirmed positive for drugs, chemicals, and/or alcohol will be subject to disciplinary consequences, up to and including expulsion.</p>	

Diocesan Regulation 5607R (c)

DIOCESAN REGULATION: 5607R(c)	
DESCRIPTION: Students: Follow-up Testing	
<p>If during the course of his/her enrollment a student's test indicates any use of illegal drugs or alcohol or if the student enters a drug, chemical and or alcohol rehabilitation program, the student will be subject to periodic testing at the parent's expense as a condition of continued enrollment in a Catholic school. Refusal to submit to follow-up testing will result in expulsion.</p> <p>All follow-up testing procedures adopted by the school must meet the prior approval of the Superintendent of Schools.</p>	

Diocesan Regulation 5607R (d)

DIOCESAN REGULATION: 5607R(d)	
DESCRIPTION: Students: Random Testing & Pre-Enrollment Testing	
<u>RANDOM</u> <p>The Educational Institutions of the Diocese of Jackson adopt and incorporate the procedures and guidelines set forth in the Mississippi Drug and Alcohol Testing Law. Miss. Code Ann. §§ 71-7-1 et seq. All students will be subject to random testing. These procedures will be enforced uniformly with respect to all students.</p> <p>There will be random alcohol testing at every middle/high school dance in the Diocese. Parents and students will be notified of this fact before each dance. The list of students to be randomly tested will be generated prior to each event and available to the Superintendent of Schools upon request.</p> <p>The Superintendent of Schools will confirm the random selection process used by each school for random drug and/or alcohol testing. This testing may be required without specific cause for all students. The selection of students for testing will be made by a scientifically valid method such as a random number table or a computer-based random number generator that is matched with the students identifying numbers. Under the selection process used, each student shall have an equal chance of being tested each time selections are made.</p> <p>As a condition of enrollment and continued enrollment, students must consent to random drug and alcohol testing. The students selected shall be notified and tested the same day. Their parents/guardians will be informed that the testing has occurred. Students who refuse to be tested, deliberately avoid testing, or have positive test results, will be violation of the substance abuse policy and will be subject to disciplinary action up to and including immediate expulsion.</p>	
<u>PRE-ENROLLMENT TESTING</u> <p>Each school may also conduct pre-enrollment testing of prospective students and the passing of a drug/alcohol test may be a condition of enrollment of the student.</p>	

Field Trip Form



**CATHOLIC DIOCESE OF JACKSON
OFFICE OF CATHOLIC EDUCATION
FIELD TRIP AUTHORIZATION AND RELEASE FORM**

We, the undersigned parent(s) or legal guardian(s) of _____ do hereby
(Name of Child/Youth)

authorize and voluntarily request that my child participate in the following field trip experience:

_____ on _____
(Activity and Location) *(Date)*

We understand and agree that our child will be transported via _____
(Transportation Service)

We will depart from _____ at _____
(Name of School or Church) *(Time Leaving)*

and return at _____
(Time Returning)

We understand that adequate supervision will be provided. We authorize the adult in charge to administer medical attention as needed in the event that the persons listed below cannot be reached.

In consideration of these and other things, I release, indemnify and agree to hold Sacred Heart Catholic School,
(Name of School)

_____ Catholic Church, the Catholic Diocese of Jackson, teachers, chaperones, priests,
(Name of Church)
bishops, administrators or any of their employees, agents or contractors ("Released Parties") from any liability for my child's physical or mental injuries that might occur during this field experience.

I also authorize and agree to my child's release, indemnity and agreement to hold harmless the Released Parties from all claims arising out of, occurring or accruing during the trip. I agree on behalf of my child that this release, indemnity and hold harmless agreement shall be binding upon me as a parent, guardian, next friend of my child, and upon my child's estate, heirs, personal representatives and assigns.

Signature of Mother/Legal Guardian

Date

Signature of Father/Legal Guardian

Date

In case of emergency call:

1. _____ at _____
Name/Relationship

Phone Number

2. _____ at _____
Name/Relationship

Phone Number

My child, _____, has the following medical concerns: _____

Mississippi School Immunization Requirements

In order to enroll in any public or private kindergarten, elementary, or secondary school in Mississippi, a student must provide the school with a:

Certificate of Immunization Compliance (Form 121) **MUST** be signed by the Regional Health Officer, a physician, or a nurse.

or a

Certificate of Medical Exemption (Form 122 not computer generated). This form

MUST be signed by the State Epidemiologist or Deputy State Epidemiologist

(refer to the Medical Exemption section for specific information.)

The list of immunizations required is specified by the State Health Officer and is promulgated at least annually as directed by state statute. All vaccines are to be given at the appropriate age and intervals according to ACIP recommendations. The required vaccines are listed below.

Mississippi School Entry Immunization Requirements^a

Vaccine/antigen No. of doses

Diphtheria, Tetanus, Pertussis (DTaP)^b 5^c

Polio (IPV) 4^d

Hepatitis B 3

Measles, Mumps, Rubella (MMR) 2^e

Varicella (chickenpox) 2^f

a. All children entering a Mississippi school (any grade) for the first time will be required to have the above listed immunizations. This includes Pre-K 4 year olds- 12th grade.

b. Children entering a Mississippi school after their 7th birthday who do not meet the above DTaP requirements, will need at least 3 total doses of diphtheria/tetanus containing vaccine (Td). Tdap should be used as 1 of the 3 diphtheria/tetanus containing vaccines (preferably as the 1st of the 3 doses) for children age 10 years and older. Refer to the Advisory Committee on Immunizations Practices (ACIP) catch up schedule at <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>

c. If the 4th dose is received on or after the 4th birthday, a 5th dose is not required.

d. The final dose in the series should be administered at 4 years of age, regardless of number of previous doses. A 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months following the previous dose.

e. MMR vaccine may only be waived if there is a documented physician's diagnosis of previous infection with measles, mumps and rubella disease or a serological confirmation of immunity to measles, mumps and rubella.

f. Varicella vaccine will be waived for evidence of past infection, including past history of chickenpox or a serological confirmation of immunity to chickenpox.

Mississippi 7th Grade School Immunization Requirements

Vaccine/antigen No. of doses

Tdap (7th grade entry) 1^a

a. Effective 2012-2013 school year all students entering, advancing or transferring into 7th grade will need proof of an adolescent whooping cough (pertussis) booster, aka Tdap vaccine, before entry into school in the fall. Tdap vaccine given on or after the 7th birthday meets the school requirement.

Telecommunications Use Agreement

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Sacred Heart School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Medication Administration Authorization Form

Sacred Heart School

5150 Tchulahoma Rd., Southaven, MS 38671 662-349-0900, Fax# 662-349-0690

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, consent must be given, and the following form completed.

For Prescription Medications, written authorization from parent/guardian and licensed health care provider are required.

For Over the Counter Medications, written authorization from parent/guardian is required. Authorization from a licensed health care provider may be required for repeated usage or at the discretion of the school administrator.

MEDICATION ADMINISTRATION AUTHORIZATION FORM

Parent/Guardian Authorization

1. I request that the above medication be given to my child during school hours as ordered by his/her licensed health care provider.
2. I will immediately notify the school of any change in the medication or licensed health care provider order, dosage change, frequency, or duration of administration.
3. I will provide the prescription medication in the original container from the pharmacy with label affixed: student's name, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the prescription and/or medication expires.
4. I will provide over the counter medication in the original manufacturer's bottle and include: student's name affixed to the bottle, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the medication expires.
5. I will pick up any unused portion of medication within 30 days of discontinued date or by the last day of school.
6. I give permission for designated school personnel to administer the medication.
7. I give permission for designated school personnel to administer the medication on a field trip or school activity as ordered.
8. I release all school personnel harmless for any and all liability for damages or injury resulting directly or indirectly from the presence of medication in the school or its use by my child.

(Parent/Guardian Signature)

(Date)

(Phone)

Licensed Health Care Provider Completes This Section (Please Print):

Student's Name: _____

School: _____

Birthdate: _____ Age: _____ Grade: _____ Allergies: _____

Name of Medication: _____ Dosage to be given: _____

Time/frequency to be administered: _____

Method of Administration (i.e. oral, inhale) _____

Other recommendations/Side Effects/Special Considerations: _____

Diagnosis/Medical reason for medicine: _____

X

(Licensed Health Care Provider Signature)

(Date)

(Phone)

Parent Signature Page

All families must complete the Handbook Signature Page indicating they have read and accepted the rules of this year’s handbook. Each student’s signature is also required indicating the student has read and accepted the rules of this year’s handbook. **ALL LEGAL GUARDIANS NOT RESIDING TOGETHER MUST SIGN THIS FORM.**

THIS PAGE IS DUE TO THE SCHOOL OFFICE ON OR BEFORE FRIDAY, August 14, 2020.

My signature is my commitment to abide by the policies of Sacred Heart School as outlined in this handbook.

Parent/Guardian– Print Name	Parent/Guardian– Signature
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Parent/Guardian– Print Name	Parent/Guardian– Signature
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Student– Print Name	Student– Signature
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Student– Print Name	Student– Signature
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Student– Print Name	Student– Signature
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Student– Print Name	Student– Signature
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The School RESERVES The Right To Amend Any Part Of This Handbook For Just Cause.
Parents Will Be Notified Of Changes Promptly.