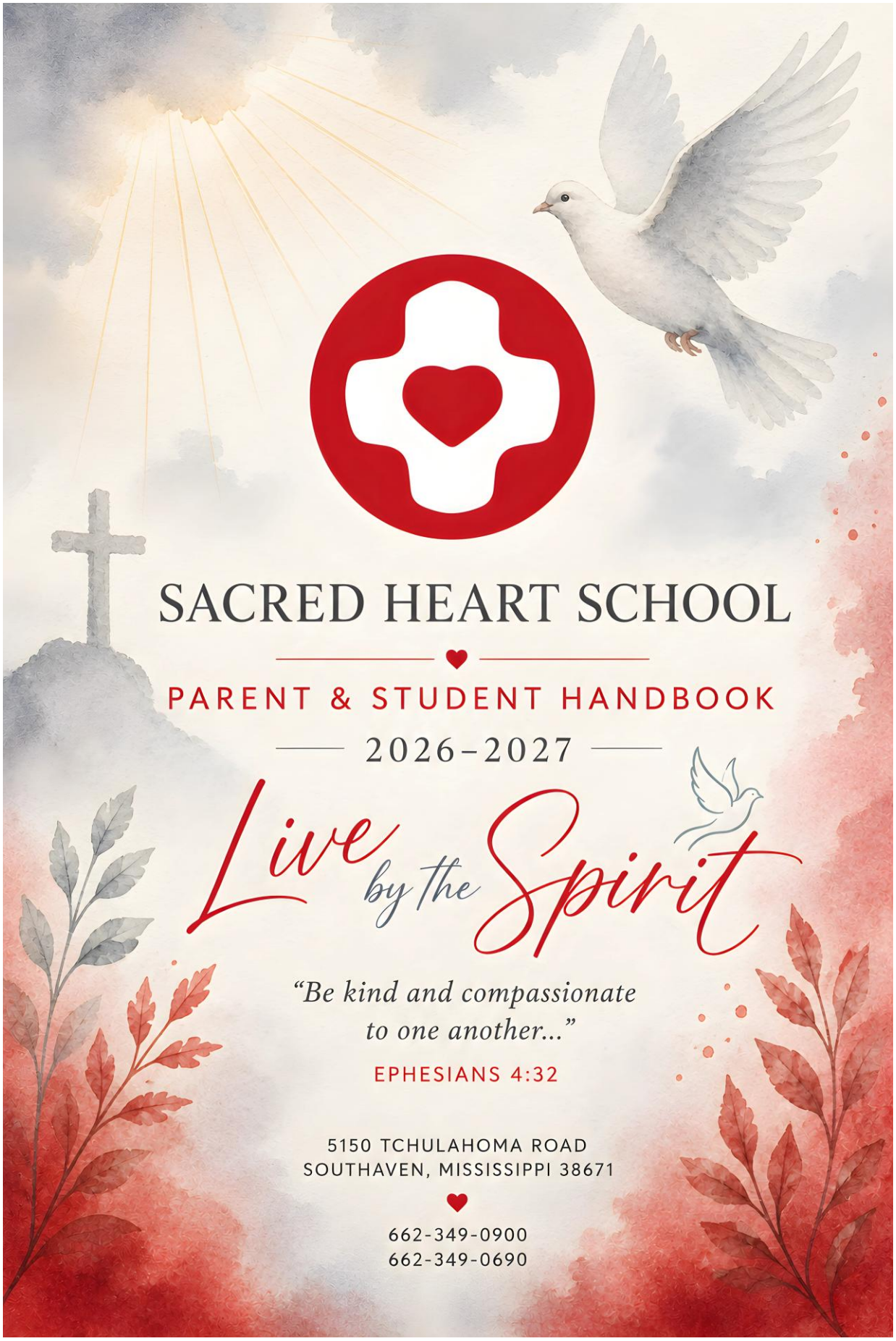

SACRED HEART SCHOOL
PARENT & STUDENT HANDBOOK
2026–2027
Live by the Spirit
"Be kind and compassionate to one another..."
EPHESIANS 4:32
5150 TCHULAHOMA ROAD
SOUTHAVEN, MISSISSIPPI 38671
662-349-0900
662-349-0690

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Diocesan Office of Catholic Education Mission Statement

The Diocese of Jackson Office of Catholic Education supports and sustains learning its communities to foster disciples who pursue academic excellence in a Christ-centered environment.

Mission Statement

Our Mission

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

Our Vision

Sacred Heart students thrive in a diverse and ever-changing world.

Our Beliefs

We believe…

- all students and staff bring something positive to the classroom and school.
- God loves all students and staff unconditionally.
- we should all use our gifts and talents to serve God and to care for and serve one another.
- students deserve a rigorous, well-rounded education.
- we should embrace diversity.

General Information

Philosophy and Goals

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

1. To embody and model Gospel values - respect, love, dignity, truth, mercy, forgiveness, morality and to aid in developing each student spiritually by instilling a respect and reverence for all life.

2. To develop within the school a strong religious education program based on Catholic Theology, and a quality academic education leading to student success.

3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.

4. To develop productive Christian citizens with a love for service to each other and to their respective communities.

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

We continuously strive to provide the best environment for our families and staff. Through continuous monitoring and review of surveys and data, we update our goals. Our mission, vision and beliefs continue to be reviewed.

History

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

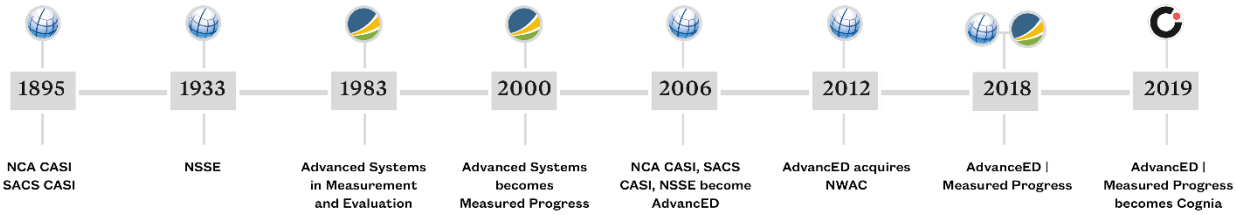
1947 who had to stay home, the students in 2021 used the technology of the time to learn online from home through virtual classrooms during the weeklong storm.

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, 2026 will be the 79th anniversary of Sacred Heart School.

Accreditation

Sacred Heart School is accredited by Cognia (formerly AdvancED) a research-based, international educational accrediting agency focused on school improvement through student and stakeholder engagement.

Sacred Heart School is a member of the Midsouth Association of Independent Schools.



Sacred Heart School is also accredited by the National Catholic Education Association.

Our teaching staff is fully licensed through the Mississippi Department of Education.

Parental Partnership

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

By choosing to parentally place your child in Sacred Heart School and choosing to become a partner in our educational process, 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 required Student-Parent Conferences and giving back to the school through service hours.
- 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. This includes keeping custody papers and Anaphylaxis Emergency Action Plan papers current.
- 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/staff with respect and courtesy in discussing student problems.

Parental Cooperation Policy (Diocesan Policy 5111)

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in a particular Catholic school/center is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the school/center personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of the school/center or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school/center or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school community.

Additionally, parents/guardians will be held to the same standards of respect as students are in regard to their interactions with administrators, teachers, staff, and students.

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. Likewise, staff will not negatively talk about parents and students.

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

Parents are the prime educators of children, and it is Sacred Heart School's task to assist them in this work. Sacred Heart School recognizes the differences in students' abilities and potential, and therefore strives to develop:

- Love for God
- Basic Christian attitudes and values
- A strengthening of character
- Integrity through self-discipline
- A desire for personal achievement and life-long learning
- A reverence for oneself, others, and all creation

Policies

Admissions Policy

A student must be enrolled by a parent or legal guardian with current court documentation per Diocesan Policy 5205R.

Non-Discrimination Policy

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

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

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, discipline records, and report cards. Requirements include:

- Verification of active parish affiliation/stewardship – Catholic applicants only
- Health Records -
    - Immunization Records: Form 12

Diocesan Policy 5601 R

IMMUNIZATION POLICY: The Diocese of Jackson requires all students of Catholic schools to receive the immunizations mandated by the State of Mississippi for entry to school unless a student has received a written medical exemption resulting from a medical

condition that prevents the child from receiving a vaccine. No other exemptions will be allowed. The purpose of this policy is to fulfill Christ's commandment to "love one another" and uphold the sanctity of life by endeavoring to protect our students and families through immunization.

    - Birth Certificate (certified)
- Report Cards
- Standardized Test Results
- Record of IEP or Service Plan (if applicable)
- Discipline record

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. All new families will sign a 90 day probationary letter.

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 and religion classes.

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.
6. Only a parent or legal guardian may enroll a student into school. **Diocesan Policy 5205R**

Financial Policies

Registration/Enrollment/Fees

The $125.00 application fee for new students must be submitted with the application. The registration fees for new students are 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 fees are NON-REFUNDABLE.

We no longer accept cash payments. Exceptions to the cash policy could include, but not limited to, sporting events, fund raisers, donations, etc.

Tuition/Fee Schedule

TUITION SCHEDULE SCHOOL YEAR – 2026-2027

KINDERGARTEN - GRADE EIGHT

Standard Non-Catholic Tuition Rate per child..... $8,131.00

Tuition charge for "Registered Catholic Steward" $6,911.00

PRE-KINDERGARTEN

Standard Non-Catholic Tuition Rate per child..... $8,516.00

Tuition charge for "Registered Catholic Steward" $7,239.00

Tuition Payment Options

Payment Options: (Please read carefully as our payment options have changed.) Pay in full by July, 2026 or Pay ½ annual tuition by July, 2026 and the remainder by November, 2026 or enroll in FACTS. Payments begin in July, 2026.

Tuition Management Program

For those families paying by the month, there is an annual non-refundable one time $55 monthly administrative fee or one time $25 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.

Families may pay tuition over 10 months, 2 semiannual payments or one payment via automatic deduction.

Financial Assistance

Financial Assistance Forms are available ON-LINE at sheartschool.org. The application deadline to FACTS is published in January.

Late/Returned Check Fees

- A RETURN FEE OF $25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.
- **FAMILIES WITH 2 RETURNED PAYMENTS WILL BE REQUIRED TO BRING MONEY ORDERS ONLY TO THE SCHOOL FOR THE REST OF THE YEAR. NO CASH OR CHECKS WILL BE ACCEPTED. AUTOMATIC DEDUCTIONS IN FACTS WILL BE TURNED OFF.**
- PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 662-349-0900, extension 202.

Withdrawal from School

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.

Academic Policies

Students are parentally placed in Sacred Heart School with the understanding that we do not have a special services department.

Absences and Attendance

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, vomit and diarrhea free for 24 hours (1 day) before returning to school. Students who are sent home during the school day with a fever, diarrhea or vomiting will not be allowed to return to school the next day as this would not allow for the 24-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 with 10 absences will be placed on probation for a period of time. Students with 20 absences may not participate in extracurricular activities.

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.

Students who are tardy more than 10 times will be charged an administrative fee of $10 per tardy. This fee is per child, not per family. This fee will be added to FACTS. The fee must be paid in a timely manner.

Absence During the School Day

Students needing medical appointments during school hours are required to be signed out by their parent or someone on their pick up list. 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 with a medical excuse.

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

Tardiness

Grades PreK and K: 7:30 AM – 2:30 PM.

Grades 1 through 8: 7:30 AM – 2:40 PM.

Before school care begins at 6:30 AM and ends at 7:05 AM. At 7:05 AM all students may go to their homerooms. 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.

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 10 times will be charged an administrative fee of $10 per tardy. This fee is per child, not per family. This fee will be added to FACTS. The fee must be paid in a timely manner.

Curriculum

Curriculum standards used by the schools in the Diocese of Jackson are posted on the Office of Education Website Academics page. It is also accessible from the following webpage: https://schools.jacksondiocese.org/education -overview/academics-3/

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.

Sacred Heart School will monitor academic progress through a variety of assessment programs.

Sacramental Preparation for Catholic Students

Sacred Heart School provides classroom instruction in **first and second grade** to prepare Catholic students for the Sacraments of Reconciliation and First Holy Communion. However, the Sacraments themselves are not celebrated at the school. Students must receive these Sacraments at the parish where your family is registered.

Families should contact their parish office by the beginning of their child's **first-grade year** to learn the parish's specific requirements and timeline for receiving the Sacraments. The preparation period is a two-year program during first and second grades. Each parish establishes its own preparation process, which typically includes:

- Registration as active members of the parish.
- Submission of the child's baptismal certificate to the parish office.
- Parent attendance at all required sacramental preparation classes and meetings.
- Student participation in any required retreats, rehearsals, or other parish preparation activities.

Parents are responsible for ensuring that all parish requirements are completed so that their child is eligible to receive the Sacraments. The school only provides Sacramental Preparation.

In the Catholic Diocese of Jackson, the Sacrament of Confirmation is conferred during the 10th and 11th grade. Because Confirmation preparation takes place through the student's parish at the high school level, **Sacred Heart School does not provide preparation for this Sacrament during the middle school years.** If your family attends a parish in the Catholic Diocese of Memphis you need to contact your parish in August of 7th grade to find out their process for preparation.

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 especially in classes receiving high school credit toward graduation.

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 by 8:00 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-1

Pre-Kindergarten through First 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.

- **E** – Excellent
- **S** – Satisfactory
- **N** – Needs Improvement
- **U** – Unsatisfactory
- **I** – Incomplete
- **X** – Not Introduced

Promotion/ Retention

Kindergarten and First Grade

A child's promotion or retention in kindergarten is based on each of the following criteria:

- A child needs a majority of E's with some S's being acceptable on his/her report card
- Average Degree of Readiness or above on the Scholastic Readiness Test for kindergarten
- Mastery of kindergarten core objectives
- Mastery of all letters and sounds of the alphabet
- Age appropriate physical and social maturation
- Regular attendance

Grade 1

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 E's with some S's being acceptable on his/her report card

- Mastery of end of grade level core objectives
- Acceptable level of reading fluency, reading comprehension and math fact fluency.
- Acceptable scores on assessments like IXL

* Please note that the standards-based grades for PK-1 do not correlate to the traditional grading scale in grades 2-8.

Grades for 2 -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 2 – 8.

The new diocesan policy states that 60% of the grade will come from tests and major projects and 40% will come from class work and homework.

The grading scale for grades 2 – 8 is as follows:

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

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.

Auxiliary Standards for Grades PK-6

- **E** – Excellent
- **S** – Satisfactory
- **N** – Needs Improvement
- **U** – Unsatisfactory
- **I** – Incomplete
- **X** – Not Introduced

*Grades 7 & 8 will receive numerical grades in auxiliary classes.

Honor Roll ~ Grades 2-8

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.

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

<u>*Students that turn in assignments late or have missing assignments will not be on honor roll.</u>

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. Students with 20 or more absences may also be retained.

Promotional Requirements.

Kindergarten and 8th 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.

Students may not participate in ceremonies if the family has any outstanding fees.

Academic Probation Including Extracurricular Activities and Sports

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). During this two-week period students may not participate in extracurricular activities including sports.

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. This includes, but is not limited to, copying other students work, misusing AI technology to create original works or having another student complete assignments.

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.

Technology Policy

Acceptable Telecommunications Policy

This policy is in the appendix. Parents and students signed this as part of the enrollment process.

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

Diocesan Policy

3808

CELLULAR PHONE POLICY. Schools within the Diocese of Jackson prohibit the use of all personal telecommunications devices, including cellular phone, by its students during the school day, unless the student has an emergency or extenuating circumstance and the principal expressly authorizes use of a cell phone.

In general, the normal school day is defined as starting in the morning hours and ending in the afternoon hours or earlier depending on the bell schedule. This policy may apply to field trips, retreats and other activities at the discretion of the school administration.

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

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

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

Sacred Heart School does not permit students to lock their lockers. All cell phones must be turned in to the homeroom teacher upon arrival each morning. When students enter their homeroom, they are required to give their cell phone to their teacher. The teacher will store all phones during the school day and return them to students at dismissal.

For students who attend Aftercare, the homeroom teacher will deliver the student's cell phone to the Aftercare staff once afternoon carline has ended. The Aftercare staff will be responsible for returning the phone to the student at the time of dismissal from Aftercare.

Violations of Policy: Any student violating the above policy is subject to the following discipline:

1. The first violation will result in a conduct detention (break and lunch detention). The cellular phone will be confiscated and turned into the disciplinarian's office(principal). It will be returned to the student after five (5) consecutive days from the infraction, provided that the student arrives in person to retrieve it.
2. A second violation will result in a one-day in-school suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of fifteen (15) consecutive days, providing the parent/guardian and student arrive in person to retrieve it.
3. A third violation will result in a one (1) to three (3) days in-school suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of thirty (30) consecutive days. The student will lose the right to bring and possess a cellular phone on the school campus for the remainder of the school year. The parent/guardian will be informed that the next violation may result in the students being asked to withdraw.
4. A fourth violation may result in the student being asked to withdraw from the school or be subjected to expulsion.

Any student attending Catholic schools may be subject to discipline if a cellular phone or other electronic device is used in any potentially harmful manner. This applies to any instance where a person seeking to injure someone's reputation by use of a cellular phone or similar electronic device or if, the use of a cellular phone or other electronic device is disruptive or results in an interruption in the learning/teaching environment. In these instances, the student may be subjected to a more severe discipline ladder than the one stated above. The school reserves the right to grant permission for the usage of telecommunication devices for educational purposes. These educational purposes will be handled as exceptions and must not undermine this policy.

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. While most social media platforms follow the Children's Online Privacy Protection Act that children should be a minimum of 13 to use social media, the American Academy of Pediatrics suggest parents consider a child's maturity level and readiness before allowing them to use social media regardless of age. 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. Bullying and harassing posts may be turned over to law enforcement for investigation.

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® or other social media is not permitted.

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 or shared 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. If determined to be sharing inappropriate child images and videos, the proper authorities will be contacted.

Instagram® – Photos and captions on a student or parent's Instagram® account, or other social media platforms, 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. It is a privilege not a right.

> **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.

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 and Policies

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

All legal guardians not residing together must sign the handbook form found at the end of the handbook.

It is the responsibility of the parents to keep custody agreements on file in the office up to date.

Parents may not use the school for visitation in divorce cases per Diocesan Policy 5205.

Parental Custody Issues

All subpoenas, requests for documents, court or administrative orders, and other legal documents received by Sacred Heart School must be reviewed by the Diocesan attorney. The Sacred Heart School will bill the legal fees incurred to the parent, guardian, or party who sent the documents. **Custody orders must be reviewed and verified every year. It is the responsibility of the custodial parent to provide all updates on custody orders.**

Cases Involving Legal Action

If a teacher (or other Sacred Heart School employee) is subpoenaed to testify in a legal proceeding or a Sacred Heart School employee is required to provide documents pursuant to a subpoena, request for

documents, court or administrative order, or other legal document, Sacred Heart 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 attorney's fees incurred by Sacred Heart School or employee in producing the documents and/or appearing in the legal proceeding.

Buckley Amendment and 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, Sacred Heart 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 progress. Sacred Heart School reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Legal Fees

Legal fees incurred in custody matters will be billed to the parents by the school.

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's FACTS account who requested the documentation. These fees must be paid before the school will release the documents requested or appear for testimony.
    - It is the responsibility of the parents to keep all custody paperwork current.
- **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.

- **Past Due Accounts**

Families with 2 returned payments are required to bring money orders only. No cash or checks may be brought in for the rest of the year. FACTS automatic payments will be turned off.

    - 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.

Distance Learning Policies

Distance learning will only be used in case of an emergency (for example inclement weather, ice, power outage, etc.) on a limited and temporary basis.

Basic Guidelines for Distance Learning. Other guidelines may be presented by your teacher.

- Students must be on time.
- Students must be sitting at a table or desk.
- Students should not be eating.
- Students should follow the out of uniform policy. They may not wear pajama's to online class.
- Parents or siblings may not interrupt the class.
- Students must use their first and last name as a screen name to be admitted to class.

Immunization Policy

5601 R

The Diocese of Jackson requires all students of Catholic schools to receive the immunizations mandated by the State of Mississippi for entry to school unless a student has received a written medical exemption resulting from a medical condition that prevents the child from receiving a vaccine. No other exemptions will be allowed. The purpose of this policy is to fulfill Christ's commandment to "love one another" and uphold the sanctity of life by endeavoring to protect our students and families through immunization.

School Policy for Addressing Local School Issues

The Diocese of Jackson, in union 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.

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 principal, 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 Executive Director of Sacred Heart Southern Missions, Andrea Baird. abaird@shsm.org.
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. Please be prepared to include the policy or procedural violation in the email. Matters brought to the attention of the Office of Catholic Education will be evaluated based on the violation of school/diocesan policy or school/diocesan procedures.

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 Executive Director of Programs. The Executive Director of Programs shall review all the written materials and interview all parties concerned. After reviewing the matter and attempting to resolve it, the Executive 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 and Pick-up

School Hours

Grades PreK-K-: 7:30 AM – 2:30 PM.

Grades 1-8: 7:30 AM – 2:40 PM.

Staff may not buckle or unbuckle car seats. Students must be able to enter and exit a car on their own. Staff may not pick up students.

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.

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.
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. 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 2026-2027 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 3:00 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of $20.00 for using this program.

School Office Hours

The school office is open on all school days from 7:30 AM – 2:30 PM. Summer office hours will be announced prior to the end of the academic year.

We ask that if you must check your child out early that it be done before 2:15 PM.

Attendance

Please see pages 16-18.

Communication

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

- School website: www.sheartschool.org
- Weekly electronic communication goes to parents in the Principal Updates from the principal. It can be accessed on our website under the Parent/Guardian Link.
- Any items of interest for Principal Updates may be submitted to Mrs. Martin no later than Thursday morning. bmartin@shsm.org
- Classroom teachers will inform parents of their individual methods of communication (email, phone call, weekly folders, etc.)
- Report cards are emailed home every nine weeks. In grades 3-8, mid-quarter progress reports are emailed 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.

General Communication

Each grade level or grade band will have their form of parent communication. Students in grades 2-8 use an agenda to write down homework, projects, tests and important dates. This agenda should be signed daily by parents and homeroom teachers.

Emergency Communication

Official school-wide emergency communications are sent using the FACTS phone system. Phone numbers and emails must be up to date in order to receive the FACTS phone calls. It is the parent's responsibility to keep their contact information updated in FACTS.

Parent-Teacher 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 both required to attend**. If you miss the required date and have to have a make-up time, your child will be marked absent on the required conference day.** Students w ill 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 for a different day.**

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 3-8 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.

Health and Wellness

Students are parentally placed in Sacred Heart School with the understanding we do not have a school nurse.

Food Allergies and Allergy Policy

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

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 is parentally placed in 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.
Parents with a child diagnosed with a medical condition must complete the Anaphylaxis Emergency Action Plan and/or the Medication Administration Authorization Form. It is the parent's responsibility to keep forms and medication updated.

- **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 Allergies

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 always have access to their medication via a 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.

Student Medication Procedures

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
Parents/Guardians must complete the Medication Administration Authorization Form. It is the responsibility of the parent/guardian.

All non-prescription medication should be in the original container and must be taken to the school office with the following information:

Child's name
Frequency
Dose
Date
For repeated usage the health care provider must complete the Medication Administration Authorization Form.
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. The proper authorities may be contacted.

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 school personnel. We do have information available on how to rid your house and car of the bugs.

Childhood Illnesses

As children build their immune systems, they may experience a variety of common childhood illnesses. If your child is not feeling well, they will not be able to perform their best at school. For the health and well-being of your child, classmates, and staff, please keep your child at home when they are ill so they can recover.

In accordance with school health guidelines, certain illnesses require written medical clearance before a student may return to school. These illnesses include, but are not limited to, hand, foot, and mouth disease, staph infections, and other contagious conditions as determined by the

school. A physician's note stating that the student is cleared to return to school must be submitted to the school office before the student may resume attendance.

Behavioral Expectations

Students are expected to uphold our mission statement, vision statement and beliefs. Our entire school community was created in the image and likeness of God. We should all be treated as such.

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 may result in an in-school suspension, out of school suspension or expulsion.
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, including vaping, 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. Checking in iPod, cell phones, cameras or electronic devices brought to school. If these items are discovered they will be taken up and given to the administration. If students bring such items to school they must follow the classroom policy If they are going to Aftercare, they need to follow the Aftercare policy.

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 including but not limited to Gmail, STAR, IXL 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, lockdown, 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.

Discipline Code

CODE OF DISCIPLINE

GRADES PreK-8

Student Conduct:

Acts of Misconduct

These acts of misconduct include those student behaviors which disrupt the orderly educational process in the classroom or on the school grounds including the following:

Level I

1-1 Running and/or making excessive noise in the hall or building

1-2 Inappropriate personal contact including but not limited to pushing and shoving, inappropriate gestures and public displays of affection, recklessness, or any inappropriate contact which does not result in physical harm, or any additional contact which the principal determines to be in this level.

1-3 In unauthorized area without pass (halls, etc.)

1-4 Dress code violation

1-5 Displaying any behavior which is disruptive to the orderly process of education

Disciplinary Action

First Violation

Minimum: Teacher-Student Conference

Maximum: Teacher-Student-Parent Conference

Repeated or Flagrant Violations

Minimum: Teacher-Student-Administrator-Parent Conference (Home Suspension)

Maximum: In-school suspension, detention, and/or school suspension

Level II

*2-1 Leaving the school grounds without permission

*2-2 Skipping class

*2-3 Insubordination - refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults.

*2-4 Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. This includes the possession and/or use of any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to electronic cigarettes,

vapes, vaporizers, cigars, pipes, hookahs, or any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device.

* 2-5 Exhibiting any hostile physical or verbal actions

**2-6 Unauthorized and/or inappropriate use of electronic devices

2-7 Cheating on tests or exams (The grade "0" will be assigned regardless of other punishment).

Disciplinary Action

First Violation

Minimum: Administrator-Conference, In-school suspension, mandatory student-parent-administrator conference, Detention

Maximum: School suspension (one to three days)

Repeated or Flagrant Violations

Minimum: Parent Contact, In-school suspension, School suspension, Detention

Maximum: School suspension

* Students may be required to go before the disciplinary committee made up of teachers, counselor and/or administrator.

** In the event an electronic device is used inappropriately, the device will be held until a parent picks it up from the office. A $5 fine will be accessed.

Level III

3 – 1 Fighting

3 – 2 Gambling

* 3 – 3 Theft of personal and/or school property

3 – 4 Acts which threaten the safety and well-being of students and/or staff: engaging in any behavior (by word or act) that encourages, incites, or instigates threatening or aggressive acts which can create the risk of harm to another person.

3 – 5 Extortion- use of intimidation, coercion or force

* 3 – 6 Vandalism of personal and/or school property

3 – 7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral, or offensive materials.

3 – 8 Sexual conduct, including unwelcomed sexual contact, or recording and/or transferring sexually suggestive images through personal electronic devices.

3-9 Bullying

Disciplinary Action

First Violation

Minimum: School suspension, In-school suspension (up to 10 days), Detention

Maximum: School suspension, Report to authorities when applicable

Repeated or Flagrant Violations

Minimum: School suspension, In-suspension (up to ten days), and/or Levels 3-4 and 3-8 -Students may be required to go before the disciplinary committee made up of teachers, counselor and/or administrator.

Maximum: School suspension (three days) and possible Expulsion

* For theft or vandalism restitution shall be made regardless of other punishment

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

Level IV

4 – 1 Possession, use or under the influence of alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia.

4 – 2 Assault on a student. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 3 Assault on a school employee. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 4 Directing profanity, vulgar or threatening language, and/or obscene gestures toward a staff member.

4 - 5 Participating in sexual activity including but not limited to sexual intercourse, sexual contact or maliciously exposing intimate body parts while attending a school-sponsored or school-related activity on or off school property.

4-6 Any other severe actions on school premises or during a school function

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Disciplinary Action

*Any student in violation of the above shall be suspended while being reviewed by the principal, disciplinary committee and the superintendent's office
*Please refer to new cell phone policy for any cell phone violations.

Minimum/Maximum-TBD

*At any point a student behavioral contract can be implemented by school personnel.
*Families will be charge $80 for each day of In-School Suspension.
*The school has the right to withdraw enrollment of any student at any time if deemed necessary.
*Both school and canonical administrator hold ultimate discipline discretion.

Detention

See the Code of Discipline. Students may receive break detention, lunch detention, recess detention or after school 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

See the Code of Discipline. 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

See the Code of Discipline. 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 Executive Director of Catholic Education. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Sacred Heart School.

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.

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

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

Bullying/Harassment is defined as repeated 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

Incidents among students will be handled in a timely manner. There may be times students are called to the counselors or principal's office without prior notice to parents. In the event of a serious matter, parents will be notified in the same timely manner.

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 prior to going anywhere in the school or on the school grounds.
- Visitors must wear a visitor sticker or badge.
- Visitors should sign out before leaving.
- 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. The office staff will ask that you not interrupt classes.
- Visitors in the building after 3pm for any reason will have to sign in with the Aftercare office to receive their visitor sticker.

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, including Homeland Security. Multiple agencies walk-thru the school to review and monitor our plans. Desoto County Sherriff's Department has a School Resource Officer available. 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.

Inclement Weather

If it should be necessary to close the school and possibly switch to virtual learning 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.

Fire Drill

We have a procedure that is reviewed by local emergency responders. Staff and students practice this drill.

Tornado Drill

We have a procedure that is reviewed by local emergency responders. Staff and students practice this drill.

Unknown Person on Campus

We have a procedure that is reviewed by local emergency responders. Staff and students practice this drill.

Active Shooter Drill

We have a procedure that is reviewed by local emergency responders. Staff and students practice this drill.

Search and Seizure

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

Alcohol, Drugs, and Weapons

If any student violates the alcohol, drugs, and/or weapons policies below, they may be asked to submit to a psychological evaluation before being allowed to return to school.

The Office of Catholic Education and Sacred Heart School adheres to state codes and statutes addressing alcohol, drugs, and weapons in schools.

MS Code § 37-11-18 directs the expulsion of a student possessing controlled substance or weapon or committing violent act on school property

MS Code § 97-37-17. Possession of weapons by students; aiding or encouraging

Alcohol & Drugs

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

In order to maintain a safe learning environment, Sacred Heart School retains the right to search students, school property and/or vehicles for illegal substances or missing property. Drug/Search

dogs may be used for the purpose of searching student possessions. Reasonable suspicion drug testing of students is a policy of Sacred Heart School and the Catholic Diocese of Jackson. [D5607- D5607R(e)]

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

The use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and/or alcohol is prohibited on school/parish property or at school-sponsored functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol. This policy applies to all students on school property, all students in school vehicles, and all students off school property, but attending a school function. Parents should not come to school events under the influence of alcohol or drugs. This includes but is not limited to car line, meetings or extracurricular student events.

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. Random 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 in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, (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 and Sports

Sacred Heart School provides a variety of extracurricular activities and sports for students in all grade levels. Students may participate in these activities if they are passing all classes, are in good behavioral standing, are in compliance with attendance rules, 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 principal's 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. Parents must follow the parental cooperation policy.

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.

Students should bring healthy snacks and lunches to school. Students may not bring energy drinks including but not limited to Prime or Prime Hydration.

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. Teachers plan field trips. Parents may not plan field trips.
8. 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.
9. 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.
10. 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.
11. A telephone call will not be accepted in lieu of the proper field trip permission slip.
12. Parents may refuse for their child to participating in a field trip by stating so in writing. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
13. 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.
14. All monies collected for the field trip are non-refundable.
15. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
16. All adults participating in the field trip must sign up with the class teacher and have Protection of Children and be in compliance with Virtus. Parents may not "just show up" for the field trip.
17. Students will wear school uniforms unless told differently by the teacher.
18. 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 Global Schoolwear by Tommy Hilfiger.

Order online globalschoolwear.com/school/SACR23

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 Global Schoolwear by Tommy Hilfiger. **PK – 5:** Wear PE uniforms to school on days they have PE. Between Fall Break and Spring Break students will need to wear Sacred Heart sweat suits (purchased through Global Schoolwear by Tommy Hilfiger) with a PE t-shirt underneath. Sweat shirts and sweat pants must be the same color. Gym shoes are required on PE days (Velcro preferred). No tennis shoes that light up or have squeakers. **Grades 6-8**: Must wear PE uniforms for PE classes. (will change in locker rooms) Sweat shirt and sweatpants are not required for grades 6-8 but this will be worn as a cold weather uniform on designated days. Gym shoes required.

Uniform Guidelines

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

Shoes:

- All students must wear tennis shoes. No other type of shoe should be worn.
- No tennis shoes that light up or have squeakers.

Socks/Tights:

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

Shirts and Blouses:

- Red or white knit polo with school logo purchased from Global Schoolwear by Tommy Hilfiger.
- Knit polo can be long or short sleeve with school logo purchased from Global Schoolwear by Tommy Hilfiger.
- 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 Global Schoolwear by Tommy Hilfiger with shirt collar out or red logo fleece full or half zip up jacket. NO hooded or zippered sweatshirts are allowed.
- Cardigan, v-neck sweater vests or pullover, navy or red with school logo purchased from Global Schoolwear by Tommy Hilfiger
- Coed performance half zip pull over

Jumpers, Skorts, Skirts, and Pants:

- Polo dresses from Global Schoolwear by Tommy Hilfiger may be worn by girls in PK-2.
- Plaid jumpers and plaid **skorts** from Global Schoolwear by Tommy Hilfiger are worn by girls Pre-K through 4th.
- Plaid **skirts** or **skorts** from Global Schoolwear by Tommy Hilfiger are worn by girls in grades 5 through 8. The hem of the skirts or skorts must be near knee length especially for the old Dennis uniforms.
- 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 Global Schoolwear by Tommy Hilfiger is the only acceptable logo or emblem on shirts, blouses, or sweaters.
- A family MAY NOT logo their own items.

Hair:

- 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.
- 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.
- Unacceptable haircuts include but are not limited to Mohawks and shaved designs**.**
- Hair tinsel, hair wraps and hair braids may only be in natural colors.
- Hair should be clean.

NOTES:

1. Only uniform items may be worn in classrooms during school hours. You may wear the approved Sacred Heart School sweatshirt, performance pullover or red logo fleece jacket.
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.

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 or longer. If sleeveless, the dress must come to your shoulder
- Pants
- Sandals with back strap

Students May Not Wear:

- **Shoes other than tennis shoes** including boots, flip-flops, crocs, open back shoes and high heels
- Tank tops
- T-shirts with inappropriate writing
- Tennis shoes that convert to roller skates or that light up
- Biker shorts
- Yoga Pants (unless the top is near knee length)
- 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.

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. Students MAY NOT put a lock on their locker.

Student Directory

In the FACTS SIS, families may choose to have their contact information listed for publication in a Student Directory. Under the laws of FERPA, parents may choose to exclude any personal contact information from the Student Directory.

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

Class Parties and Celebrations

Class Parties

Classes 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 packaging with the ingredients label on it.

Birthday Lunches

Parents are welcome to eat lunch with their child to celebrate their birthday. Arrangements must be made with the homeroom teacher. You may bring cupcakes or cookies for the class. No goodie bags or lunch for the whole class. This is not a birthday party. We do celebrate summer birthdays in April and May.

Outside of School Party Invitations

Party Invitations may be handed out at school only if there is an invitation for every child in the room or for all the girls or all the boys. Parents must give invitations to the teachers to pass out.

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.

Madrina's includes a group of mothers that help organize activities and assist families whose first language is Spanish.

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, social media, 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. It is the parent's responsibility to notify the school if permission changes after the enrollment pack has been completed.

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 e-mail communication.

Photo and Video Release

This form was completed in FACTS during the enrollment process. If during the school year a parent would like to change their permission, please complete this form.

PHOTO-VIDEO RELEASE

I hereby give permission for my son/daughter _____ to be photographed or videotaped at Sacred Heart School. I realize that the photo 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

Signed:_____

Date:_____

Return by_____

Field Trip Permission Request Form

This is only an example. An actual copy will be sent home once a field trip is scheduled.

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,
(Name of School)

_____ Catholic Church, the Catholic Diocese of Jackson, teachers, chaperones, priests,
(Name of Church)

bishops, administrators or any of their employees, agents or contractors ("Released Parties") from any liability for my

child's physical or mental injuries that might occur during this field experience.

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

_____ _____
Signature of Mother/Legal Guardian *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: _____

2020 Mississippi Code Title 97 - Crimes
Chapter 37 - Weapons and Explosives General Provisions
§ 97-37-17. Possession of weapons by students; aiding or encouraging

Universal Citation: MS Code § 97-37-17 (2020)

1. The following definitions apply to this section:

a. "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school-related activity, and shall include the facility and property of the Oakley Youth Development Center, operated by the Department of Human Services; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.

b. "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, or a person in the custody of the Oakley Youth Development Center, operated by the Department of Human Services, whether the person is an adult or a minor.

c. "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.

d. "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

2. It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars ($5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

3. It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars ($5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

4. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction

thereof, shall be fined not more than One Thousand Dollars ($1,000.00), or be imprisoned not exceeding six (6) months, or both.

5. It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars ($1,000.00), or be imprisoned not exceeding six (6) months, or both.

6. It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property if:

a. The person is not a student attending school on any educational property;

b. The firearm is within a motor vehicle; and

c. The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

7. This section shall not apply to:

a. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;

b. Armed Forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, and any law enforcement personnel or guard at a state juvenile training school, when acting in the discharge of their official duties;

c. Home schools as defined in the compulsory school attendance law, Section 37-13-91;

d. Competitors while participating in organized shooting events;

e. Any person as authorized in Section 97-37-7 while in the performance of his official duties;

f. Any mail carrier while in the performance of his official duties; or

g. Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

8**.** All schools shall post in public view a copy of the provisions of this section.

Students are parentally placed in SHS with the understanding we do not have a nurse on staff.

FARE
Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

PLACE PICTURE HERE

Name: _____ D.O.B.: _____

Allergic to: _____

Weight: _____ lbs. Asthma: ☐ **Yes (higher risk for a severe reaction)** ☐ **No**

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

☐ **Special Situation/Circumstance - If this box is checked, the child has an extremely severe allergy to the following food(s) _____.**
Even if the child has MILD symptoms after eating (ingesting) this food(s), Give Epinephrine immediately.

For **ANY** of the following **SEVERE** SYMPTOMS

LUNG — Shortness of breath, wheezing, repetitive cough

HEART — Pale or bluish skin, faintness, weak pulse, dizziness

THROAT — Tight or hoarse throat, trouble breathing or swallowing

MOUTH — Significant swelling of the tongue or lips

SKIN — Many hives over body, widespread redness

GUT — Repetitive vomiting, severe diarrhea

OTHER — Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION of symptoms from different body areas

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.

- Consider giving additional medications following epinephrine:
  - » Antihistamine
  - » Inhaler (bronchodilator) if wheezing
- Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
- If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
- Alert emergency contacts.
- Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return

MILD SYMPTOMS

NOSE — Itchy or runny nose, sneezing

MOUTH — Itchy mouth

SKIN — A few hives, mild itch

GUT — Mild nausea or discomfort

FOR **MILD SYMPTOMS** FROM **MORE THAN ONE BODY SYSTEM**, GIVE EPINEPHRINE.

FOR **MILD SYMPTOMS** FROM A **SINGLE BODY SYSTEM** (E.G. SKIN, GI, ETC.), FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE DATE

HEALTHCARE PROVIDER AUTHORIZATION SIGNATURE DATE

Form provided courtesy of **Food Allergy Research & Education** (FARE - FoodAllergy.org) - January 2023

FARE
Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

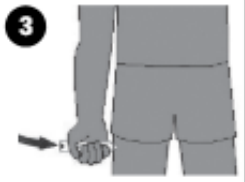
HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q® from the outer case. Pull off red safety guard.
2. Place black end of Auvi-Q® against the middle of the outer thigh.
3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
4. Call 911 and get emergency medical help right away.



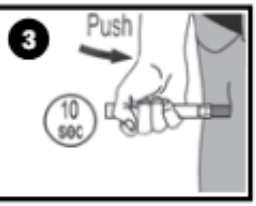
HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION

1. (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN
2. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
3. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENACLICK®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE SYMJEPI™ (EPINEPHRINE INJECTION, USP)

1. When ready to inject, pull off cap to expose needle. Do not put finger on top of the device.
2. Hold SYMJEPI™ by finger grips only and slowly insert the needle into the thigh. SYMJEPI™ can be injected through clothing if necessary.
3. After needle is in thigh, push the plunger all the way down until it clicks and hold for 2 seconds.
4. Remove the syringe and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.
5. Once the injection has been administered, using one hand with fingers behind the needle slide safety guard over needle.



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Epinephrine first, then **call 911**. Monitor the patient and call their emergency contacts right away.

EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

Form provided courtesy of **Food Allergy Research & Education** (FARE - FoodAllergy.org) - January 2023

Appendixes

Link to Diocesan Website
Mississippi Codes used in Diocesan Policies
Mississippi Immunization Requirements

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

Protection of Children and Young People

https://schools.jacksondiocese.org/wp-content/uploads/sites/5/2020/08/2020-POC-POLICY_07_15_2020.pdf

Catechist Companion

Religion Curriculum for PK – 12th Grade

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

Mississippi Immunization Requirements

All children enrolled in a diocesan school must meet the Mississippi Department of Health's medical examinations and immunization requirements.

MISSISSIPPI SCHOOL IMMUNIZATION REQUIREMENTS

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

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

OR a

Certificate of Medical Exemption (Form 122 – NOT computer generated). This form **MUST** be signed by the State Epidemiologist or Deputy State Epidemiologist (refer to the Medical Exemption section for specific information).

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

Mississippi School Entry Immunization Requirements[a]

Vaccine/Antigen	Number of Doses
Diphtheria, Tetanus, Pertussis (DTaP) [b]	5[c]
Polio	4[d]
Hepatitis	3
Measles, Mumps, Rubella (MMR)	2[e]
Varicella (chickenpox)	2[f]

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

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

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

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

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

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

Mississippi School Entry Immunization Requirements[a]

Vaccine/Antigen	Number of Doses
Tdap (7th grade entry)	1[a]

a) Tdap administered at 7 – 10 years: Children aged 7 – 9 years who receive Tdap should receive the routine Tdap dose at age 11 – 12 years. Children aged 10 years who receive Tdap do not need to receive the routine Tdap dose at age 11 – 17

Students are parentally placed in SHS with the understanding we do not have a nurse on staff.

Medication Administration Authorization Form

Sacred Heart School
5051 Tchulahoma Road • Southaven • MS 38671 •662-349-0900 •662-349-0690

MEDICATION ADMINISTRATION AUTHORIZATION FORM

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: _____

Please indicate prescription or non-prescription (OTC) ☐ Prescription ☐ Non-Prescription (OTC)

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)**

This form was signed in FACTS during the enrollment process.

Sacred Heart Southern Missions is pleased to offer the students of Holy Family Elementary and Sacred Heart School access to the SHSM computer network for electronic mail and the Internet. Before utilizing the schools' e-mail and Internet services, all students must obtain parental permission, sign, and return the attached student authorization form to the school office. While our sole intention is to further education goals and objectives by providing this access, the opportunity exists for students to find material that may be considered inappropriate. However, SHSM utilizes a product called IronPort, which provides state of the art Internet filtering, reporting and monitoring of website content. This application is updated nightly to ensure we have the latest protection available, which minimizes the risk of student exposure to objectionable material. Because no technology provides 100% protection, it is imperative that all parties thoroughly read and understand the attached guidelines. Full compliance is expected from all students when utilizing our Internet and e-mail services. Failure to abide by all rules could result in temporary or permanent loss of access and/or disciplinary action. When appropriate, law enforcement agencies may be involved.

Student Responsibilities:

- Students using the SHSM computer network and equipment are responsible for their behavior and communications. It is expected that they will comply with the established guidelines and will honor the agreement they and their parents/guardians have signed.
- Students are provided access to our network for conducting research and communication purposes. Access to our services is a privilege and will only be provided to those students that act in a considerate and responsible manner.
- Students will not intentionally interfere with the normal operation of the SHSM network, including the propagation of computer viruses and sustained high volume network traffic, which substantially hinders others in the use of the network, or they may be subject to disciplinary action.
- Students will treat our equipment with care and will report any instances where our hardware or software is misused to their teacher or administrator.
- Students will report any instances where inappropriate material was accessed accidentally or on purpose via the Internet.
- Students will keep their login information secure and will not share this information with any other students. It is expected that students will not attempt to gain access to or copy data that does not belong to them or they do not have another user's permission to view.
- Students are financially responsible for all replacement costs resulting from purposeful damage to SHSM systems.

Internet Rules:

- Anonymous communications are not allowed.
- All files and messages are subject to review by appropriate SHSM staff.

- Any action, which violates SHSM policy, school policy, or public law is prohibited and could result in disciplinary and/or legal action.
- Files, data, or information of others must not be improperly accessed or misused.
- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients are forbidden.
- Malicious attempts to harm or destroy hardware, software, or data are prohibited and will result in disciplinary action.
- Private, commercial or illegal use is prohibited.
- Security violations must be reported to Administration immediately.
- The illegal installation or transmission of copyrighted materials is prohibited.
- Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited and will result in disciplinary action.
- Unauthorized disclosure, use, and dissemination of personal information regarding students are prohibited and will result in disciplinary action.
- Unsupervised Internet access is prohibited. Students are not permitted to utilize Internet services without teacher permission and presence.
- Unsupervised use of e-mail services is prohibited. The use of electronic mail, chat rooms and any other form of direct electronic communication is not permitted without teacher permission and presence.

*** SHSM reserves the right to review, monitor, and restrict information stored on or transmitted via SHSM owned equipment and to investigate suspected inappropriate use of resources. ***

New Student Probation Period

Probationary Period

All new students in the Catholic Diocese of Jackson are on a 90-day probationary period which begins their first day of school. We want to make certain we are able to meet the needs of all students. The admissions committee will meet with teachers weekly to monitor the transition of new students. If we notice any problems with discipline, completing assignments or mastery of test objectives, we will inform parents and put a plan in place to help students achieve success. If we are meeting the needs of the student during the first semester of school, the probationary period will be removed. Students not meeting goals and objectives may be asked to withdraw from Sacred Heart School. If you have any questions, please let us know.

New Student Probation found on page 14 of the parent-student handbook:

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.

Parents and students in grades 3-8 must sign this form acknowledging this policy. Please return this form to Mrs. Martin by August 7. You may email it or hand deliver it. bmartin@shsm.org

Parent Name Printed: _____

Parent Signature: _____

Grades 3-8 only

Student Name Printed: _____

Student Signature: _____

Student Grade: _____

Parent Signature Page

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 to keep their children enrolled at Sacred Heart School. **This form is due back to school no later than Monday, August 10, 2026. A student may not return Tuesday, August 11 without this form on file.**

I have read the 2026 – 2027 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Student Names: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Parent Signature: _____ Date: _____

Parent signature: _____ Date: _____