



Sacred Heart School  
2022-2023 Parent & Student Handbook  
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# Welcome

## Sacred Heart School Mission Statement

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

August 2022

Parents and Students,

Welcome to the 2022-2023 school year! This is a very exciting year for our school community. This year we will celebrate the 75<sup>th</sup> anniversary of Sacred Heart School. Our school has seen many changes over the last 75 years. For example, students in 1947 had to bring their own desks. This year all students will have their own electronic devices at their desk! I am very honored to have witnessed many of the great milestones while serving as the principal for the last 11 years and during my years as a student and parent at Sacred Heart School!

Sacred Heart School is an educational program of Sacred Heart Southern Missions in Walls, Mississippi. Fr. Jack Kurps, SCJ is the Executive Director of Sacred Heart Southern Missions and Andrea Vincent is the Director of Programs. The mission is a ministry of the Priests of the Sacred Heart (SCJ). Their religious community is an international community of Catholic religious brothers and priests. Altogether the international community sponsors five schools in North America and more than fifty schools world-wide. This adds great opportunities for our classrooms to connect with classrooms from other SCJ schools from around the world.

Sacred Heart School is also part of the Catholic Diocese of Jackson. Our school is one of eighteen educational centers in the diocese. The diocese is led by Bishop Joseph Kopacz. Karla Luke is the Executive Director of School Operations. The diocese sets policy and procedure for school administration and academics. Due to the distance between schools in our diocese, Sacred Heart School is a part of the Catholic Diocese of Memphis – Parochial Athletic Association of Memphis for sports.

This student-parent handbook is a resource provided to families to help answer questions you might have about our policies and procedures throughout the year. If you have questions, please do not hesitate to call or email any of our staff. We are happy to help you.

May many blessings come your way this school year,

Bridget Brotherton Martin

Sacred Heart School, Principal

# **General Information**

## **Philosophy & 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.

## **Mission Statement**

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

## **Vision Statement**

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 Our School**

The history of Sacred Heart School begins in the Mississippi Delta in the 1940's. The school history is interwoven with the history of Sacred Heart Church. On January 18, 1944, Fr. John Flanagan, SCJ, wrote to the bishop that he found 34 Catholics in the North Mississippi village of Walls. He included in the letter plans to build a church. On January 30, 1944, the first Mass was celebrated in the home of Patty Harris and his wife. That home was eventually referred to as the "Little White House" and would be an important building on the school and church grounds. Sacred Heart Church was officially dedicated on November 26, 1944. The church community asked at the dedication if a school could be built.

World War II delayed construction of the school, but, in 1947, building materials became available. The Priests of the Sacred Heart worked with the School Sisters of St. Francis to staff the school with three religious sisters. The three sisters arrived on September 12 and the school opened its doors on September 17. The first year was a challenge, the desks had not arrived, the chalkboards were not hanging on the wall, and the windows were not yet in the building. The 17 original students brought chairs from home on the first day of school. Sr. Spes taught first through third grades in one room while Sr. Joan taught fourth through eighth grades in the other room. A third room remained empty. The school had to close for four days the first year due to the heaviest snow fall in 58 years – 11.8 inches.

By the second year, the enrollment had more than doubled for the little Sacred Heart School. The restrooms now all had sinks and the parent association had purchased playground equipment. By 1952 a fourth classroom was added and Fr. Hogya converted attic space above the school to hold a rummage sale and the first clothes were offered for sale. Today the used uniform sales and the Sacred Heart Southern Missions thrift stores are a central part of the community.

The 1950s, 1960s, 1970s, and 1980s saw tremendous change for the little school in the delta. A new building was added in the 1950s to hold high school students as well as a library and cafeteria. The 1960s saw long-time principal, Sr. Virginia, create a kindergarten class. The 1970s brought the addition of a summer program for disadvantaged youth in the area. By the 1980s, nine portable classrooms were added to the school property.

The growth of Desoto County and surrounding communities in the late 1990s created the need for a new building in a new location. A new school was built in Southaven, Mississippi in 1999. The school was serving families from five different counties and three different states by the early 2000s. The new building offered 16 acres of space with a chapel, computer lab, science lab, gymnasium, library and cafeteria. By 2020, students

and their families represented 27 countries from around the world. Teachers and students had the ability to learn in-person and online. Some families during the pandemic of 2020 lived just down the street or as far away as Georgia, California, and Mexico. Much had changed over the years. The pandemic classes of 2021 also saw one of the heaviest snow fall in years. The area received over 10 inches of snow and entered a 10-day period of below freezing temperatures. However, unlike the students in 1947 who had to stay home, the students in 2021 used the technology of the time to learn online from home through virtual classrooms during the weeklong storm.

Through all of the years of walk-a-thons, school pets, bands, guitar class, championship sports teams, and top winners at state science and engineering fairs, our staff and families have remained devoted to the sense of pride in a close-knit school community. September 17, 2022 will be the 75<sup>th</sup> anniversary of Sacred Heart School.

### **Accreditation**

Sacred Heart School maintains three distinct accreditations. Accreditations include Cognia, the Mississippi Department of Education and The National Catholic Education Association.

Sacred Heart School through the Diocese of Jackson holds accreditation through Cognia. Cognia is a system to analyze and evaluate self-improvement in schools. Below is a timeline for the evolution of their process. The accreditation process is a five-year cycle. Our diocese underwent an external review process in the spring of 2019. Each year we will work toward continuous improvement.

The Mississippi Department of Education accreditation assists our school in monitoring teacher certification, building and grounds maintenance, academic standards,

The National Catholic Education Association provides accreditation to Catholic schools that meet and maintain

### **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**

### **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

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

- To establish an early bedtime on school nights;
- To have children to school on time and picked up on time at the end of the day;
- To have their child dressed according to the school dress code;

- To ensure their child completes assignments on time;
- To ensure their child 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.

## **Policies**

### **Admissions Policy**

#### **Non-Discrimination Statement**

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.

#### **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.

#### **Admissions Testing & Acceptance Policy**

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

- Siblings
- Members of a Catholic Parish
- Non-Catholic students

Vacancies must exist within the established state-mandated teacher/pupil ratio.

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 3<sup>rd</sup> birthday on or before September 1<sup>st</sup> to be eligible to attend pre-kindergarten 3.
2. A student must have had his/her 4<sup>th</sup> birthday on or before September 1<sup>st</sup> to be eligible to attend pre-kindergarten 4.
3. A student must have had his/her 5<sup>th</sup> birthday on or before September 1<sup>st</sup> to be eligible to attend kindergarten.
4. A student must have had his/her 6<sup>th</sup> birthday on or before September 1<sup>st</sup> to be eligible to attend 1<sup>st</sup> grade.

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 all grades. 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)
  - a. 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.
  - b. 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.

**Financial Policies**

**Tuition Schedule**

**TUITION SCHEDULE SCHOOL YEAR – 2022-2023**

**KINDERGARTEN - GRADE EIGHT**

Actual Tuition Rate per Child.....	\$6,567.00
Tuition charge for "Registered Catholic Steward" .....	\$5,582.00

**PRE-KINDERGARTEN**

Actual Tuition Rate per child.....	\$7281.00
Tuition charge for "Registered Catholic Steward" .....	\$6189.00

**Financial Assistance**

Financial Assistance Forms are available ON-LINE at [sheartschool.org](http://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, 2022 or Pay ½ annual tuition by July, 2022 and the remainder by November, 2022 or enroll in FACTS. Payments begin in July, 2022.

**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 place by paying the registration fee by the date designated. All application fees are NON-REFUNDABLE. All registration fees are NON-REFUNDABLE.

**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's FACTS account who requested the documentation. 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. Any fees incurred will be added to your FACTS account. 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 8:00 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 front office 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.

Per Diocesan policy, principals are authorized to require satisfactory explanation from the parent/guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing according to directives specified in the school handbook.

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.

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.

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.

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 or to not be readmitted the following school year.

Students who are absent may not participate in extra-curricular activities that day. If a student misses school on a Friday, they may not participate in weekend extra-curricular activities.

### **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.

### **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**

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 materials.

### **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.

## **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 2<sup>nd</sup> grade only:** the 1<sup>st</sup> semester will use standards and the 2<sup>nd</sup> 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 3<sup>rd</sup>-8<sup>th</sup> 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 3<sup>rd</sup> and 4<sup>th</sup> 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. If the course in question is a semester only course, the teacher will notify the parent as soon as possible.

### **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 competitions.

### **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: Borrowed books are to be returned on time and in good condition. 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**

See Appendix: Acceptable Telecommunications Agreement

### **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.

### **Custodial Information**

All Diocesan policies regarding custodial matters can be found in the 5000 series on the Diocesan Website.

### **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, through FACTS, who requested the document(s). These fees must be paid before the school will release the documents requested or appear for testimony.

### **Cases Involving Legal Action**

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/FERPA**

Sacred Heart School chooses to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) regarding privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided 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 Parents**

In the absence of a court order, 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.

## **Legal Fees**

Please refer to page 15.

## **School Policy for Addressing Local School Issues**

The Diocese of Jackson, in concert with the Office of Catholic Education and Sacred Heart School, seeks to resolve concerns and complaints of students and parents whenever possible.

The most efficient and timely way to resolve such issues remains at the level of issuance. Parents/students must first notify the school official wherein the conflict lies (i.e., teacher, teacher assistant, etc.). If there is no resolution at that level, the parent/student should speak with the school administration, who will make every effort to obtain a solution. Still, if the concern has not been resolved at the administrative level, the parent/student should contact in writing the pastor or canonical administrator for the school. Sacred Heart School's canonical administrator is Andrea Vincent.

If the avenues described above have not yielded a resolution, parents should contact the Office of Catholic Education.

## **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

# Procedures

## Arrival at School

### School Hours

**Grades Pre-K-2:** 7:30 AM – 2:40 PM.

**Grades 3-8:** 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. Parents are to arrange for the child(ren) to arrive at school on time. 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, which will be added to your FACTS account weekly. Students who arrive prior to 6:30 AM will receive:

- A phone call reminding you not to drop off your child early.
- A registered letter reminding you that dropping your child off at school prior to 6:30 AM constitutes neglect. Child Protective Services may be notified.
- Repeated early drop off will result in expulsion from school.

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 2022-2023 Aftercare Handbook for a complete list of policies. Parents are to arrange for their child(ren) to be picked up at dismissal time. Students who are not picked up by 6:00 PM will receive:

- A phone call reminding you to pick up your child(ren) on time.
- A registered letter reminding you that failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
- Students who remain after 6:00 PM will be charged \$1.00 per minute.
- Repeated 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 car line (approximately 3:15 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 7:40 AM – 2:30 PM. Summer office hours will be announced prior to the end of the academic year.

## Attendance

### Tardiness

**Grades Pre-2 and K:** 7:30 AM – 2:40 PM.



**Grades 3 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 office upon the student's return.**

Three (3) tardies 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.

### **Communication**

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

- School website: [www.sheartschool.org](http://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](mailto: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 student is picked up.

### **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. Students will only be assigned one time slot for a conference. If both parents wish to participate, they must attend at the

same time. **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.

### **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**

**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** – 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 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. 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**

Sacred Heart School implements and follows regulations of the Mississippi Department of Health regarding medical examination and 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.

### **Food Allergies**

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.

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.

- **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.

- **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.

- **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.

## **Environmental/ Asthma**

Immediate access to reliever inhalers and Epi-Pens® is vital. Children trained in use and administration of their medication are strongly encouraged to carry their own 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. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

## **Medication**

**Please see the Medication Administration Authorization Form in the Appendix.**

The distribution of medication in the school setting must follow Diocesan Policy 5602: Administration of Medication to Students.

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:

**Child's name**

**Name of doctor prescribing the child's medication**

**Frequency**

**Dose**

**Date**

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

**Child's name**

**Frequency**

**Dose**

**Date**

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.

## **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.

## **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.

## **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 student has not been fever free for 72 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.**

## **Behavioral Expectations**

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. 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.

## **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 have 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 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.

## **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.

## **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)

### **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.

### **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.
- 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.

### **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 & Drug**

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.

### **Implementation of Drug Testing Program**

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.

### **Extracurricular Activities**

Sacred Heart School provides a variety of extracurricular activities for students in all grade levels. Students may participate in these activities if they are passing all classes, are in good behavioral standing, and parents are current on tuition payments.

Different activities may require parents to pay an additional fee and/or provide supplies.

If a student becomes a discipline problem during an activity, they may be removed from the activity by the request of the activity director with the principals approval.

Students may not participate in any type of after school activity if they do not attend school. If a student misses school on Friday, they may not participate in weekend activities. This includes but is not limited to sports practices and games, clubs and PTO activities. All fees must be up to date to participate.

## **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 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/email 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.
19. 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](http://www.dennisuniform.com)

Or order online at [www.dennisuniform.com](http://www.dennisuniform.com).

### **School Uniforms**

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.

### **Physical Education 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.

## **Uniform Guidelines**

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

### **Shoes:**

- All students may wear tennis shoes. No other type of shoe should be worn.

### **Socks:**

- Must be worn by all student
- 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

### **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:**

- Belts are mandatory if belt loops are visible 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 knit polo with school logo purchased from Dennis
- Knit polo can be long or short sleeve with school logo purchased from Dennis
- Peter Pan collar white shirts may be worn under jumpers
- If t-shirts are worn under the uniform shirts, they are to be all white t-shirts with no pictures or writing

### **Sweaters:**

- PE sweatshirts purchased from Dennis 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 purchased from Dennis

### **Jumpers, Skorts, Skirts, and Pants:**

- Plaid jumpers and plaid skorts from Dennis are worn by girls Pre-K through 4<sup>th</sup>.
- Plaid skirts from Dennis are worn by girls in grades 5 through 8. The hem of the skirts must be near knee length.
- Pants and uniform length shorts are also acceptable for girls.



**Hair Accessories:**

- Bows, barrettes or other hair items must be of the school colors (uniform plaid, white, red & blue).

**Logos:**

- The Sacred Heart School logo imprinted at Dennis is the only acceptable logo or emblem on shirts, blouses, or sweaters.

**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 Policy**

Students May Wear:

- Jeans (No Holes)
- Tennis shoes

- Short socks
- Shorts – the hem should be near knee length
- Skirts – the hem should be near knee length
- Sweatshirts
- Sweatpants
- Dresses – the hem should be near knee length. If sleeveless, the dress must have wide straps.
- Slacks
- Sandals with back strap

Students May Not Wear:

- Flip-flop sandals
- Crocs
- 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**

We are prepared to respond should an emergency or crisis arise while school is in session. Our first priority is to protect the students and staff from harm. Staff members are assigned a specific task in the event of a fire, tornado, earthquake, hazardous materials, physical threats and more. School authorities will do everything possible to care for each student while he/she is under our supervision.

Parents should have a basic understanding of the plans and procedures; however, some sensitive details may not be published. Our staff has been trained and our procedures are reviewed by local law enforcement and emergency responders. Multiple agencies walk-thru the school to review and monitor our plans. The students will practice drills for building evacuation, tornado, lockdown and earthquakes.

In the event of an emergency, our main communication with our families is through FACTS. Please have your contact phone numbers and email updated at all times. As

soon as possible during an emergency situation, we will send out voicemails, texts and emails to inform families of any situation.

Please remember these simple "Do's and Don'ts"

### **Do's**

Do keep your contact information updated

Do keep your child's medical, medication and allergy information updated in FACTS

Do listen to voicemails before calling the school. Often times parents call the school stating they have a missed call from the school but they do not listen to the voicemail. In an emergency situation we may not have time to answer each phone.

Do follow emergency instructions carefully. Lockdowns, evacuations and tornado warnings may require changes and delays in student checkout and pick-up procedures.

Do expect to provide proper identification if picking up your child. Students may or may not be available for immediate pick-up. Times and locations of pick-up may change.

Do remain calm and patient. Caring for any injured and protecting students and staff will be our first priority; then contacting parents/guardians of any hurt individuals. Therefore, some mass communications may be delayed.

### **Don'ts**

Don't assume the worst. School lockdowns can be sounded for many reasons, such as precautionary measures while rumors are being checked out, or the duration of a police action in the vicinity of the school totally unrelated to the school operations.

Don't drive to the school unless you are directed to do so. Anyone arriving on campus during a crisis should expect traffic patterns and parking to be different.

Don't call the school immediately. During a building evacuation phones are unattended, and during other events the school phone and staff can be overwhelmed with parent calls. Phone lines need to be cleared in order to deal with the situation.

Don't call your child. Exchanging incomplete, incorrect information or intentionally restricted and sensitive information might make the situation worse.

Don't wait until there is a crisis to get involved. PTO, extra-curricular activities and school sports are a great way to get plugged in early and stay in the loop all year on campus.

### **Incident 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 in grades 5-8 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**

Parents can access the student directory in the FACTS Family Portal. It can be found under the School Section in the portal.

### **Class Parties and Celebrations**

Students are permitted class parties. Not all grade levels have the same amount of parties. Homeroom parents work with the teacher to prepare parties. No homemade food may be brought to parties due to allergies. All food items brought into the school to share must be in original package with the ingredient label on it.

### **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. This release was online in your FACTS enrollment packet.

### **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.

## **Appendixes**

[Link to Diocesan Website](#)

[Mississippi Codes used in Diocesan Policies](#)

[Mississippi Immunization Requirements](#)

[Telecommunications Use Agreement](#)

[Medication Administration Authorization Form](#)

[Diocesan Field Trip Form](#)

[Parent Signature Page](#)

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# Sacred Heart School

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5150 Tchulahoma Rd., Southaven, MS 38671

## MEDICATION ADMINISTRATION AUTHORIZATION FORM

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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.

### 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)**



**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 \_\_\_\_\_ Catholic School, \_\_\_\_\_ Catholic Church, the Catholic Diocese of Jackson, teachers, chaperones, priests, 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*

\_\_\_\_\_  
*Signature of Father/Legal Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*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: \_\_\_\_\_

\_\_\_\_\_



### Parental Cooperation Agreement

All parents/ guardians of students at Sacred Heart School are required to sign below and return this page to the school showing their support and understanding of the policies of the school and Diocese. Parents must sign this form in order to keep their children enrolled at Sacred Heart School.

I, \_\_\_\_\_, have read, understand, and agree to abide by the policies and regulations in this handbook and the policies of the Catholic Diocese of Jackson, Office of Education.

Student Names: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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.**

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THIS PAGE IS DUE BACK ON OR BEFORE FRIDAY, August 12, 2022.

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

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Parent/Guardian– Print Name

Parent/Guardian– Signature

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Parent/Guardian– Print Name

Parent/Guardian– Signature

---

Student– Print Name

Student– Signature

---

Student– Print Name

Student– Signature

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Student– Print Name

Student– Signature

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Student– Print Name

Student– Signature

The School RESERVES The Right To Amend Any Part Of This Handbook For Just Cause.  
Parents Will Be Notified Of Changes Promptly.

# REVISIONS TO HANDBOOK

Below are revisions the diocese made to the handbook after it went to publication. Please note these changes go into effect July 1, 2022.

## **Curriculum**

The Diocesan curriculum may be found on the Office of Catholic Education website at <https://schools.jacksondiocese.org/education-overview/academics-3/>

## **Kindergarten and 8<sup>th</sup> grade promotional ceremonies**

NO EXCEPTIONS: Under no circumstances will students be allowed to participate in graduation/promotional ceremonies unless they have met all academic requirements by the fourth quarter deadline.

Parents and students in academic danger will meet according to the plan outlined under the section Retention and Promotion.

Students and parents will be notified prior to promotional ceremonies of retention for academic reasons.

## **School Policy for Addressing Local School Issues**

The Diocese of Jackson, in concert with the Office of Catholic Education and SCHOOL NAME School, seeks to resolve concerns and complaints of students and parents whenever possible.

The most efficient and timely way to resolve such issues remains at the level of issuance.

1. Parents/students must first notify the school official wherein the conflict lies (i.e., teacher, teacher assistant, etc.).
2. If there is no resolution at that level, the parent/student should speak with the school administration, who will make every effort to obtain a solution.
3. Still, if the concern has not been resolved at the administrative level, the parent/student should contact in writing the pastor or canonical administrator for the school. SCHOOL NAME's canonical administrator is Canonical Administrator's Name.
4. Finally, If the avenues described above have not yielded a resolution, parents should contact the Office of Catholic Education via email at [education.office@jacksondiocese.org](mailto:education.office@jacksondiocese.org). Please be prepared to include the policy or procedural violation in the email.

## **Bullying, Harassment, & Cyberbullying**

Students disciplined for bullying/harassment/threats may be asked to submit to a psychological evaluation before being allowed to return to school.

## **Appendixes**

### [Link to Diocesan Website](#)

#### Office of Catholic Education

<https://schools.jacksondiocese.org/education-overview/administration/>

#### Diocesan Curriculum

<https://schools.jacksondiocese.org/education-overview/academics-3/>

#### Grievance Process

[https://schools.jacksondiocese.org/wp-content/uploads/sites/5/2019/10/CDJ\\_Grievance-Process.pdf](https://schools.jacksondiocese.org/wp-content/uploads/sites/5/2019/10/CDJ_Grievance-Process.pdf)

#### Protection of Children and Young People

[https://schools.jacksondiocese.org/wp-content/uploads/sites/5/2020/08/2020-POC-POLICY\\_07\\_15\\_2020.pdf](https://schools.jacksondiocese.org/wp-content/uploads/sites/5/2020/08/2020-POC-POLICY_07_15_2020.pdf)

#### Catechist Companion

Religion Curriculum for PK – 12<sup>th</sup> Grade

<https://schools.jacksondiocese.org/wp-content/uploads/sites/5/2019/01/Catechist-Companion.pdf>