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**Sacred Heart School**  
**2017 – 2018**  
**Parent & Student Handbook**

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*(Revised July 2017)*



*Illustrated by: Waven Boone*

**Rev. Fr. Thomas Voorhies, Pastor**  
**Virginia Morein, Elementary Principal**  
**Dawn Cox Shipp, High School Principal**

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# SACRED HEART SCHOOL

## VILLE PLATTE, LOUISIANA

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Approved by

Louisiana State Department of Education  
And  
Diocese of Lafayette

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Accredited by

AdvancED

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Member of

*Citizens for Educational Freedom*  
*Louisiana High School Athletic Association*  
*National Association of Secondary School Principals*  
*National Association of Student Councils*  
*National Catholic Educational Association*  
*National Honor Society*  
*Ville Platte Chamber of Commerce*

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## SACRED HEART SCHOOL ADMINISTRATIVE ORGANIZATION

Rev. Fr. Thomas Voorhies, Pastor  
Father Taj Glodd, Parochial Vicar  
Virginia Morein, Elementary Principal  
Dawn Cox Shipp, High School Principal  
Anne-Christine Jagneaux, Religion Administrator  
Sheila Fruge' Guillory, Curriculum Consultant  
Josh Harper, Athletic Director  
Sadie Fontenot, High School Guidance Counselor  
Mary Deville, Elementary Guidance Counselor  
Kathy Daire, Bookkeeper  
Yvette Buller, Technology Director  
Kimberly Costanza Lejeune, Development Director  
Dessa LaHaye, Administrative Secretary/Safe Environment Coordinator  
Rita Deville, High School Office Manager/Assistant Maintenance Supervisor  
Sharon Johnson, Elementary Administrative Secretary  
Heidi Fontenot, Elementary Secretary

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Sacred Heart School

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## Overview and History of the School

Sacred Heart School is operated under the patronage and guidance of Sacred Heart of Jesus Church Parish in Ville Platte. Sacred Heart has operated continuously from September 1931 to the present date. However, its history began in 1913 when a Catholic school was opened and operated by the **Sisters of Mount Carmel**, an order of missionary nuns from Canada, under the direction of **Father Louis J. Savy**, pastor of Sacred Heart Church. The school remained open until 1928 when it was forced to close due to terrible economic conditions of the time.

**Father J. Maurice Bourgeois** succeeded Father Savy as rector of Sacred Heart in 1930. Father Bourgeois came with a three-fold mandate from Bishop Jules B. Jeanmard: to renew the spiritual life, to reopen the Catholic school, and to build a new church. Father Bourgeois arrived in Ville Platte on September 11, 1930, with no money. So his first obstacle was to borrow money from his new parishioners in order to pay the express charges to retrieve his furniture from the railway station. Two of the first tasks at hand for Father Bourgeois were to see about the renovation of the convent for occupation and the parochial school for operation after both had been left unused for several years.

Through the influence of Father Bourgeois and the generosity of the people of Ville Platte, about \$1,000 in funds were raised and volunteer time and labor were donated so that by September 1931 Sacred Heart was reopened. Six **Sisters of Our Lady of the Sacred Heart from New Brunswick, Canada** taught one hundred children in grades one through five. By September 1935 grades 6, 7, and 8 had been added. Also, by that time the elementary school was awarded state certification.

In 1938, the old, wooden church was converted into a gym-auditorium, and a four-classroom building was added to the campus; as a result, a complete high school curriculum was now available to Sacred Heart students. Through the influence of **Father Irving DeBlanc**, the first associate pastor of Sacred Heart Church, extra-curricular activities included football, basketball, boxing, band, sodality, and elocution classes. By 1938 the **Marianites** of the Holy Cross had replaced the Sisters of Our Lady of the Sacred Heart. However, the two communities of nuns worked together for a year. Also, in 1938, a new but incomplete, Sacred Heart Church was dedicated.

Sacred Heart School continued to grow and change. In 1940, a manual arts building was built, and a program began with Father Bourgeois as teacher, but the program lasted for one year. Also, in 1940 Sacred Heart held its first high school graduation for fourteen graduates.

In 1942, the gymnasium, which had been the old, wooden church, had to be demolished. Plans began for a new building containing classrooms and a gymnasium, but it was not until after World War II, in 1949, that the building was completed and occupied. It was estimated that the cost would be \$250,000, but the actual cost of the building was \$90,000. The new high school was constructed using Army surplus buildings along with the donations of substantial amounts of materials from local contractors and volunteer labor from the men of the parish. Later, the football stadium and track fields were added, and a home for the coach was acquired.

In 1957, **Monsignor Bourgeois**, who had received this title in 1943 from Pope Pius XII, began a drive to raise funds for the construction of a new home for the Marianites of the Holy Cross, who still staffed the school. The drive included funds for the construction of a new elementary school and remodeling of the church. The community responded again, and in 1959 the convent renovation was complete, and the Sisters moved into their new home. In September 1960, the new elementary school was

completed and classes begun. The new school housed twenty-one classrooms, a library, a cafeteria, and administrative offices.

With the elementary department housed in its own building, Sacred Heart High School and Sacred Heart Elementary School began operating somewhat as separate schools. In 1968, **Sister Myra Banquer** was named as the first full time elementary principal, and **Sr. Charles** continued as the high school principal. Sr. Alberta later replaced Sr. Charles as principal of the high school.

On Friday, February 16, 1968, the high school department, consisting of the gymnasium and classroom facilities built in 1949, was completely destroyed by fire. Temporary classrooms were set up in the elementary building, and the parish began a drive for funds to build a new gymnasium and high school. The new high school and gymnasium that is still occupied today was quickly built and occupied by February 1970.

On June 1, 1970 Msgr. Bourgeois retired and **Monsignor Edward Fruge** became the pastor of Sacred Heart Parish. In June of 1974, Msgr. Bourgeois celebrated the fiftieth anniversary of his ordination to the priesthood. Two months later, he and Msgr. Fruge 'burned the note,' and Sacred Heart was free of debt.

During this period, with Msgr. Fruge as pastor, Sister Myra Banquer, who was later appointed and served as Diocesan School Superintendent, served for seven years as principal of the elementary school. **Sister George Pusalen** replaced Sr. Myra in 1975, and Sister Daniel Guidry followed her in 1978. They were the last of the religious order to serve as principals of the elementary school.

Under the direction of Msgr. Fruge, a new rectory was built to replace the fifty-year-old structure that had served as the church residence. On the last day of 1976, he and the assistant pastors moved into the new rectory that is occupied by the present pastor and assistant.

Msgr. Bourgeois died in 1978, but the school he had opened forty-seven years earlier continued to prosper under the direction of Msgr. Fruge.

**Mr. Larry Vidrine** was named as the first lay principal at Sacred Heart High School in 1978 replacing Sr. Alberta. In 1979, the high school was expanded to include a permanent stage, an extension of the lobby, a large multi-purpose building, and permanent bleachers.

In 1980, **Mr. D.L. Vidrine** became the first lay principal of the elementary school. In August of 1981, Mr. Vidrine further expanded the elementary school enrollment of 600 to include pre-school classes for 15 students. The pre-school program continued until the spring of 1993 when the classroom space was needed for expansion of new programs at the school.

In July of 1982, Msgr. Fruge was transferred to Breaux Bridge and replaced by **Fr. Francis Bourgeois**. Father Bourgeois resigned due to ill health and was replaced by **Fr. Michael Jarrell** on January 15, 1984.

Mr. D.L. Vidrine retired in May of 1987 and was replaced by **Mr. L. Sidney Ortego**, retired Superintendent of Evangeline Parish Schools.

As early as February of 1983, the Sacred Heart School Board had begun looking into the long term needs of the elementary school, but it was not until the spring of 1988 that a committee began work on the planning of a multi-purpose gymnasium. The gymnasium was completed and ready for use in October 1988.

Monsignor Jarrell, the administrator, and the Sacred Heart School Board worked to improve the elementary school by renovating the convent that was no longer occupied. This project converted the convent into a classroom building for seventh and eighth grades, which was occupied by August of 1990.

Mr. Ortego retired as principal of Sacred Heart Elementary in July of 1992 and was replaced by **Mrs. Paula F. Landreneau**. In the fall of 1992, Monsignor Jarrell, Mrs.

Landreneau, and the school board began plans for converting the courtyard of the elementary school into a science laboratory, renovating rooms, re-roofing the building, and adding two computer labs for both lower and upper grade students. Discontinuing the preschool program created space for one of the computer labs. The entire project was completed and ready for occupancy in the fall of 1993.

In the spring of 1993, Monsignor Jarrell was appointed Bishop of the Diocese of Houma-Thibodeaux and was succeeded as pastor of Sacred Heart Church by **Father J. Robert Romero**, known to parishioners as “Father Bob.”

In June of 1998, Mr. Larry Vidrine retired as principal of Sacred Heart High School, and the school was once again united under one leadership as Mrs. Paula Landreneau was appointed as principal of the entire Sacred Heart of Jesus Catholic School, grades K-12.

In October 2001 Sacred Heart School began a comprehensive and extensive self-study conducted with the guidance of the Institute of School and Parish Development (ISPD). The overall goal of this study was to create a dynamic plan for the future of the school that would meet the needs of the present students and future generations.

In June of 2002, Mrs. Landreneau retired as principal of Sacred Heart of Jesus Catholic School. A new administrative structure was developed and implemented in July of 2002. The new administrative personnel consisted of **Dr. Sherry Cormier**, CEO/Administrator, whose responsibilities encompassed all aspects of the school; **Mrs. Tina Brignac**, Headmistress responsible for the elementary department; and **Mr. Andrew Ducote**, Headmaster responsible for the high school department. With the resignation of Dr. Cormier in 2003, Mr. Ducote was appointed Principal of Sacred Heart School while Mrs. Brignac continued as Headmistress of the elementary department.

In June of 2005, Monsignor Romero was transferred to Opelousas and was succeeded by **Father Gene Tremie**, a native of Ville Platte, as pastor of Sacred Heart Church. A huge capital campaign fund drive had begun under Monsignor Romero’s guidance for a new addition and renovations to the high school. The actual groundbreaking took place after his departure. The new addition, which consists of eleven classrooms, a computer lab, a commons area, a serving and dining area and a chapel with a confessional, was completed and ready for use by August of 2006. A dedication for the new addition to the high school was conducted by Bishop Jarrell on August 14, 2006 just days before school began.

In June of 2006, Mr. Andrew Ducote was appointed Principal of Sacred Heart High School, and **Mrs. Joni Duos** was appointed Principal of Sacred Heart Elementary School. Following Mrs. Joni Duos, **Mr. David Paul Fontenot** was appointed Principal of the elementary school in 2008.

In the spring of 2008 Father Gene Tremie and the Sacred Heart School Board voted to reinstate the previous administrative structure, which was recommended during the ISPD Convocation of 2001.

In December of 2008, **Mrs. Paula Diane Fontenot**, a retired educator from the Evangeline Parish Public School System, was appointed as Administrator of Sacred Heart School, K-12. In May of 2009, **Mrs. Dawn Cox Shipp** was appointed the Assistant Principal of the high school with **Mrs. Evelyn Fontenot** appointed as the Assistant Principal of the elementary. In June of 2011, Father Tremie was transferred to Saint Marcellus Parish in Rynella, Louisiana and was succeeded by **Father Joshua Guillory**. In July of 2012, **Mr. Andrew Dwyer** was appointed Assistant Principal of the elementary. Father Joshua Guillory was appointed to serve as a member of the Supreme Tribunal of the Apostolic Signatura in Rome, Italy in November of 2012 and was succeeded by



**Father Jason Vidrine. Mrs. Virginia Morein** was appointed the assistant principal of the elementary in January of 2015.

Mrs. Paula Diane Fontenot resigned from her position as K-12 principal in June of 2015. Father Jason Vidrine was assigned to St. Anthony of Padua in Krotz Springs with **Father Thomas Voorhies** assigned as the pastor of Sacred Heart of Jesus Catholic Church in July of 2015. Mrs. Dawn Shipp and Virginia Morein were then appointed as principals of their perspective schools beginning in July for the 2015-2016 school year.

After several years of planning, fundraising and collecting of donations, the boys' and girls' locker rooms in the high school gym went through a major renovation in 2014 and was completed in the spring of 2015. The seventh and eighth grade classroom building which was formally the convent was also renovated in June of 2016.

Sacred Heart School continues to live by the "Do or Die" spirit embodied in the life and example of Monsignor J.M. Bourgeois.

# PHONE DIRECTORY

Phones will generally be answered between 7:20 a.m. – 3:00 p.m. on school days. Please be aware that the phones are especially busy between 7:20 – 8:00 a.m., 11:00 – Noon and 2:00 – 3:00 p.m. Please use the appropriate phone number listed below to address your specific question or concern.

## ELEMENTARY

Department	Staff	Phone	Extension	Fax Number	Email
Office Secretary	Heidi Fontenot	(337) 363-3445	1200	(337) 363-3551	<a href="mailto:heidi.fontenot@shsvp.com">heidi.fontenot@shsvp.com</a>
Administrative Office Secretary	Sharon Johnson	(337) 363-3322	1201	(337) 363-3551	<a href="mailto:sharon.johnson@shsvp.com">sharon.johnson@shsvp.com</a>
Cafeteria	Lana Brown	(337) 363-2318		(337) 363-2318	<a href="mailto:shvp@fns-dol.org">shvp@fns-dol.org</a>
Guidance Counselor	Mary Deville	(337) 363 - 6722	1204	(337) 363-3551	<a href="mailto:mary.deville@shsvp.com">mary.deville@shsvp.com</a>
Technology Director	Yvette Buller	(337) 363 - 3183	1203	(337) 363-3551	<a href="mailto:yvetteb@shsvp.com">yvetteb@shsvp.com</a>
Athletic Director	Kim Cloud	(337) 363-3445	2207	(337) 363-3551	<a href="mailto:kim.cloud@shsvp.com">kim.cloud@shsvp.com</a>
Coach	Chris Rider	(337) 363-3322	1113	(337) 363-3551	<a href="mailto:chris.rider@shsvp.com">chris.rider@shsvp.com</a>

## HIGH SCHOOL

Department	Staff	Phone	Extension	Fax Number	Email
Office Manager	Rita Deville	(337) 363-1475	1100	(337) 363-0348	<a href="mailto:rita.deville@shsvp.com">rita.deville@shsvp.com</a>
Administrative Office Secretary	Dessa LaHaye	(337) 363-4960	1101	(337) 363-3314	<a href="mailto:dessa.lahaye@shsvp.com">dessa.lahaye@shsvp.com</a>
Bookkeeper	Kathy Daire	(337) 363-3312	1110	(337) 363-0348	<a href="mailto:kathy.daire@shsvp.com">kathy.daire@shsvp.com</a>
Guidance Counselor	Sadie Fontenot	(337) 363-6722	1104	(337) 363-0348	<a href="mailto:sadie.fontenot@shsvp.com">sadie.fontenot@shsvp.com</a>
Religion Administrator	Anne-Christine Jagneaux	(337) 363-1142	1109	(337) 363-0348	<a href="mailto:anne-christine.jagneaux@shsvp.com">anne-christine.jagneaux@shsvp.com</a>
Technology Director	Yvette Buller	(337) 363-1477	1103	(337) 363-0348	<a href="mailto:yvetteb@shsvp.com">yvetteb@shsvp.com</a>
Development Director	Kimberly Lejeune	(337) 363-8050	1106	(337) 363-0348	<a href="mailto:kimberly.lejeune@shsvp.com">kimberly.lejeune@shsvp.com</a>
Librarian	Laura Daire	(337) 363-7976	1105	(337) 363-0348	<a href="mailto:laura.daire@shsvp.com">laura.daire@shsvp.com</a>
Athletic Director	Josh Harper	(337) 363-1475	1112	(337) 363-0348	<a href="mailto:josh.harper@shsvp.com">josh.harper@shsvp.com</a>
Athletic Staff	Gary Ashworth Kevin Daigle Stephanie Fontenot Megan Granger Chris Rider Thomas Scully	(337) 363-1475	2103 1114 1113 2115	(337) 363-0348	<a href="mailto:gary.ashworth@shsvp.com">gary.ashworth@shsvp.com</a> <a href="mailto:kevin.daigle@shsvp.com">kevin.daigle@shsvp.com</a> <a href="mailto:stephanie.fontenot@shsvp.com">stephanie.fontenot@shsvp.com</a> <a href="mailto:megan.granger@shsvp.com">megan.granger@shsvp.com</a> <a href="mailto:chris.rider@shsvp.com">chris.rider@shsvp.com</a> <a href="mailto:thomas.scully@shsvp.com">thomas.scully@shsvp.com</a>

# ADMINISTRATORS' MESSAGE

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Dear Parents and Students,

On behalf of the faculty, we are honored and excited to welcome each and every one of you to another school year at Sacred Heart School. We are looking forward to another year filled with Trojan pride as we continue to focus on the spiritual and academic growth of our students. It continues to be both a privilege and humbling experience to serve in a joint effort with the faculty, parents, alumni and parish to make Sacred Heart the strong Catholic school that it is.

Being a part of Sacred Heart does not simply mean enrolling your child in our school, but pledging your family to be actively joined in a community which is rich in tradition, a strong Catholic education and committed to serving one another as living examples of our Catholic faith.

As parents, you are the first and most important teachers of your children. We believe Sacred Heart School shares the responsibility for the total development of our students with the home, Church and greater community. Despite obstacles which may arise, we must always believe in our ability as a school community to rise above the challenges and come out stronger in the end. We truly feel that by working together we will produce stronger students, who will strive to achieve success.

We look forward to working with you this school year as we continue to build and show appreciation for the many blessings God has given our Sacred Heart School community.

Sincerely in union with the Sacred Heart of Jesus,

*Mrs. Virginia Morein and Mrs. Dawn Shipp*

SHS Elementary and High School Principals

# FOREWORD

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Diocesan schools are governed and managed by a number of policies that exist for the efficient and smooth operation of the schools. These policies exist at different levels and policies at each level must conform to policies of a higher level, which include policies of the Administration, local school Advisory Council, diocesan, state and federal.

The Administration of Sacred Heart School, with the approval of the Pastor, reserves the right to amend this handbook for a cause that, in his/her judgment is just. If changes are made, all parents will be sent prompt notification. Due to the fact that new situations may arise, the Administration of Sacred Heart School reserves the right to make decisions regarding circumstances not addressed in the handbook.

# MISSION STATEMENT

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The mission of Sacred Heart School is to teach Roman Catholic doctrine, to provide academic excellence and to build a Christian community that instills the morals, ethics and values found in the Gospel of Jesus Christ.

# VISION STATEMENT

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The vision of Sacred Heart School is to foster an environment that maximizes each student's potential in religious formation, academic excellence and social development; to form academically well-rounded, disciplined, confident, young men and women who are prepared to take leadership roles within the community and the Catholic Church.

# PHILOSOPHY

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The philosophy of Sacred Heart School is based on the Catholic Christian ideals that were first initiated by Our Lord and Savior, Jesus Christ. The direction and goal of Sacred Heart is to foster, nourish and strengthen these ideals and to instill them into the individual. At Sacred Heart School, we proclaim the Good News and participate in Jesus' ministry by sharing the message of his love among our staff, students and parents.

Sacred Heart School exists to teach the Gospel message of Christ and to provide students with the necessary life skills to build a community based on Jesus' command to love one another and to serve the human community through prayer, worship and action.

# SCHOOL CREST

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The crest of Sacred Heart School was developed in 1983. The center of the crest represents the spiritual, academic and human formation of our students.



# GOALS

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The goals of Sacred Heart School for the **Spiritual Growth** of its students are:

- 1) to teach the doctrine of Jesus Christ as a guide for daily living
- 2) to encourage a personal relationship with Jesus Christ through the celebration of the sacraments, religious retreats and worship at holy mass
- 3) to apply religious values throughout life.

The goals of Sacred Heart School for the **Intellectual Growth** of its students are:

- 1) to teach the skills necessary for the effective comprehension, communication and computation
- 2) to provide a versatile college preparatory curriculum
- 3) to stimulate creative and critical thinking
- 4) to provide the use of technology at all grade levels.

The goals of Sacred Heart School for the **Social Growth** of its students are:

- 1) to encourage an individual sense of personal worth
- 2) to foster wholesome relationships through an acceptance of one another
- 3) to understand and respect the views of others
- 4) to instill love of country and good citizenship.

The goals of Sacred Heart School for the **Physical Development** of its students are:

- 1) to promote health, fitness and coordination
- 2) to encourage good sportsmanship and Christian example in all athletic endeavors.

# SACRED HEART SCHOOL FACULTY AND STAFF

## ADMINISTRATIVE TEAM

Rev. Father Thomas Voorhies	M.A. in Theology.....	University of St. Thomas Aquinas
Father Taj Glodd	M.A. in Theology.....	Wisconsin Sacred Heart Seminarian School
Mrs. Virginia Morein, Elementary Principal '73	M.Ed.....	Louisiana State University
Mrs. Dawn Shipp, High School Principal '89	M.Ed.....	University of Phoenix
Mrs. Anne-Christine Jagneaux	B.S.....	McNeese State University
Mrs. Sadie Fontenot '06	M.Ed.....	McNeese State University
Ms. Mary Deville '79	M.Ed.....	University of Louisiana at Lafayette
Mrs. Sheila Guillory	M.Ed.....	Louisiana State University
Mrs. Yvette Buller '78		Technology Director
Mrs. Kimberly Lejeune '06		Development Director
Mrs. Kathy Daire		Bookkeeper

## FACULTY

Mrs. Casie Addington '08	B.S.....	McNeese State University
Mrs. Dorien Ardoin '08	M.Ed.....	McNeese State University
Mrs. Misty Arnold	B.A.....	University of Louisiana at Lafayette
Mr. Gary Ashworth	B.A.....	Northwest State University
Ms. Virginia Bertrand	B.S.....	University of Louisiana at Lafayette
Mrs. Tina Brignac '82	B.A.....	McNeese State University
Mrs. Dana Broussard '83	B.S.....	Louisiana State University
Mrs. Becky Buller '77	B.S.....	Louisiana State University
Mrs. Katie Buller	B.S.....	Louisiana State University
Mrs. Kim Cloud '84	B.G.S.....	University of Louisiana at Lafayette
Mr. Kevin Daigle	B.S.....	McNeese State University
Mrs. Laura Daire '81	B.S.....	Louisiana State University
Mrs. Rachel Doucet	B.A.....	University of Louisiana at Lafayette
Mrs. Stacey Doucet '01	B.G.S.....	University of Louisiana at Lafayette
Mrs. Joni Duos '79	M.Ed.....	University of Louisiana at Lafayette
Mrs. Julie Firmin '84	B.A.....	Louisiana State University
Mrs. Denise Fontenot	B.S.....	University of Southwestern Louisiana
Mrs. Jackie Fontenot '81	B.S.....	Louisiana State University
Mrs. Jeanite Fontenot '81	B.S.....	Louisiana State University
Mrs. Stephanie Fontenot	B.G.S.....	University of Southwestern Louisiana

## FACULTY AND STAFF (continued)

Ms. Megan Granger	M.S.....University of Louisiana at Lafayette
Father Mitch Guidry	M.A.....Mt. St. Mary University
Mrs. Lacey Guillory	B.A.....McNeese State University
Mr. Josh Harper	B.S.....University of Louisiana at Lafayette
Ms. Wanda Joubert	M.Ed.....McNeese State University
Mrs. Karen Lafleur '93	B.S.....Louisiana State University
Mrs. Kimberly Lafleur	B.A.....Ashford University
Mrs. Lynn Landreneau '88	B.A.....University of Southwestern Louisiana
Mrs. Maxine Manuel	B.A.....University of Louisiana at Lafayette
Mrs. Stacey Mire '82	B.S.....University of Southwestern Louisiana
Mrs. Jessica Norris '05	B.A.....University of Louisiana at Lafayette
Mrs. Jesslyn Perrodin	B.S.....Louisiana State University at Alexandria
Mrs. Kim Pucheu '78	M.Ed.....University of Southwestern Louisiana
Mrs. Rebecca Rhodes	B.S.....University of Louisiana at Lafayette
Mr. Chris Rider	B.A.....Louisiana State University
Mrs. Rachel Roberie '72	B.A.....McNeese State University
Mrs. Lynn Soileau	B.A.....University of New Orleans
Mrs. Missie Soileau '87	B.S.....Louisiana State University at Alexandria
Mrs. Nicole Sonnier	M.A.....Northwestern State University
Mrs. Lydia Trahan	M.ED.....University of Louisiana at Lafayette
Mrs. Britany Vidrine	B.S.....Louisiana State University
Mrs. Kellie Vidrine '96	B.A.....Western Governors University

## STUDENT COUNCIL OFFICERS

President.....	Cole Brignac
Vice-President .....	Alyson Fontenot
Secretary.....	Maria Ortego
Treasurer.....	Macy Fontenot
Reporter.....	Gabrielle Fontenot



# **ADMISSION REQUIREMENTS**

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**Sacred Heart School does not discriminate on the basis of religion, race, sex or national origin.** Because of limited space, the school has set admission priorities for students. In addition, certain conditions related to a student's academic and behavioral background would also affect the student's admission status. However, certain circumstances may require full Council approval for admission to the school. Prospective students' most recent standardized tests are assessed, and the student will be interviewed. Home-School students will take course content exams to validate Carnegie units in courses pursued before entering Sacred Heart School. Units earned from non-accredited institutions will not be accepted.

## **I. ADMISSION PRIORITIES**

- A. The child of faculty and staff members
- B. A sibling of a student currently enrolled
- C. A child of a graduate of Sacred Heart School
- D. A student enrolled in a parochial school
- E. Other Catholic students

**\*To be eligible for admissions, an application must be submitted for review by the announced deadline.**

## **ADMISSION AFTER REGISTRATION DEADLINE**

Students will be admitted on a first-come-first-serve basis upon completion of the application.

## **II. FAMILY & STUDENT SERVICE HOUR PROGRAMS**

Each family will be required to provide 15 service hours of work to the school. Four hours may be completed by attending school meetings of the Parent Teacher Club and/or Athletic Booster Club. One service hour will be granted per meeting.

## **III. DIOCESAN PARENT COOPERATION STATEMENT**

An integral part of the educational philosophy of Sacred Heart School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, to provide instruction to and set positive examples for their children both at home and in the community. While Sacred Heart School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Sacred Heart School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Sacred Heart School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer

exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

## **TUITION AND FEES POLICY**

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Families are expected to honor their financial obligations to the school. All financial obligations must be honored to date in order for:

- Students to be registered for the following school year.
- Students to be allowed to receive a final grade.
- Parents and students access to school and student information on *Renweb*.

### **I. REGISTRATION**

Registration and tuition fees are determined by the Pastor with the assistance of the Administration and Sacred Heart School Advisory Council and are subject to change. Registration is held the first two (2) weeks in February of each year. Currently enrolled students are allowed to register first, along with siblings who will be entering school. All new students must present a copy of the following:

- birth certificate
- baptismal certificate
- First Communion certificate
- immunization card
- social security card at the time of registration

Everyone is required to pay the following non-refundable fees:

- 1.) **Registration** - 1 child - \$150  
2 children - \$275  
3 children - \$400  
4 children - \$525  
5 children - \$650
- 2.) **Annual Maintenance** - \$225 per family
- 3.) **Diocesan Tax** (Student Assessment Fee) - \$24 per child
- 4.) **Enhancement/PTC Fee** - \$55 per family: Monies are used by the Administration for school enhancement projects, instructional and non-instructional purposes. Participation is mandatory for all families. The fees will be collected with annual book fees.
- 5.) **Athletic Fee** - \$55 per child legally residing within their household (parents/guardians with domiciliary guardianship).

**DELINQUENT FEES INCUR A \$10.00 A WEEK LATE FEE AFTER THE DUE DATE.**

## II. TUITION PAYMENTS

ALL TUITION IS COLLECTED THROUGH *FACTS* (access link at [www.shsvp.com](http://www.shsvp.com))

### 2017 – 2018 TUITION SCHEDULE

CHILDREN	REGISTRATION FEE	MONTHLY TUITION	YEARLY TUITION	MAINTENANCE FEE
1	\$150.00	Elem - \$329.00/month HS - \$368.00/month	Elem - \$3,948.00/year HS - \$4,416.00/year	\$225.00/Family
2	\$275.00	Elem - \$658.00/month HS - \$736.00/month	Elem - \$7,896.00/year HS - \$8,832.00/year	
3	\$400.00	Elem - \$942.00/month HS - \$1,059.00/month	Elem - \$11,304.00/year HS - \$12,708.00/year	
4	\$525.00	Elem \$1,201.00/month HS - \$1,357.00/month	Elem - \$14,412.00/year HS - \$16,284.00/year	
5	\$650.00	N/A	N/A	

#### **Information Regarding Tuition Increase and Discounts**

- There was an \$8.00 increase in tuition for the 2017 – 2018 school year.
- There has been **no change** in registration fees for the 2017 – 2018 school year.
- **Families with three (3) children enrolled receive a \$45.00 per month discount.**
- **Families with four (4) children enrolled receive a \$115.00 per month discount.**
- **Families with 5 or more children enrolled do not pay tuition for the 5<sup>th</sup> child and thereafter.**
- No out of church parish fees
- The completed **registration form** and fee must be submitted to the school office for new students and families with students already attending Sacred Heart.
- Sacred Heart School requires that the annual Diocesan Tax (Student Assessment), Maintenance and Registration fees be paid by the designated date in the spring of each school year.
- **FACTS Fee** - 12 payments (July - June) - \$50 per family  
Payment in Full - \$20 per family, due on June 15<sup>th</sup>.  
**A 3% discount if the tuition in advance by the designated date.**

## **NSF FEES**

If a tuition draft or any other expense check is returned NSF, *FACTS* will send a notice along with a \$30.00 NSF fee added to the amount due.

**In the event a family has 3 consecutive items returned NSF or has a total of 5 NSF items during a school year (July – June), the family will be required to pay the tuition balance for the remainder of the school year in full, with a certified check or money order. This family will then be required to pay the annual tuition in advance with a certified check or money order until the finance committee approves their return to monthly drafts.**

A Grievance Committee, consisting of the Pastor, Administration and Advisory Council Chairman will review any hardship cases.

## **III. BOOK AND SUPPLY FEES**

- Book and supply fees vary by grade. These fees are due prior to the start of each school year.
- It is mandatory to sign-up for Book Fees (incidentals) through each family's *FACTS* account to be automatically drafted in full if not paid by July 31<sup>st</sup>.
- There is no discount given for advance payment of book fees.

## **Monsignor Fusilier Scholarship**

Applications must be submitted by the designated date through *FACTS*. An application fee of \$30 will be charged to the family by *FACTS*.

## **DIOCESAN LUNCH PROGRAM**

Food and Nutrition Services is a Federal Child Nutrition Program and must comply with Federal regulations. **Federal Regulations state that all meals are to be paid in advance.** Sacred Heart cafeteria has a pre-pay, no refund policy.

The Diocese of Lafayette sets prices for meals on an annual basis. Free and reduced priced meal applications are available for all parents at registration. An application **MUST** be completed each year should you choose to apply, **even if your child's lunch was free or reduced the previous year. Should you have questions regarding free or reduced applications, please call Mrs. Lana Brown.**

**\*Note: Free and reduced applications may be requested and completed any time during the school year.**

**\*Everyone MUST have money in his/her account at all times.**

## **HIGH SCHOOL PERSONAL LUNCH OPTION**

Although Sacred Heart School provides hot meals every day, students in the high school department **are not required** to participate in the school lunch program. The following policies will be in effect for those students who elect to **bring their lunch to school**:

- 1) All lunches must be brought in some type of container/lunch box.
- 2) Containers/Lunch boxes must be of the size to fit in a school locker.
- 3) Lunches must be eaten **outside the cafeteria** and only during the time

- designated for lunch.
- 4) Students are not allowed to leave campus during lunch or have their lunch brought to them at any point during the school day.
  - 5) Students will not be allowed to add their name to the list once the teachers conduct student lunch counts in the morning.

**Students are not allowed to bring/finish their breakfast/breakfast drinks on campus prior to the start of the school day.**

## **STUDENT HEALTH AND SAFETY**

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### **ASBESTOS MANAGEMENT**

In compliance with federal regulations, Sacred Heart School is required to inform all parents and teachers of the result of our Asbestos Hazard Emergency Response Act Management Plan for asbestos inspection and abatement. The management plan provides the location of asbestos containing materials and describes the course of action to take with regard to managing this material.

The AHERA Management Plan for the high school and the elementary is available for review by parents. Sacred Heart is inspected by school staff every six months and inspected again every three years by a certified management planner. Stephen D. Gossen, President of Environmental Management Technologies, reassessed the positive asbestos homogeneous areas of the school on September 16, 2003. Sacred Heart received his report on November 17, 2003. Mr. Gossen is certified by the Louisiana Department of Environment Quality as a certified asbestos inspector. Sacred Heart's AHERA Management Plan was approved without any exceptions. Since the last inspection by a certified inspector, the pipe insulation on elbows in the high school boiler room was abated in 2001. Also, some of the suspended lay-in panels were replaced following Hurricane Lily. There is no friable asbestos in the elementary school. Non-friable asbestos was found in the floor tiles in the portable classrooms. This material is in good condition, and it is inspected on a regular basis. Non-friable asbestos is presumed to be contained in the heater gaskets in the dining area of the cafeteria. None of these situations pose any health hazard to students, faculty and staff.

Non-friable asbestos boards are found in the classrooms of the high school department. These non-friable panels are painted and are in good condition and maintained properly. Friable asbestos was found in insulation on pipe elbows and in suspended acoustical lay-in panels. The report concludes that the asbestos containing material was in good condition and undamaged. Again, none of these situations pose any health hazard to students, faculty and staff.

Inspections are conducted by a trained inspector to insure that the asbestos remains non-friable and encapsulated. A report is submitted to the Diocesan office twice a year, and a copy of the report is kept in the school plan.

### **INTEGRATED PEST MANAGEMENT PLAN**

Sacred Heart School files its records of inspections, identifications, evaluations and pesticide/herbicide applications annually with the Louisiana Department of Agriculture and Forestry in an IPM Plan. This agency approves and monitors our use of pesticides by certified pesticide applicators. We employ the services of certified applicators for

small insect and termite protection that do their applications after the students have vacated the areas of the campus. Our certified applicator applies chemicals on the campus. Unless your child is hypersensitive, he/she should not experience any problems. School employees who spray for pests use safe chemicals and do not expose students to their use.

## **PESTICIDE SENSITIVITY**

The Louisiana Department of Agriculture and Forestry requires that the school maintain a registry of students who are hypersensitive to pesticides. **If your child is hypersensitive to pesticides, please inform the Administration in writing immediately.** Your statement must include written verification by your child's physician.

## **EMERGENCY DRILLS**

Fire and tornado drills and lockdowns are required by law and are important safety factors. It is essential that everyone obeys promptly when the signal is heard and moves to the specified designation quickly and quietly. **Drills are a time of absolute silence**, even after the building has been cleared. Students are to be ready to follow orders given by their teachers or given over the intercom system. Faculty and students should be familiar with routes and procedures for the various drills.

## **CUSTODIAL ARRANGEMENTS**

This school abides by the provisions of the *Buckley Amendment* with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

**In the event a joint custody order, which outlines custodial/visitation rights of each parents, is presented to the school requesting that the school not allow the other parent to visit or pick-up the child other than his/her visitation times as outlined in the order, the school has no authority to physically interpret or enforce the order; the enforcement must be handled through the court system.**

**Proper notification of a court order totally revoking/denying a parent/guardian's custodial rights must be submitted to the administration at the beginning of each school year in order for the school to deny a parent/guardian contact with the child.** Do not assume the school knows this, and that our records contain this type of information, or that if they do, all adults concerned have reviewed the information with the child. This type of information is best delivered in person to the Administration, who will, in turn, inform the SHS faculty and staff.

## **MEDICATION FOR STUDENTS**

Students, who require medicine on a daily basis, must have an official school permission form on file in the office before medicine will be administered (i.e., Tylenol, Advil, prescription drugs, etc.). Parents may print one of these forms from the "Book Fee Packet" and the school office to be completed by the child's physician.

**Non-prescription medicines are not dispensed to elementary students by the office. Students in need of medication may call a parent to bring and administer the medicine.**

**High school students must bring all medicine (prescription and non-prescription) to be taken during school hours to the secretary as soon as the student arrives at school, and the secretary will give the medicine at lunchtime. All medication, including aspirin, must be appropriately labeled as to dosage, etc. No medication, including aspirin, can be given unless properly labeled and accompanied by written directives.**

**If a student requires medicine at a time other than lunch recess and/or more than once a day, the parent must contact the Administration. Giving medicines to children involves placing school personnel in a great personal liability situation. Due to the fact that this is a courtesy extended to parents and not an obligation of the school, it may be discontinued at any time if the demands of parents exceed the time and patience of the office personnel.**

### **EMERGENCY ILLNESS**

Parents should provide the school with names and numbers of people who can pick up a child who becomes ill at school. **When parents/guardians are out of town or otherwise temporarily unavailable, they should notify the school with the name and phone number of adults who may assume responsibility for their child/children in time of emergency.**

### **SCHOOL FIELD TRIPS**

Field trips are privileges; students can be denied participation if they fail to meet academic and/or behavioral requirements. Students must have official, diocesan approved field trip requests properly signed by the parent/guardian to be able to travel with a school group to an off-campus activity. **Telephone requests and/or other communications by parents are not accepted as consent for travel in lieu of written permission.** It is mandatory that all Sacred Heart School parents/guardians, volunteers and chaperones have received Safe Environment training for the school year in order to provide assistance with the students.

## **K-12 STUDENT ARRIVAL AND DISMISSAL PROCEDURES**

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Students are expected to enter and exit the building in an orderly fashion. High school students, who drive to school, are expected to arrive and leave the campus in a manner that does not pose a safety problem for themselves or others. In the event a faculty member and/or administrator witnesses a student driving in a careless or reckless manner, the student will have his/her driving privileges revoked.

### **K – 12 ARRIVAL AT SCHOOL**

**Students are not to be dropped off or arrive at school until 7:20 am.** There is **no one to supervise** students before this time. Arriving at school too early presents a real safety hazard to children.

## **K – 12 DISMISSAL FROM SCHOOL**

For those who transport your child, it is important to make every effort to pick up your child by 3:30 pm each day. The teacher on duty cannot leave students unattended, and a teacher should not have to consistently stay longer than the normal bus duty time.

## **K – 12 EMERGENCY DISMISSAL**

**Each family should develop and teach all their children a family plan for emergency dismissal during the day.** One child should be designated in each family to call whoever will pick up the children. Elementary school students should know the name and number of who to call or who will call someone for them. If buses are picking up students, the students should know whether to ride the bus or call someone. Parents who work out of town should designate a relative or friend who lives in town to pick up the students in an emergency situation. The students should know the name and phone number of this individual who will take responsibility for them. In case of an emergency dismissal, the local radio station, KVPI, is always notified.

In stormy weather, all students will remain in the building; therefore, parents must come inside the building to get them. Students who ride the bus will be called when the bus arrives. Parents are asked not to call the school offices to inquire if there will be an early dismissal. Dismissal during the height of a storm would only endanger the students. This common practice ties up school telephone lines and makes it impossible to communicate with public schools, weather information sources and the radio station.

In case of fire, bomb threat or some other reason that necessitates evacuating the building, the students will be brought to the high school football and baseball fields and kept away from the building. Emergency information will be broadcast over the local radio station, KVPI.

## **SCHOOL ACCIDENTS AND INSURANCE**

Every accident in the school building, on the school grounds, at practice sessions and/or at any athletic or other school-sponsored events must be reported immediately to a faculty member, coach, volunteer and/or administrator. The proper forms detailing the accident will be completed and filed in the school office.

The school does all that it can to have safe, orderly and well-supervised school buildings and grounds; however, students have accidents caused by their own or other students' actions.

School insurance is available for students trying-out and/or current members of the cheerleading squad, dance line and/or athletic teams at a low cost to parents/guardians. Insurance forms are available online in the "Required Documents Packet;" the purchase of the insurance policy helps to pay expenses resulting from an injury at a school-related athletic event; however, the policy states the maximum benefits for losses, and the school cannot be held responsible for any of the expenses. Additional information and documents are accessible at [www.studentinsurance.com](http://www.studentinsurance.com).

**The school does not have insurance to cover accidents of students on the campus. This is the responsibility of the parents. All student athletes, members of**



**the cheerleading squad, dance line and camp participants must present proof of accident insurance before participating in events.**

## **STUDENT RELIGIOUS LIFE**

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As a Catholic school, the basic practices reflect a Christian orientation to God. Prayer is an essential part of the orientation; therefore, the school day begins and ends with prayer, a reminder of our essential relationship with God and our union with Jesus as He brings the word closer to the Father through the work of the Holy Spirit. As a result, these intentions are recalled throughout the school day. All students are expected to participate in school prayer activities.

### **RELIGION ADMINISTRATOR**

The Religion Administrator will focus on the spiritual well-being of all students, faculty and staff; she will also coordinate the *Come, Lord Jesus* program, retreats, school masses, peer ministry and preparation and celebration of school liturgies.

### **MASS/CONFESSION/WAY OF THE CROSS/PRAYER SERVICE**

Because Masses, Confessions, Way of the Crosses and prayer services are crucial to the Catholic faith and education, students' presence is mandatory. Students assist in the preparation and celebration of school liturgies. In order to establish a reflective and reverent mood, each student is to enter the church or the gym in silence and maintain silence until the celebration begins. Students are encouraged to participate in the singing and appropriate congregational responses. Any student being disruptive or disrespectful at Mass will be disciplined. It is a common expectation that non-Catholic students participate in the spiritual exercises of the school or remain silently reverent. Reverent participation in prayer and song are expected.

**Attendance is mandatory at ALL school masses, Confessions, Way of the Crosses and prayer services. To fill the obligation for an absence of either, 2<sup>nd</sup> – 12<sup>th</sup> grade students must attend a make-up mass, Confession or Way of the Cross within a week of the missed school mass/Confession/Way of the Cross/prayer service and have the designated priest sign his/her make-up form as acknowledgement of the student's attendance. Although make-up/obligation forms are available to download on the school website, they are also available in the high school office and are distributed by the elementary Homeroom teachers. Should a student not complete his/her obligation within the allotted time, he/she will be required to attend 7:00 a.m. detention until his/her Mass/Prayer Service obligation is fulfilled. Attendance at weddings, funerals or any other Mass scheduled for a "special occasion" is not accepted to fill the obligation for the absence of a school Mass and/or prayer service. If a student attends the 8<sup>th</sup> Grade Promotional Mass for a sibling and would like to have the Mass fulfill a Mass obligation, it is the student's responsibility to receive permission from the Religion Administrator prior to attending the event.**

**In the event a non-Catholic student misses a school Mass, Way of the Cross or prayer service, he/she is expected to attend a Catholic Mass to fulfill the obligation.**

**Students are allowed a maximum of 2 absences, excused or unexcused, for school Masses/Confessions/Way of the Crosses and/or prayer services per semester. Should a student be absent for more than the allowable amount, he/she will receive an automatic one day in-school suspension.**

**Students attending a school function on the day of a scheduled School Mass, Ways of the Cross, Confession and/or Prayer Service, are excused from fulfilling their obligation if permission has been granted by the Religion Administrator PRIOR to the school function (Ex. FBLA, Literary Rally...)**

Students are strongly encouraged to participate in the Sacrament of Reconciliation both at school and in their respective parishes. Active involvement at the parish level is recommended as an excellent introduction to the larger church community.

## **RETREATS**

It has been the experience of the Church that one of the most important ways of strengthening and confirming one's faith is a retreat from the distractions of every-day life. In the long history of the Catholic Church, many great saints and holy people followed the example set by Jesus Christ, and they went into the silence of the wilderness to pray, to contemplate and to adore God.

Sacred Heart provides this retreat experience to our 11<sup>th</sup> grade students in order to prepare for the Sacrament of Confirmation. **All Juniors are required to attend the Confirmation retreat.** Voluntary retreats are also scheduled and announced by the Religion Administrator and Administration.

## **RELIGIOUS STUDIES REQUIREMENTS**

If a student does not successfully complete the requirements of a religion course, the student will be required to repeat that religion course next year in place of an elective, along with the appropriate religion course for the current year. If a student should fail the religion course during the senior year, the course must be repeated during a five-week period over the summer to earn a Sacred Heart School diploma. The student will be required to pay a \$300 fee and attend class once a week for 3 hours. Homework and tests will be administered each week. The dates may correspond with our Title I summer program and continue for three additional weeks. The student will be issued his/her diploma in August and be listed as a graduate of his/her respective class if he/she receives a passing grade in the summer course.

Failure to show one's commitment to the philosophy of Sacred Heart School by not completing all religious service requirements and/or attending mandatory retreats, the student's religion grade may result in an "I" or non-credit for the year. For seniors, an "I" would prohibit them from participating in school sponsored graduation ceremonies. All high school students must earn one theology credit for each year of attendance at Sacred Heart School. **If a 4<sup>th</sup> – 8<sup>th</sup> grade student fails a religion course, the student will be required to repeat and earn a passing grade in that specific religion course over the summer before being promoted to the next grade level.**

## **SERVICE HOUR REQUIREMENTS**

Students learn the life skills needed to build and serve the human community through the completion of service hours by assisting the Catholic Church, elderly and Sacred Heart School.

### **7<sup>TH</sup> AND 8<sup>TH</sup> GRADE STUDENTS' SERVICE HOUR PROGRAM**

**Students in grades 7 and 8 are required to earn a total of 10 service hours. These hours may only be earned through service for the Church and school. The hours must be approved by the Religion Administrator or the Administration.** These hours can be earned only before and/or after school hours. Work to be completed for service hours will be posted on the school web page throughout the summer and school year. Announcements will also be made at school on a daily basis throughout the school year. **These hours must be completed, documented and returned to the Religion Administrator. 8<sup>th</sup> graders must submit their hours by the last school day of March, and the 7<sup>th</sup> graders must return them by the last school day of April in order to be promoted to the next grade level.**

### **HIGH SCHOOL STUDENTS' SERVICE HOURS**

All high school students are expected to complete their service hours with a spirit of excellence. **Students may begin working on acquiring their service hours in the summer. The establishment must be contacted within a reasonable amount of time prior to the student's arrival in order for the employer to create a list of services for completion prior to the student's arrival. The service hours must be completed and turned into the Religion Administrator by the designated day and time.**

#### **1. SENIORS (25 hours)**

- Nursing home, *Heritage Manor, Care and Share, ARC and Council on Aging* (5 hours required)
- Civic, charitable or Church organization (10 hours required)
- School-related activities - not during school hours (10 hours required)

#### **2. JUNIORS (20 hours)**

- Nursing home, *Heritage Manor, Care and Share, ARC and Council on Aging* (5 or more hours required)
- Civic, charitable or Church organization (5 hours required)
- School-related activities - not during school hours (10 hours required)

#### **3. SOPHOMORES (20 hours)**

- Church organization and/or activities (total of 10 hours for church and civic activities)

- Civic activities (with the Interact Club, assist the local baseball and/or softball league, Ministry Team, etc.)
- School-related activities - not during school hours (10 hours required)

#### **4. FRESHMEN (15 hours)**

- Church organization and activities  
(a total of 10 hours for church and civic)
- Civic activities (with the Interact Club, assist the local baseball and/or softball league, Ministry Team, etc.)
- School-related activities (5 hours required)

**\*NOTE: If a student is baptized Catholic he/she must complete his/her church service hours at a participating Catholic church: *Sacred Heart of Jesus Catholic Church, Our Lady Queen of All Saints, St. Joseph Catholic Church and Sacred Heart Catholic Church in Belaire Cove.***

**All service hours and establishments other than those mentioned must be approved by the Religion Administrator beforehand. The sponsor of the group or organization is responsible for monitoring the hours of the specific event and must also confirm hours are acceptable with the Religion Administrator before completion.**

**\*Altar server hours are recognized as service hours.**

#### **RELIGIOUS EVENTS and GROUPS**

Special religious events will take place during the school year to further promote awareness and devotion to God, family and country. Because our students encourage and appreciate their parents'/guardians' presence at these scheduled events, this is a personal way for parents/guardians to show their love and dedication to their child/children. Parents/Guardians are notified of these events through the school calendar, school web page, letters, newspaper and KVPI.

Religious events, activities, programs and groups include but not limited to:

- Advent Prayer Service (K-12)
- All Saints' Day (K-8)
- Baccalaureate Mass (12<sup>th</sup> Grade)
- Bell Choir (7<sup>th</sup> & 8<sup>th</sup> Grades)
- Benediction and Exposition of the Blessed Sacrament (9-12)
- Blessing of the Pets (K-8)
- Blessing of the Throats (K-12)
- Catholic Schools' Week (K-12)
- Chastity Ceremony (8<sup>th</sup> Grade)
- Choir (4-12)
- Christmas Under the Oaks (K-12)
- Church's Teaching on Human Sexuality, Marriage and Chastity (6-8)
- Class/School Rosaries (K-12)
- *Come, Lord Jesus!* (9-12)
- Confirmation Retreat (11<sup>th</sup> Grade)

- Faculty Retreats (Fall and Spring)
- Faculty and Student Body Confessions (4-12)
- Holy Thursday Passion of Christ (K-12)
- Lenten Way of the Cross
- “Little Buddy Adoption” (Kindergarten & 8<sup>th</sup> Grade)
- Liturgy of the Hours (9-12)
- Living Rosaries (K-12)
- May Crowning (K-8)
- “Moving Up” Mass (8-12)
- Pilgrimage Statue Program (K-8)
- Praise Team (9-12)
- Prayer Services for Faculty
- Pro-Life March in Washington, D.C. (9-12)
- Promotional Mass (8<sup>th</sup> Grade)
- School Masses (K-8: Wednesday; 9-12: Friday)
- School Retreat (9-12)
- Senior Class Rosary (12<sup>th</sup> Grade)
- Special Recognition Masses (Blue, Red & White: K-8)
- Whole-School Masses on First Friday of the Month Followed by the Litany of the Sacred Heart (K-12)

## ACADEMICS

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Rooted in the mission of the school and designed to foster the achievement of the philosophy, mission, vision and goals of the school, the program of studies at Sacred Heart School is guided by the Southern Association of Colleges and Schools/Commission on Accreditation and School Improvement, the requirements of Louisiana Department of Education, the Louisiana Board of Regents college admissions requirements and the general entrance requirements of colleges, universities and career training programs. The curriculum development is the responsibility of the Administration and faculty.

The school follows the Louisiana Department of Education *Bulletin 741, Non-public School Standards*.

Sacred Heart School students are encouraged to prepare themselves for future study and/or careers by challenging themselves to a rigorous course of study. All students must meet the graduation requirements of the State of Louisiana Department of Education and Sacred Heart School as specified.

The K-12 curriculum is drawn from the Catholic Common Core Standards at each grade level, considering developmental appropriateness and rigor in teaching and learning.

Sacred Heart School is committed to identifying student needs in key academic areas and serving those needs in the course of the school year by providing students with the opportunity to repeat courses mandated by the Louisiana Department of Education and Sacred Heart School in order to receive a high school diploma.

## **STUDENT GRADING SYSTEM/EVALUATION**

**GRADES 1-3: REQUIRES A MINIMUM OF (3) 100-POINT TESTS**

**GRADES 4-12: REQUIRES A MINIMUM OF (4) 100-POINT TESTS**

The remainder of the grades will be accumulated from but not limited to the following: labs, quizzes, journals, research papers, etc.

Once students have submitted projects, research papers, portfolios, etc., teachers will have an extended period of time to grade all of the assigned material.

### **WEEKLY ASSESSMENT POLICY**

Students may be assigned tests on Mondays but are not to be given more than 2 tests per day.

### **HOMEWORK**

Homework assignments are given at the discretion of the teacher. Homework aids the learning process while assisting students in the development of self-discipline through effective time management. Compliance is mandatory for all student assignments. It is the responsibility of the student to obtain assignments when absent. Teachers may post assignments on the board in their classrooms and/or on Renweb.

The **purposes** of homework are

- to ensure material taught in class is thoroughly learned and practiced
- to give practice in creative thinking
- to provide opportunities for students to learn to work independently, to help themselves, to solve problems and learn self-discipline
- to reveal to the student the weakness in his/her studies in order for her/him to ask teachers how to overcome the weaknesses

**Regular homework** is scheduled for each night of the school week.

- There is no such thing as “No homework.”
- There is always homework in the form of:
  - Revision
  - Preparation of future lessons
  - Personal research work
  - Study
  - Reading novels
  - Preparation for tests, quizzes, exams, etc.

### **Final Exam Exemption Privilege**

Students in grades 9-12 who accomplish the following will be exempt from the final exam of the specified course(s):

1. maintain an A average in the course(s) for all six grading periods and a minimum of a B average on the mid-term exam **or**
2. receive the honor of placing in the top 3 in a specific course at the **State** Literary and/or Speech Rallies.

## ELEMENTARY AND HIGH SCHOOL GRADING SCALE

LETTER GRADES	NUMERICAL AVERAGE	QUALITY POINTS	ASSIGNED GRADE POINT AVERAGES
A	94 - 100	4	4.0 – 3.5
B	93 – 87	3	3.4 – 3.0
C	86 – 79	2	2.9 – 2.0
D	78 – 70	1	1.9 – 1.0
F	69 and below	0	
I	Incomplete Work	0	
NG	No Grade	0	

Each teacher will keep all tests taken by the student on file until the beginning of the following school year.

### MAKE-UP WORK AND INCOMPLETE GRADES

**Students are responsible for making up work missed during an absence.** Students who have **an excused absence** are allowed to make up work missed. The student has a **maximum of 3 days after returning from an absence to submit his/her written excuse to the office and speak to his/her teacher regarding the make-up work.** The letter grade of “0” will be given until assignments have been made up and/or complete due to **excused absences**. In the event the student **fails to complete and submit the work within the allotted time, his/her grade will remain a 0. Students are not allowed to make-up an assessment unless the absence has been deemed excused by the administration.**

**A student who is absent only on the day a test is given or for a period in which no new tested information is taught should be prepared to take that test on the day he/she returns to school.**

**Elementary Testing Schedule:** Testing will begin each morning at 7:00 a.m. Monday – Friday in the assigned teacher’s classroom for students in grades 5-8. K-4 students, however, will be given make-up tests by their respective teacher.

**High School Testing Schedule:** High school make-up work, on the other hand, is generally done outside of regular class time. It is the responsibility of the student to find out what class work was missed, complete the work as soon as possible and schedule make-up sessions with teachers; otherwise, the permanent grade for the work becomes a zero. Arrangements for make-up work must be made by the student immediately upon return from absence. Exceptions may be made for extended absence by special arrangement with the teachers.

Make-up tests **will not** be more difficult than the regular test; however, it may be a variation of the test the student did not take.

Any student without a valid excuse for an absence will be given an unexcused absence. The student is thereby denied the right to make up any work turned in for a grade. Students who are absent during a testing period and sign in later during the day must report to the teacher whose test was missed to take the test that day. **A student may not avoid taking a test by coming late to school or leaving during the day.**

## **PROMOTION AND FAILURE**

**Elementary students** are instructed in the Catholic religion, English Language Arts, mathematics, science and social studies as core subject areas of study. If an elementary student earns failing grades in two or more core subject areas, including religious studies, he/she may remain in the same grade the following school year. A School Review Committee will meet and decide on the proper course of action and grade placement for the following year. Recommendations for summer study and remediation may be made for the students earning a failing grade or showing deficiencies in any core subject. **If a 4<sup>th</sup> – 8<sup>th</sup> grade student fails a religion course, the student will be required to repeat and earn a passing grade in that specific religion course over the summer before being promoted to the next grade level.**

**High school students** are instructed each year in Religion Studies, Mathematics, English, Science and Social Studies as core subject areas of study following the TOPS University Diploma which includes electives but is not limited to health and physical education, art, French and Spanish. If a student earns a failing grade for one or more of these subjects, the student will be required to repeat and earn a passing grade in the course(s) the following school year or enroll in summer school (if offered) in the course(s) failed. **It is the responsibility of the student's parent/guardian** to contact Ville Platte High to submit a summer school application to enroll in their summer school online program – *Edgenuity*. Although it is primarily an online program, students are required to attend class at VPHS certain days of the week. A minimum number of students, however, must be enrolled in the course(s) in order for VPHS to offer the option of summer school for the class. In the event VPHS is not offering the course(s) needed, the student's parent/guardian will need to research other schools in our area who may be offering summer classes or consider enrolling in an online program. The guidance counselor may be contacted to receive additional information for additional online programs.

## **PROGRESS/FAILURE NOTIFICATION**

Progress/Failure of a student is accessible on *Renweb* throughout the school year. Dates for the beginning and end of each grading period, along with high school mid-term and final exams are provided in the school calendar. **Responsibility for reviewing grades belongs to the PARENT. Report cards will be distributed at the end of each grading period for Kindergarten students only.**

## **HIGH SCHOOL ACADEMIC REQUIREMENTS**

(Refer to the Counselor's link on the school website.)

The Class of 2018 and thereafter will follow the **TOPS University Diploma Requirements** set forth by the Department of Education with Sacred Heart School guidelines. The **TOPS University Diploma** curriculum requires that students complete the following: **4 English, Math, Science and Social Studies courses, 2 Foreign Languages courses, 2 Health and Physical Education courses and 1 Art course in addition to 4 Religious Studies courses.**



<b>Class of 2018 and Thereafter</b>
Religious Studies – 4 units
English – 4 units
Social Studies – 4 units
Mathematics – 4 units
Science – 4 units
Foreign Language- 2 units
Health & Physical Education – 2 units *CPR Certification
Arts – 1 unit
Electives – 3 units

**REQUIRED CREDITS FOR SACRED HEART SCHOOL GRADUATION  
BEGINNING WITH THE CLASS OF 2018 AND THEREAFTER**

<b>FRESHMAN</b>	<b>SOPHOMORE</b>	<b>JUNIOR</b>	<b>SENIOR</b>
Religious Studies I	Religious Studies II	Religious Studies III	Religious Studies IV
English I	English II	English III	English IV
Algebra I	Algebra II	Geometry	Advanced Math I
World Geography	Civics	U.S. History	World History
Physical Science	Biology I	Chemistry I	Environmental Science, Biology II, Chemistry II or Physics
Health and P.E. I	Health and P.E. II		
<b>Elective (1)</b>	<b>Electives (1)</b>	<b>Electives (2)</b>	<b>Electives (2)</b>
<b>Total Credits: 7</b>	<b>Total Credits: 14</b>	<b>Total Credits: 21</b>	<b>Total Credits: 28</b>

**Seven credits are required to be classified as a sophomore, fourteen credits to be classified as a junior and twenty-one are required to be classified as a senior. Student should finish with 28 credits at graduation.**

**Twenty-eight (28) credits must be attempted for graduation from Sacred Heart School. Any exception to this rule may be made only by permission of the Administration.**

**ELECTIVE COURSES FOR EACH YEAR OF HIGH SCHOOL  
(Class of 2018 – Thereafter)**

FRESHMEN (1)	SOPHOMORE (1)	JUNIOR (2)	SENIOR (2)
<ul style="list-style-type: none"> <li>- Art I</li> <li>- French I</li> <li>- Speech I</li> <li>- Study Skills I</li> </ul>	<ul style="list-style-type: none"> <li>- French I</li> <li>- French II</li> <li>- Spanish I</li> <li>- Study Skills II</li> </ul>	<ul style="list-style-type: none"> <li>- ACT Prep</li> <li>- Art I</li> <li>- Art II</li> <li>- French I</li> <li>- French II</li> <li>- Intro to Teaching</li> <li>- P.E. III</li> <li>- Spanish I</li> <li>- Spanish II</li> <li>- Speech I</li> <li>- Speech II</li> <li>- Study Skills III</li> <li>- Online Dual Enrollment               <ul style="list-style-type: none"> <li>- Communications</li> <li>- Fine Arts Survey</li> <li>- Psychology</li> <li>- Sociology</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- ACT Prep</li> <li>- Art I</li> <li>- Art II</li> <li>- Fine Arts Survey</li> <li>- French I</li> <li>- French II</li> <li>- Intro to Teaching</li> <li>- P.E. III or IV</li> <li>- Publications I</li> <li>- Spanish I</li> <li>- Spanish II</li> <li>- Speech I</li> <li>- Speech II</li> <li>- Study Skills IV</li> <li>- Online Dual Enrollment               <ul style="list-style-type: none"> <li>- Communications</li> <li>- Fine Arts Survey</li> <li>- Psychology</li> <li>- Sociology</li> </ul> </li> </ul>

**\*NOTE:** Some electives are available each year according to the number of requests for that specific year.

Some courses require prerequisite courses. The TOPS program, TOPS University Diploma and all 4-year colleges require at least two courses in the same language for admission. Students will be advised annually of state requirements for graduation, changes in college entrance requirements and eligibility for TOPS and TOPS Tech prescribed by the Louisiana Board of Regents.

**CORRESPONDENCE, DUAL ENROLLMENT AND ONLINE COURSES**

When enrolled at Sacred Heart High School, the student may be allowed to take correspondence courses or online courses through an accredited institution to remediate a required course or for elective credit. School administrator must approve and those courses are scheduled by the student in addition to the Sacred Heart schedule and are completed on the student's own time. Sacred Heart High School sets the deadline for completion of approved courses. Grades for completion of those courses are assigned by the correspondence or online instructor, not Sacred Heart H.S. faculty. Students in Dual Enrollment courses receive grades from Sacred Heart for the appropriate high school work as well as from the university granting college credit. Grades for those courses are determined by the university criteria. Students are reminded that all Dual Enrollment grades will be included on all future college transcripts and may affect a student's TOPS status the first semester of college. Students who fail a Dual Enrollment course or who wish to improve a DE grade may do so at their expense by attending a subsequent semester at the university. Dual Enrollment students must follow all guidelines, including those of plagiarism, student dishonesty, and prerequisites, as set by the individual university, as well as all Sacred Heart guidelines.

**DUAL ENROLLMENT**

The Dual Enrollment Program, run in conjunction with Louisiana State University in Alexandria and Northwestern State University, allows students to earn college credit while taking courses at Sacred Heart. DE courses are currently being offered in US History, World History, Psychology, Sociology, Fine Arts Survey and Interpersonal Communications. Students in Dual Enrollment courses receive grades from Sacred

Heart High School for the appropriate high school work as well as from the university granting college credit. Grades for those courses are determined by the university criteria. Students are reminded that all Dual Enrollment grades will be included on all future college transcripts and may affect a student's TOPS status the first semester of college. Students who fail to earn a C or better in any Dual Enrollment course may not register for additional courses. Dual Enrollment students must follow all guidelines, including those for plagiarism, student dishonesty and prerequisites, as set by the individual university, as well as all Sacred Heart School guidelines. Parents and students are responsible for all fees associated with the university credit. Dual Enrollment tuition and fees are set by each university just prior to the start of the school year. Tuition and fees for DE classes are paid directly to the appropriate university and not to Sacred Heart School.

**Advanced Placement**

Advanced placement courses are college level courses taught in high school. Students may receive college credit based on their score on the College Board Exam administered in May. All students enrolled in an AP course are required to take the examination.

**LOUISIANA TUITION OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)**

Louisiana's Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has four components, all of which are available to Sacred Heart School undergraduate students. **Courses listed in the chart below, have been revised according to Sacred Heart course offerings.**

**\*Note TOPS and TOPS TECH worksheets are available to the student and parents/guardians via the school website and/or in the counselor's office. The Administration highly recommends that all students considering these awards follow and complete the worksheet annually.**

**TOPS GRADE POINT AVERAGE CLASSES OF 2018 AND BEYOND**

Beginning with the Class of 2018, students will earn an extra quality point for a grade of A, B or C in state-designated Honors and Dual Enrollment classes taken in the 11<sup>th</sup> and/or 12<sup>th</sup> grade when calculating the TOPS GPA. As a result, students enrolled in Honors and/or Dual Enrollment courses may have a GPA higher than 4.0. **\*This only applies for TOPS GPA not Cumulative GPA.**

**TOPS CORE CURRICULUM\***

(According to courses offered at Sacred Heart School)

<b>ENGLISH</b>	<b>4 UNITS</b>	I, II, III, IV
<b>MATHEMATICS</b>	<b>4 UNITS</b>	Algebra I, Algebra II, Geometry and Advanced Math I
<b>SCIENCE</b>	<b>4 UNITS</b>	Biology I, Chemistry I, Physical Science, Environmental Science, Biology II, Chemistry II and Physics
<b>SOCIAL STUDIES</b>	<b>4 UNITS</b>	Civics, U.S. History, World History and World Geography
<b>FINE ARTS SURVEY</b>	<b>1 UNIT</b>	Fine Arts Survey, or one unit of visual art (Art I)
<b>FOREIGN LANGUAGE</b>	<b>2 UNITS</b>	French I and French II or Spanish I and Spanish II *Both units from same language
<b>TOTAL</b>	<b>19 UNITS</b>	

\* TOPS curriculum is subject to change pending State Legislation.

## TOPS ELIGIBILITY REQUIREMENTS

ELIGIBILITY REQUIREMENTS *	Opportunity Award	Performance Award	Honors Award
TOPS GPA	2.50	3.00	3.00
Core Units	19	19	19
ACT Composite**	20	23	27
Must Enroll	As a first time freshman or by the 1 <sup>st</sup> semester following the 1 <sup>st</sup> anniversary of high school graduation.		
Eligible Institutions	Public and LAICU institutions		
Maximum Award Public Colleges	Tuition fees	Tuition fees plus \$400 annually	Tuition plus \$800 annually
College GPA, End of Academic Year	2.30 first year 2.50 all other years Maintain steady academic progress for all terms (2.00 Cumulative GPA)	3.00 each year Maintain steady academic progress of all other terms (2.00 Cumulative GPA)	3.00 each year Maintain steady academic progress of all other terms (2.00 Cumulative GPA)
Hours Earned	24 hours each academic year		
Reinstatement Upon Attainment of Required GPA	Yes	Yes, but reinstated as Opportunity Award	Yes, but reinstated as Opportunity Award
Award Limits	4 years or 8 semesters		

**\*\* Must be achieved on or before the April national test date in the year of high school graduation to receive eight semesters of tuition. However, if the required ACT score is obtained on the June test date, the student will qualify for seven semesters of tuition.**

## TOPS TECH CORE CURRICULA

(According to courses offered at Sacred Heart School)

\*TOPS TECH brochures are available in the school counselor's office.

\*TOPS TECH curriculum is subject to change pending State Legislation.

<b>ENGLISH</b>	<b>4 UNITS</b>	I, II, III, IV
<b>MATHEMATICS</b>	<b>1 UNIT</b>	Algebra I
	<b>2 UNITS</b>	Algebra II, Geometry, Financial Math, Advanced Math I, Advanced Math II * 2 of these 3
<b>SCIENCE</b>	<b>1 UNIT</b>	Biology I
	<b>1 UNIT</b>	Chemistry I
	<b>1 UNIT</b>	Physical Science, Biology II, or Environmental Science
<b>SOCIAL STUDIES</b>	<b>1 UNIT</b>	U.S. History
	<b>1 UNIT</b>	World History or World Geography
	<b>1 UNIT</b>	Civics
<b>FINE ARTS SURVEY</b>	<b>1 UNIT</b>	Fine Arts Survey, or two units of visual art (Art I & II)
<b>FOREIGN LANGUAGE</b>	<b>2 UNITS</b>	French I, French II Speech I, or Speech II *Any two of the above
<b>COMPUTER EDUCATION</b>	<b>1 UNIT</b>	Intro to Business Computer, Desktop Publishing, or Publications I
<b>TOTAL</b>	<b>17 UNITS</b>	

## TOPS TECH ELIGIBILITY REQUIREMENTS

<b>ELIGIBILITY REQUIREMENTS</b>	<b>TECH AWARD</b>
<b>TOPS TECH GPA</b>	2.50
<b>Tech Core Units</b>	17 Units
<b>ACT Composite Score**</b>	17 or higher
<b>Must Enroll Full Time</b>	As a first time freshman, by the 1 <sup>st</sup> semester following the 1 <sup>st</sup> anniversary of high school graduation.
<b>Eligible Institutions</b>	Louisiana Technical College campuses and other 2-year public postsecondary or non-public institutions that are members of the Louisiana Association of Independent Colleges and Universities (LAICU)
<b>Maximum Award at Public Colleges</b>	Tuition fees
<b>College GPA, End of Academic Year</b>	2.50 end of academic year Maintain steady academic progress at the end of all other terms or semesters (2.00 Cumulative GPA)
<b>Hours Earned Per Academic Year</b>	Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year
<b>Reinstatement Upon Attainment of Required GPA</b>	Yes
<b>Award Limits</b>	2 years

**\*\*Students must apply for all TOPS/TOPS TECH awards by submitting the Free Application for Federal Student Aid (FAFSA) which corresponds to the year they plan to enroll in a post-secondary school. The form may be obtained online at [www.fafsa.gov](http://www.fafsa.gov) , the college financial aid office, or by calling the Office of Student Financial Assistance at (800) 259-5626 ext. 1012.**

**For full compilation of TOPS requirements and with all changes incorporated to date, refer to the TOPS web site at [www.osfa.state.la.us](http://www.osfa.state.la.us).**

## **HONOR GRADUATE CURRICULUM**

Sacred Heart School students must take a core set of courses (22 from the list below) which are deemed to constitute a rigorous curriculum to be considered an "Honor Graduate." These specific courses are averaged to determine the student's GPA for the purpose of honoring Sacred Heart graduates. A student must attend Sacred Heart School for his/her last two years of high school in order to qualify for Valedictorian or Salutatorian. **A student must have earned a minimum GPA of 3.5 in the courses taken from the school's Honor Graduate Curriculum in order to be considered an "Honor" graduate.**

**\* Note: The courses required and recognized to qualify for TOPS may be different than those deemed for a Sacred Heart School "Honor" graduate.**

### **COURSES REQUIRED IN THE SACRED HEART SCHOOL HONOR GRADUATE CURRICULUM**

#### **GRADUATING CLASS OF 2018 AND THEREAFTER**

- Advanced Math I
- Algebra I
- Algebra II
- Biology I
- Chemistry I
- Civics
- English I, II, III and IV
- French I and French II or Spanish I and Spanish II
- Geometry
- Physical Science (Conceptual Physics)
- Physics, Chemistry II or Biology II\*
- Religious Studies I, II, III and IV
- U.S. History
- World History
- World Geography

\*The highest grade of one of these classes will be used when calculating the "Honors" GPA.

## **TROJAN SCHOLARS**

Trojan Scholars, which has been in existence at Sacred Heart since 1979, is an academic honorary society for high school students. The name of the program is derived from the school mascot, the "Trojan." The primary purpose of this program is to encourage and motivate students to excel academically. In order to be a "Trojan

Scholar" a student must maintain a 3.7 average for the final grades of the last two terms (previous spring and fall semesters).

An evening program is held to honor these students and their parents. Students are presented with a certificate, a specially designed T-shirt and

- Freshmen – a customized lapel pin embossed with school crest
- Sophomores – an engraved, gold key ring
- Juniors - a patch for his/her jacket or sweater
- Seniors – an engraved pen set

Students are allowed a "free day" from school - any day of their choosing as an incentive for their dedication and hard work to their academics. **Parents must call a day in advance to notify the school that the student is taking his/her Trojan Scholar Day.**

## **SUMMER READING PROGRAM**

The Diocese of Lafayette encourages all students to read every day during the summer. Reading is the biggest factor in a student's overall academic success. Students who read more do better in school. Our goal at Sacred Heart School is for every student to become an avid reader and to develop a love for reading. Students should be able to reach that goal by reading a minimum of 30 minutes daily.

## **EXPLANATION OF NOVEL ASSESSMENT AND ASSIGNMENT**

4<sup>th</sup> – 12<sup>th</sup> grade students are required to choose a novel from the book list provided according to his/her grade level. After completing the novel, the students will be assigned a teacher-made test the first week of school. This grade will be averaged in the 1st grading period of the students' English class.

## **SCHOOL FIELD TRIPS**

Students must have official, diocesan approved field trip requests properly signed by the parent/guardian to be able to travel with a school group to an off-campus activity.

**Telephone requests and/or other communications by parents are not accepted as permission for travel.** It is mandatory that all Sacred Heart School parents/guardians, volunteers and chaperones have received current Safe Environment training for the school year in order to provide assistance with the students.

# **ACADEMIC ACCOUNTABILITY** \_\_\_\_\_

## **ACADEMIC HONESTY**

Students are expected to maintain the highest standard of academic honesty. This includes work on research papers, homework and other assignments as well as on tests. Students should refrain from loaning flash drives to other students. **If work has been copied, there will be assumed guilt on the part of all students involved.** Student work or behavior that, in the opinion of the teacher, is a violation of academic honesty will be subject to the consequences of the cheating rule described in the **Academic Integrity Code**. Students should have a strong desire to do their best and not take credit for the efforts of another student.

All students will receive a 0 for cheating on any type of assessment at Sacred Heart School.

## **PLAGARIZING**

Plagiarism is “a direct violation of intellectual and academic honesty.” Although it exists in many forms, all plagiarism refers to the same act: using “someone else’s” ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as plagiarism. “Ideas or phrasing” includes written or spoken material — from whole papers and paragraphs to sentences, and phrases — but it also includes statistics, lab results, art work, etc. “Someone else” can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else; a paper-writing “service” (online or otherwise) which offers to sell written papers for a fee.

To avoid plagiarism when writing a paper using secondary sources, students must cite the source, record their research accurately and proofread their writing carefully. [*Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks and (3) failing to put summaries and paraphrases in your own words.*]

## **ACADEMIC INTEGRITY CODE**

As a student of Sacred Heart School, I understand that I should strive to be a seeker of Truth and an individual of character. I recognize that the proper formation of my character is dependent on my virtuous actions every day, and that my character and my future are negatively affected by any unethical actions I take today.

### **I understand that I am cheating if I:**

- Copy, fax, duplicate or transmit – using any technology including cell phones, blackberries or other devices – any assignments that will be turned in as original work.
- Exchange assignments by printout, flash drive transfer, modem or other electronic or recorded means, then submit it as original work.
- Write formulas, codes, key words on my person or objects for use on a test.
- Use hidden reference sheets during a test.
- Use programmed materials in watches, calculators, electronic devices or computer programs when prohibited.
- Relay questions or answers from a test or quiz to students who have not yet taken it, or obtain questions or answers about a test or quiz prior to taking it. This includes receiving information from students who have already taken the test/quiz or using test/quiz from previous years.
- Relay questions or answers from a test or quiz to another student or students during a test (i.e., while the test is in progress.)



- Submit someone else’s assignments as my own, in whole or part.
- Submit material (written or designed by someone else) without giving the author/artist name and/or source (e.g. plagiarizing or submitting work done by family, friends or tutors).
- Submit, for credit, the same work in more than one class without prior teacher approval.
- Take credit for group work when little contribution was made.
- Do not follow additional specific guidelines on cheating as established by a department, class, or teacher (e.g., when I claim to have read a work which I have not in an English class but read only Cliff/Spark Notes, watched the movie or when I use a translator program in a foreign language class.)
- Steal tests, answers or materials or have unauthorized possession of such materials, including the possession or attempted possession of materials designated for teacher use.
- Sabotage or destroy the work of others.

I understand that violation of the SHS Academic Integrity Code will result in disciplinary action, including but not limited to, academic penalty resulting in a grade of 0, suspension, removal from the Honors Program, removal from co-curricular and athletic activities and/or possible withdrawal or expulsion. This code covers all school-related tests, quizzes, reports, class assignments and projects, both in and out of class.

## **GUIDANCE SERVICES**

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Sacred Heart School has a comprehensive, developmental guidance program administered by a full-time counselor. The school counselor handles career and college counseling, personal advisement and academic counseling. The counselor assists students in identifying/setting academic, career and personal goals while advising them to consider options for achieving these goals through a healthy and positive means. Academic and college counseling begins when the student enters the 8<sup>th</sup> grade. A long-term relationship between the counselor and the students begins when the first 5-year plan is prepared in the spring of their 8<sup>th</sup> grade year or before the spring of their freshman year. The relationship is strengthened as he/she works with students throughout their high school years.

### **SCHEDULE CHANGES**

Although students **may not** request specific teachers, a student’s schedule is subject to change to balance student enrollment in certain classes. Poor performance in a course, dislike of the sequence of courses and/or dislike of a teacher does not merit consideration for a change.

The school **will not** consider a request for a change in the schedule unless, however, a change is necessary:

- a. due to a scheduling error committed by the school;
- b. a student is completing an academic course, which substantially affects some scheduled course in the summer before the new school year;

c. a student must take a course failed the previous school year and which was not available online as a summer-school session.

SCHOOL	STUDENT	PARENT
Teachers update grades in <i>Renweb</i> every 2 weeks. The beginning and end of each grading period is posted on the school calendar on <i>Renweb</i> . Report cards are available on <i>Renweb</i> according to the dates posted on the calendar.	Students, along with their parents, should review grades weekly on <i>Renweb</i> . Students with a grade of D, F or I at any time should meet with his/her teacher(s) and guidance counselor.	Parents are urged to schedule a conference and/or email the student's teacher(s) in the event of possible failure or incomplete grades.

### **COLLEGE/CAREER PLACEMENT COUNSELING**

**ACT Aspire** has grade-level assessments available for grades 3–8. Assessments for grades 9 and 10 are known as ACT Aspire Early High School. ACT Aspire Early High School provides a predicted ACT score range for each subject area and a composite score. This allows 9th and 10th graders to determine if they are on target for college readiness as they prepare to take the ACT test and engage in college planning. Eligible sophomores and juniors take the **PSAT** or the National Merit Scholarship Qualifying Test. As the guidance counselor assists students with the interpretation of the results of standardized tests, students gain insight into college, work and/or vocational options. Paper and online interest inventories are given periodically to students to assist with exploring and developing career plans. Students may also meet individually with the school guidance counselor during non-instructional time to discuss career options and receive guidance.

### **ACADEMIC COUNSELING**

Academic counseling remains an essential part of the guidance offered at Sacred Heart. While all of our students are offered the opportunity to individually meet with the guidance counselor to discuss their academic needs throughout the school year, students with deficiencies in grades beginning with the 1<sup>st</sup> six weeks of each school year are identified and individually counseled.

### **ACADEMIC SUPPORT PROGRAM FOR K – 12 STUDENTS**

The purpose of the Academic Support Program is to assist students with specific learning difficulties achieve success in their academic courses. All members of the Sacred Heart faculty are required to be actively engaged in professional development activities to educate themselves regarding the special needs of students. Individually, and as a faculty, we continually implement new strategies into the daily instruction to accommodate the diverse needs of these learners in our classrooms. Sacred Heart School will offer resources and accommodations to support the learner's needs to become successful as funding becomes available.

ISN and IEP accommodation plans are implemented through the school's SBLC committee and coordinated interventions can be employed to assist students' academic needs.

Parents/Guardians of students with learning difficulties or other special needs are encouraged to schedule a meeting with the Administration and the child's teacher(s) the first week of each school year to discuss the child's condition and needs.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974**

The *Family Educational Rights and Privacy Act of 1974* is a federal law which states that a written institutional policy must be established and a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the school will maintain the confidentiality of student education records.

## **DISCIPLINE POLICY**

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One of the most important lessons Catholic education should teach is discipline and to create a discipline code which respects the dignity of all members of the school community. Discipline is the training that develops self-control, character, efficiency and the ability to cope with the responsibilities of adult life. In line with the vision of Sacred Heart School, a ***Discipline Policy*** has been designed to create an orderly and disciplined environment, which will result in the formation of academically well-rounded, respectful, confident, young men and women who are prepared to take leadership roles within the community and the Catholic Church.

**Because it is impossible to foresee all problems which may arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior which violates the Gospel message of Jesus Christ, the spirit, philosophy and code of conduct of the school, even if the negative behavior is not specified in the handbook. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.**

### **FOLLOWING PROTOCOL**

When a parent/guardian has a question or concern regarding a school matter and would like to speak to someone at the school, he/she should follow protocol:

- Teacher/Sponsor/Coach
- Guidance Counselor/Athletic Director (if applicable)
- Principal
- Pastor
- Grievance Committee meeting with the Sacred Heart Advisory Council and Administration

*\*See Diocesan Grievance or Appeals Procedure*

### **CODE OF COURTESY**

As a means of ensuring Sacred Heart School is continuously instilling its mission and vision in our students by assisting in the formation of disciplined and confident young men and women, all students are expected to be polite and respectful toward others both on and off the campus. The following are guidelines students should follow in dealing with members of the Sacred Heart School community:

- Always address faculty and parent volunteers with appropriate respect, using titles proper to their positions (Father, Coach, Miss, Mr., Mrs., Ms.).

- “Thank you” is the expected expression of gratitude when adults and/or fellow students provide assistance.
- Say, “Yes Ma’am” or “No Sir” to respond to a question. Do not say “Yep” or “Nope.”
- Say, “Excuse me” when you don’t understand and are requesting an adult repeat something for you. Do not say, “What?” or “Huh?”
- Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when the adult is talking to someone else.
- Classroom decorum ordinarily requires a student to raise his/her hand and wait to be recognized before speaking.
- Common respect for adults requires you to allow adults to pass before you when entering a building or room, and that you hold the door open for persons coming behind you into a building or room.
- Be quiet and listen until the adult is finished speaking.
- Answer all questions politely.
- Do what you are told to do immediately.
- If you have something to say, wait until the adult is finished speaking and request permission to speak.
- Accept the adult’s decision. Don’t argue, make faces or walk away while the adult is speaking.
- Courtesy demands respect for school property. Students are asked to help maintain the appearance of the campus by keeping the campus free of litter and by treating the landscaped and parking areas with respect.
- While in the classrooms and buildings, students are asked to deposit trash in the trash receptacles located in each classroom and throughout the school.

## **NON-VIOLENCE STATEMENT**

Sacred Heart School does not condone violence, threats of violence or intimidation toward any individual or group of people regardless of race, religion, ideological stance or beliefs. This type of behavior toward any individual, on or off the Sacred Heart campus, will be considered a serious offense, **which may be punishable by suspension and/or expulsion if warranted.**

Diocesan Policy determines certain measures a school administrator must make in response to rumors or threats of violence. **Even frivolous threats can disrupt a school and are dealt with seriously. The official statement of the Diocese of Lafayette from March 28, 2001 states:**

Safety in our school is of utmost importance and our top priority. As our track record indicates, we are very sensitive to this issue and take aggressive action to protect all individuals involved. Our policy is to involve civil authorities in all issues of safety. As a matter of fact of privacy, we do not discuss internal disciplinary matters.

## **INITIATIONS/HAZING/ANTI-BULLYING**

The Diocesan policy (DP 3018) for anti-bullying and hazing applies to all students and shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school sanctioned activities and while away from school grounds if the misconduct directly affects the good order, efficient management and/or the reputation/welfare of the school.

## **Definition of Bullying**

Bullying is a deliberate and malicious pattern of behavior having the effect of physically, psychologically and/or emotionally harming another.

Initiation will be defined as any type of action taken by any Sacred Heart student whereby another student or students are made to do or say anything of a demeaning or derogatory nature. **No student (K-12)** may be initiated as a condition for being in a particular grade level, becoming a member of an organization, group or team.

## **LUNCHROOM BEHAVIOR**

Students must adhere to the procedures for entering and exiting the cafeteria and receiving their food. Food or beverages, including water purchased in the cafeteria, are not to be taken out of the cafeteria area. Students are to leave the tables and general area clean by picking up plates, milk pouches, napkins and utensils and pushing his/her chair in its proper position. Utensils are not to be thrown in the trash bins.

## **SCHOOL RULES OF BEHAVIOR**

Sacred Heart School has drawn up a list of guidelines concerning student behaviors that are considered unacceptable and opposed to the peace, tranquility and goals of the school. **Although the violations are not a complete list of unacceptable behaviors, the primary responsibility for acceptable behavior lies with the student and his/her parents. STUDENTS ARE EXPECTED TO KNOW AND FAITHFULLY ADHERE TO THE SCHOOL'S AND EACH OF THEIR TEACHER'S RULES, WHICH INCLUDES RESPECTING THEMSELVES AND OTHERS AT ALL TIMES WHILE PRACTICING GOOD MANNERS AND CHRISTIAN ATTITUDES.** Students, when representing Sacred Heart School, are also expected to guard the good name of the school and its students by behaving in a manner that reflects well on their school and observes the intent of the school's code of behavior.

All adults on the campus are authorized and responsible to correct students who are in violation of these rules during the school day and/or at extracurricular events. This includes regular faculty, clergy, substitute teachers, parent volunteers assuming teachers' duties, volunteer coaches and cafeteria and maintenance personnel. Violations should be reported immediately to faculty members and/or Administration.

**The Administration has the right to suspend a student for violation of any school rule.**

## **BEHAVIOR AT CO-CURRICULAR AND EXTRA-CURRICULAR EVENTS**

As representatives of Sacred Heart School, whether at this school or another, Sacred Heart students should demonstrate their very best Christian and social behavior at all times. Students should seek to have their behavior reflect positively on their home and school training. **The rules of behavior apply not only to the school day, but also to school field trips, sporting events and all extracurricular and co-curricular activities, whether the students are participants or observers.** Sacred Heart School students, faculty and parents must remember that they represent the school at all times

and must never bring discredit to our school. Everyone must earnestly strive to live by our school philosophy at all times.

## **VANDALISM**

Acts of vandalism may result in the student being asked to withdraw or be expelled from Sacred Heart School. Furthermore, the student and/or his/her parents will be required to make full restitution for damages which could include labor and responsibility to pay for all material and damages.

If the student withdraws from the school and wishes to return to Sacred Heart after being withdrawn for the specified time period, he/she must formally re-apply for admission to Sacred Heart School, attend a school-level committee meeting consisting of administration, clergy, faculty and Advisory Council members. After deliberation, the committee will meet with the student and his/her parents to explain its decision.

## **HOME STUDY**

A student that is involved in, accused of or charged with a serious wrong or some inappropriate behavior may be placed on a program of home study by the principal pending the outcome of an investigation or internal review (Diocesan Policy 3015). In the event a senior has been placed on Home Study due to inappropriate behavior according to school policy, he/she will not be allowed to participate in the graduation ceremony.

## **SCHOOL SUSPENSION**

The Rules of Behavior outline serious infractions of rules and unacceptable behaviors, **any one of which, depending on the circumstances, could result in suspension of the student(s) involved.** The Administration may impose suspensions after consultation with the teacher and/or investigation of the situation. The parents/guardians will be notified before the student is suspended, and the suspension may vary from one to three days and may be distinguished as in-school or out-of-school suspension. The student will be assigned an unexcused absence during the suspension period.

### **IN-SCHOOL SUSPENSION**

Although the student will be assigned to detention, beginning at 7:00 a.m. until dismissal on the specified day(s), he/she is responsible for all notes, homework, etc. missed on the specified day(s), high school students **will be allowed** to make up any work or any tests assigned for a grade following the suspension. Elementary students, however, will be allowed to take any test assigned on the day of the in-school suspension.

### **OUT-OF-SCHOOL**

While the student is responsible for all notes, homework, etc. missed on the specified day(s), he/she **will not be allowed** to make up any work nor any tests assigned for a grade following the suspension and will receive an unexcused absence. In the event a teacher assigns a quiz and/or test on the day of the student's suspension, **students in grades K-12 will earn a grade of 0.** However, in the event students have been assigned a project, term paper or any other assignment which was previously in progress, the student is allowed to submit the work previously completed at that particular time.

**Diocesan policy limits a suspension to three days. Violations warranting a longer suspension period will be considered as requiring a possible expulsion.**

**While serving an in-school or out-of-school suspension, students in grades K-12 cannot participate in nor attend any school activity or function.**

**The Administration reserves the right to vary the penalty and/or its general classification depending on the circumstances of the offenses.** Separate policies and/or statutes dictate the penalties for some serious violations of school rules and/or criminal laws, such as the use and/or possession of drugs, alcohol and weapons at school. (SEE POLICIES ON TESTING FOR ILLEGAL SUBSTANCES, ALCOHOL, POSSESSION OF ILLEGAL DRUGS, DRUG PARAPHERNALIA AND INTERNET AND NETWORK ACCEPTABLE USE POLICY)

## **K – 12 BUS CONDUCT**

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Misbehavior on the school bus presents a threat to the safety of all students. **The following applies to students who ride the bus to school as well as for students who use buses for school activities and functions.**

1. Students will enter and leave the bus at loading stations and at highway bus stops, on time and in an orderly fashion in accordance with instructions from the supervising adult.
2. Students will remain quiet enough not to distract the bus driver.
3. Students will remain seated while the bus is in motion.
4. Students will cross roads in accordance with instructions and provisions of Louisiana State Law.
5. Students will neither purposely nor carelessly destroy property.
6. Students will not extend arms or other parts of the body out through windows.
7. Students will not throw objects about in the bus nor out through windows.
8. Students will not eat, drink or smoke on the bus.

## **WITHDRAWAL/EXPULSION**

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### **DIOCESAN PARENT COOPERATION STATEMENT**

An integral part of the educational philosophy of Sacred Heart School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, to provide instruction to and set positive examples for their children both at home and in the community. While Sacred Heart School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school,

Sacred Heart School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Sacred Heart School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

## **EXPULSION**

Expulsion from school is an extremely serious penalty that may result in the student losing a year of academic work. Expulsion may result with no prior violations of school rules for very serious offenses. Some federal and state statutes require expulsion for violations of certain types. Because it is such a serious penalty, a student who habitually violates minor school rules will be expelled from school when all other means of disciplinary actions have failed and/or when a student is a moral or physical threat to the spiritual and/or academic welfare and progress of other students and/or faculty or staff. The student and his/her parents/guardians will be given an opportunity to have a hearing with the Administration before the final decision/position is determined. During the time of the investigation and deliberation, the student will be suspended from school or placed on home study. The Administration will serve no notice of expulsion upon a student until the pastor has been advised and given approval. The parent, who disagrees with the decision of the Administration as approved by the pastor, may appeal the decision as provided for in the "Diocesan Grievance Procedure" section. Students who have been expelled from any Diocesan school may not apply for admission to another Diocesan school for a minimum of one (1) year from the date of expulsion. If a student is expelled from Sacred Heart School, he/she will not be allowed to reapply to Sacred Heart until the one-year expulsion time period has concluded. He/She, along with the parent/guardian, must also meet with the pastor, administration and Discipline Committee for a hearing in order for a decision regarding re-enrollment to be determined.

**\*Students who have been asked to withdraw or have been expelled from Sacred Heart are not allowed to attend any dance, pep rally or other school function.**

## **ARREST POLICY**

Students arrested at a school function, whether on or off campus, will be suspended. **Students charged and/or arrested for any reason at any given time will be called into a meeting before a special school committee to explain his/her behavior and determine the consequences.**

**Note:** The rationale for meeting with students who have been arrested is twofold. **One is to gather information concerning behavior, which could lead to problems on the school campus and/or with other students or faculty at SHS. The second purpose is to offer counseling to the student concerned.**



## SEARCH AND SEIZURE POLICY \_\_\_\_\_

The Administrator or his/her designee reserves the right to search any student, his/her personal belongings, and surroundings for any contraband that the principal has reason to believe the student may possess. Contraband is any thing, item or article forbidden on campus by the civil or criminal law or by school policy. The Administration may also search individuals or groups of students for stolen items. No student will be asked to remove clothing other than outer garments (jackets, sweaters, etc.).

## STUDENT PARKING AND VEHICLES \_\_\_\_\_

Upon arrival, students must come into school promptly and may not linger in the parking lot and/or near vehicles. Students may park vehicles only in areas designated by the Administration, or the student will have his/her driving privileges revoked for a specified amount of time. No student will be allowed to go to his/her vehicle during the school day unless the Administration has granted permission and/or accompanied by a faculty member. Students who are in the parking lot or near cars without permission will be punished and/or lose parking privileges on campus.

**Students driving on campus will be required to purchase a parking decal with the other mandated Book Fees in order to park on campus.** Decals may also be purchased throughout the school year if they are in need of replacing. Students are not allowed to share and/or use another student's decal when parking on campus. Each grade level will be assigned grade-specific parking decals. In the event a student does not have his/her parking decal, he/she must purchase a temporary tag. The fee for the parking decal will be used to repair and maintain the parking areas on campus.

## FIREARMS AND WEAPONS \_\_\_\_\_

Louisiana law makes it illegal to bring a firearm or any other dangerous weapon or item which could produce death or bodily harm (such as, but not limited to, a knife, club, gas, pick, etc.) onto school property or within 1,000 feet of the school's property or onto a school bus. This prohibition exists also at any school-sponsored function on campus or away from school property. More specifically, the law prohibits possession of a firearm or dangerous weapon not only on school property or within 1,000 feet of the school's property or on a school bus, but also at any school-sponsored function in a specific designated area including, but not limited to, athletic competitions, dances, parties or any extracurricular activities. This would include such functions even if they were not held on the school's property.

**Any violation of this law must be reported to both the parents/guardians of the student and the appropriate law enforcement agency. A confiscated weapon must be turned over to the proper law enforcement agency.**

Students violating this law will receive severe penalties and may be charged with criminal conduct regardless of the circumstances. **Young men and women who hunt must be aware that no hunting weapons may be on their persons, in personal bags, or in vehicles brought on campus.** The law applies to all parents, other adults and visitors at the school and school functions. **The Federal Gun Free School Act**

dictates that schools that receive federal funds must expel students who bring guns or other firearms to school.

## **CELL PHONES**

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- **K – 6 students are not allowed to bring cell phones to school.**
- **7<sup>th</sup> – 12<sup>th</sup> grade students** may check-in their cell phones at the designated area when entering school. However, from the time students get to school until dismissal, students may NOT have cell phones in their possession, regardless if the cell phone is turned on or off or if the cell phone is in the student's locker, book sack, purse, pocket, etc. Possession of a cell phone will result in a **one-day suspension. Sacred Heart School is not responsible for any lost, stolen or damaged cell phones.**

## **ALCOHOL AND DRUGS POLICY**

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Sacred Heart School has been designated as a **Drug Free Zone**. Alcohol cannot be in the student's vehicle, brought onto or consumed on campus during, before or after school hours. There are additional legal penalties for bringing or consuming any illegal drug on campus. This law applies to parents, students and visitors alike.

Any parent who sponsors, promotes, hosts, encourages or chaperones a party which allows alcohol or drug use by minors are in direct violation of the civil law and breach their contract with our school and jeopardize their child(ren)'s continued enrollment at Sacred Heart School.

**Sacred Heart students are subject to various types of tests for the use of alcohol and/or other drugs before admittance to, during and after various school activities. A student who violates the above policy will receive a 3-day, out-of-school suspension.**

### **TOBACCO PRODUCTS**

Students will not be allowed to smoke, chew, or consume any tobacco product at any time during the school day or at extracurricular functions. Students may not carry or have in their possession or in their personal belongings any containers, matches, lighters or other paraphernalia associated with the use of tobacco products. Possession of any tobacco product will result in a **one-day suspension**.

### **TESTING FOR ALCOHOL AND ILLEGAL SUBSTANCES**

At the beginning of the school year, each student (grades 6 – 12) and at least one parent or legal guardian will sign an acknowledgement of the drug testing policy and agree to be tested for illegal substances and alcohol as provided for in the policy. A student will be denied permission to attend class until the permission slip is properly signed each year.

A student attending a school function on campus or away from campus may be tested for alcohol using a breathalyzer device if a faculty member, school sponsor or parent volunteer has reasonable suspicion of consumption of alcohol.

Testing for illegal substances will be done at school on a random basis and/or on the basis of reasonable suspicion by a comprehensive drug testing company. The representative may conduct the random tests by obtaining urine samples from students. In the event a student is unable to produce a urine sample, the company representative may collect a hair sample from the student.

**I. IMPLEMENTATION:** Testing and reporting of results will be conducted as follows:

- Specimens will be collected by a collection agency(ies), laboratory or hospital.
- Steps will be taken to ensure accurate tests.
- Analysis of the specimens will be done by a certified evaluating agency.
- Results of testing will be reported to the respective Administrator.
- Parents will receive all results.
- Students testing positive will be subject to procedures set forth by the Administration.

## **II. PROCEDURES FOR POSITIVE RESULTS**

- **FIRST POSITIVE** – The Administration will hold a meeting with the parent/guardian and student within three days of receiving results. The student will have a 3-day, out-of-school suspension. He/She must enter and successfully complete an outpatient substance abuse program at the parent/guardian's expense. Parents/Guardians must sign to release the information from the agency to the school. Retesting may be required at any given time at the parent/guardian's expense for a period of one calendar year. After that, the student may be subject to random testing.
- **SECOND POSITIVE** – The Administration will hold a meeting with the parent/guardian and student within three days of receiving results. The student will have a 3-day, out-of-school suspension and must again enter and successfully complete an outpatient substance abuse program at the parent/guardian's expense. Parents/Guardians must sign to release the information from the agency to the school. The student will be removed and denied participation in all extra-curricular activities and school sponsored activities for one calendar year. He/She will not be eligible for any awards or honors for that school year.
- **THIRD POSITIVE** – EXPULSION  
\*\*\* Any urine/hair sample that is reported adulterated by the drug testing vendor will be considered positive.

## **DRUG POLICY/PROCEDURE GUIDELINES**

### **A LICENSED SUBSTANCE ABUSE COUNSELOR**

- Students will be randomly tested through *Secor*, the service agency used for all testing.
- The Administration receives the test results from *Secor*.

- The Administration contacts the parents/guardians whose child has tested positive. If the parent/guardian can verify that the positive test is resulting from prescription medication, SHS will be satisfied with a statement in writing from a Medical Doctor.
- Parents/Guardians who cannot satisfactorily validate the child's positive drug test will be told to contact a licensed substance abuse counselor within seven days of notification from the school Administrator.
- The licensed substance abuse counselor may schedule two (2) appointments with the parent(s)/guardian(s) and student.
- Parents/Guardians will be asked to contact the licensed counselor within (5) five days to inform him/her of their decision for treatment.
- Once the parent(s)/guardian(s) have contacted the counselor, it will be the parent/guardians' responsibility to follow through with treatment.
- The counselor will contact the school Administrator to inform her of the results and mode of treatment the parent(s)/guardian(s) have chosen.
- It will be the parent/guardians' responsibility to inform the counselor when treatment is complete. They are then to send the counselor a Notice of Completion by the Substance Abuse Counselor of Treatment Center.
- Once the counselor has received the information in writing, he/she will then contact the school Administrator notifying her that the student has completed the recommended course of treatment.
- If the parents/guardians do not contact the licensed counselor within (30) thirty days of treatment, the counselor will contact the school Administrator.
- All releases will be acquired by the licensed counselor.
- Client/Student records will be kept confidential by the counselor.
- Parents/Guardians will pay the appropriate fees to the counselor.
- Adjustments or amendments to this policy/procedure can only be made with written approval by the licensed counselor, the Administration and the Sacred Heart Advisory Council.

## **POLICY FOR POSSESSION OF ILLEGAL DRUGS AND DRUG PARAPHERNALIA**

A student found to have on his possession, and/or in his possession illegal drugs and/or drug paraphernalia at school or any school function, on or off campus, will be expelled.

A student found to have on his possession, and/or in his possession alcohol at school or any school function, on or off campus, will be given **a 3-day, out-of-school suspension.**

# **STUDENT PREGNANCY POLICY** \_\_\_\_\_

## **ABORTION**

The moral teaching of the Catholic Church in regard to human life cannot be wantonly ignored or willfully disobeyed by any student (male or female) at Sacred Heart School. A student will be liable to expulsion if the Administration has documentation as proof that any action is taken by the student, which leads to procurement of an elective abortion.

## **DIOCESAN POLICY FOR STUDENT PREGNANCY**

Diocesan Policy adopted in the spring of 1999 reads as follows:

The Catechism of the Catholic Church reaffirms the teaching of Christ regarding chastity in stating: "All the baptized are called to chastity. The Christian has 'put on Christ,' the model for all chastity. All Christ's faithful are called to lead a chaste life in keeping with their particular states of life." As we continue to form young men and women in their baptismal commitments through Catholic education, each educator within our school system should take an active part in teaching the virtue of chastity. When a student or unmarried faculty member has not lived according to the virtue of chastity and the sexual act results in an unwed pregnancy, the clergy and the principal are to counsel and offer pastoral care to those involved. Counseling should include the added responsibilities of the new parents, which will arise, with the birth of the child(ren).

While premarital sex is wrong, the pregnancy is a gift from God, and unless the sex act occurs on campus or at a school-sponsored event, students may not be penalized or punished by the school. A female student who becomes pregnant may continue her education on-campus unless her own physical, spiritual or psychological state requires at least temporary withdrawal and the beginning of a course of home study. As one major concern is for the health and safety of the pregnant girl while attending school, the student shall furnish a Pregnancy Status Report to the Administration as soon as the pregnancy is confirmed and then at least every six weeks thereafter. If this form is not completed or if it is not submitted within the time frame set forth, the principal may consult the appropriate people and then take whatever action is deemed suitable to ensure that the health and safety of the young lady involved is protected.

(DP 1022-UN-WED PREGNANCIES) The Diocese of Lafayette has specific, prescribed policies concerning student marriage and pregnancy; copies are available in the administrators' offices.

## **ABSENTEEISM AND TARDINESS** \_\_\_\_\_

Students of Sacred Heart School are expected to attend school one hundred eighty (180) days per year, as required by the state attendance policy (*Louisiana Department of Education Bulletin 741*) in order to be eligible to receive credit. Regularity of attendance and punctuality are important to the child from the first day of school. Students are allowed to be absent no more than ten (10) days per class each school year (excused or unexcused). Exceptions to this policy can only be granted in the event of extenuating circumstances as determined by the administrator of Sacred Heart School. In general, extraordinary circumstances that would be considered excused absences include:

- a. Extended personal physical or emotional illness

- b. Extended hospital stay
- c. Extended recuperation from an accident
- d. Extended contagious disease within a family
- e. Death in the family (not to exceed one week)
- f. Natural catastrophe and/or disaster
- g. For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedures established by the Advisory Council

A child who has been absent for a full day or a portion of a class should present a written explanation from the parent (no more than five (5)) or doctor when he/she returns to school. Excuses are given to the office where the excuse will be posted in the student database. It is the responsibility of the student who was absent to see his/her teacher(s) immediately upon returning in order to make up any work missed.

In cases of absences numbering more than fourteen (14) days in a school year not covered by the extenuating circumstances mentioned above, according to Louisiana law, the student shall not be promoted to the next grade or given a credit for the course(s) pursued.

## **TARDINESS**

- **If an elementary student is absent for 25 or more minutes for a class, he/she is considered absent in that class.**
- **High school students absent 27 minutes or more will be considered absent in that class.**

Any student arriving after the 2<sup>nd</sup> bell must report to the office for a tardy slip before going to class. Repeated tardiness and early sign-out have a great influence on the student's education. Leaving and arriving during a scheduled class is also an interruption of instructional minutes. **5<sup>th</sup> – 12<sup>th</sup> grade students receiving 4 unexcused "tardies" for a class warrants a discipline referral, resulting in detention. In the event a student receives 3 additional unexcused "tardies" for the same class, he/she will be assigned an in-school suspension.**

Teachers will post a grade of "0" for each assignment missed (homework, assessments, projects, etc.) for an excused or unexcused absence. The grade will be changed after the assignment is completed under the following conditions:

- a. Absence is excused
- b. Students missing only one day of school are expected to have all work and take all assessments upon returning to school.
- c. If a student should miss more than 3 successive school days, he/she must speak to his/her teachers immediately upon his/her return

Assignments made prior to the absence or assessments announced prior to the absence must be made up immediately upon a student's return, and long-range projects are due on the assigned date regardless of absence on the due date. Late assignments/projects may be collected for a grade at the teacher's discretion. Points will be deducted for each day the assignment/project is late.

## **TYPES OF ABSENCES**

**Excused:** An excused absence is one in which the student is absent for a legitimate reason as determined by the Administration. The student is allowed to make up all the work missed during the absence. **The student with an excused absence is allowed to make up any and all work missed during the absence.** The student has a **maximum of 3 days after returning from an absence** to submit an excuse for his/her absence and speak to his/her teacher regarding the make-up work. Excuses submitted after the 3<sup>rd</sup> day upon return **will not** be accepted. The student immediately upon his/her return to school must make arrangements for “make-up” work. All excused absences are counted as part of the student’s total attendance record as required by the state attendance policies (*Louisiana Department of Education Bulletin 741*).

**Unexcused:** An unexcused absence is one in which the student is absent without an approved reason or simply as a matter of convenience (e.g., out of town trips, getting driver’s license, hair/nail appointments, etc.). All unexcused absences are counted as part of the student’s total attendance record as required by state attendance policies (*Louisiana Department of Education Bulletin 741*).

**Extended:** A student absent for an extended period of time must present a doctor’s excuse to the Administration before being readmitted to class. All extended absences are counted as part of the student’s total attendance record as required by the state attendance policies (*Louisiana Department of Education Bulletin 741*).

**Make-Up Missed Time:** A student cannot miss more than seven (7) days in a semester for any reason. For any day or partial day of absence beyond seven (7), in order for the student to receive credit, they would have to make-up the seat time at school in tutorial from 3:20 p.m. – 4:15 p.m. at a cost of \$25.00 per session. It will take six (6) days of tutorial to make up one full day of missed school. Failure to make up the time will result in the student receiving no credit for the course(s). Generally, the time must be made up within the semester in which the absences occurred. (*This is pending depending on availability of teachers willing to be tutors for this reason.*)

## **VISITATION OF COLLEGE CAMPUSES**

If a student conducts an official visit to a college campus during instructional time, he/she must provide official documentation from the college stating the time and date of the visit, reason for visit and a signature of the campus employee providing assistance during the visit. Agendas **will not** be accepted as official documentation.

## **EDUCATIONAL FAMILY TRIPS**

Educational trips must be cleared with the Administration in advance of the trip. A request should be made in writing to the Administration describing the trip and the necessity of traveling during school time. **Pleasure trips or vacations are not considered educational trips.** While the school encourages travel and the opportunity for learning that travel inherently carries, parents should be mindful that any time away from class is lost instructional time for their child/children. Furthermore, **absences for educational trips count toward the total number of absences allowed in a year or semester and all work missed must be completed within the time allotted by the teacher.**

## **SIGNING STUDENTS IN/OUT DURING INSTRUCTION**

Parents/Guardians are asked to refrain from signing students out for medical and dental appointments during instruction. In the event a student needs to sign out during instruction, the student must present the parent request to the office before the morning bell. Parents/Guardians must sign the checkout book in the office when signing a student out of school during instruction. The signed statement indicates the student's responsibility to insure that all required work and/or tests will be turned in and completed within the allotted time. Parents of high school students are allowed to submit a written request or fax a document including their signature, giving their child permission to sign in and/or out of school. **Phone calls and email, however, are not acceptable.** Students may leave campus with authorized adults only. (Adults in which the parents/guardians have listed as those who may sign out the student on his/her Emergency Contact form.) **Faculty members are not allowed to sign a student in or out of school unless he/she is an immediate family member (i.e. parent, grandparent, aunt or uncle).**

## **DIOCESAN GRIEVANCE OR APPEALS PROCEDURE**

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### **1. GENERAL**

When a school employee or the parent/guardian of a student at a school believes that a rule, regulation or policy has been violated, misapplied or misrepresented, and that person has not had the problem satisfactorily resolved at the school, an appeal may be made to the **local Advisory Council**. For an appeal to be heard, a policy or rule must be shown a specific rule has not been followed. Simply disagreeing with the policy does not qualify for an appeal. An appeal should not be heard if it could be shown that the policy or rule was followed. If after review by the local board the complainant still believes the issue is not satisfactorily resolved, an appeal may be made to the Diocesan School Board.

### **2. LOCAL APPEAL**

To file a local appeal, the aggrieved person(s) should contact the school board chairperson.

- a. The chairperson will obtain whatever details necessary and discuss the matter with the Assistant Principal. If the school's Administration has not, in fact, been consulted or has not completed action, the individual(s) concerned will be referred to the school and the chairperson will take no further action at that time.
- b. If the school has indeed completed its action or if the complainant is not satisfied when action is complete, the chairperson will inform the aggrieved person(s) that an appeal may be submitted to the board in writing within a five (5) working day period. The written appeal should briefly provide details and specifically cite the rule, regulation or policy that is involved in this situation.
- c. Upon receipt of the written appeal the chairperson will so advise



the pastor/chancellor,

**(1)** The Pastor/chancellor will consult with the executive committee of the board. If it is decided that the appeal does not merit a formal review, the complainant will be informed of that fact, and the case is closed at the local level. The aggrieved party may appeal that decision to the Diocesan School Board for review.

**(2)** If the Pastor/chancellor believes, after consultation with the executive committee of the board, that the appeal should be referred to a local grievance committee, he will appoint or direct the chairperson to appoint such a committee. The committee may include board members, parents, faculty, or any others that can provide a fair and impartial hearing. The committee should consist of 5-7 individuals, and the hearing should be conducted without undue delay.

d. At the hearing,

**(1)** the committee will normally meet separately with each party; however, a meeting with both parties simultaneously may be held if the committee chooses

**(2) no attorney may represent either party**

**(3) the committee must understand that its review is to focus only on whether or not a rule, regulation or policy was violated**

**(4)** the committee will confer privately after all concerned have been heard and relay its recommendations to the Pastor/Principal

**(5)** if, as a result of its review, the committee believes that changes to rules, regulations or policies might be appropriate, it may make suitable recommendations to the advisory council and to the Administration.

e. The Pastor/Principal will communicate the appeal decision directly to all concerned, or he may, as the chairperson of the board to do so. Notification should be in writing and should be made within five (5) working days after receipt of the report of the committee

f. Either party may appeal the local decision to the Diocesan School Board should a review at that level be desired. The appeal should be made in writing to the Superintendent of Catholic Schools within five working days after receipt of the result of the local appeal.

### 3. **DIOCESAN APPEAL**

a. Upon receipt of a proper request for Diocesan review, the Superintendent, after consultation with the president of the Diocesan School Board, will decide whether or not to conduct a formal hearing. The Superintendent will inform all concerned as appropriate.

b. If a hearing is to be conducted, the Superintendent will consult

- with the president of the Diocesan School Board then appoint an Ad Hoc Committee of the Diocesan School Board to hear the grievance.
- c. The procedure to be followed by this committee is the same as on the local level. When the hearing is complete, the Superintendent will make the appropriate notification.
  - d. All decisions at the Diocesan level are final and the case is closed at this point.

## TECHNOLOGY ACCESS

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Sacred Heart School recognizes that access to the resources of the Internet can be a valuable teaching/learning and communication tool for teachers and students. Access to the information available via the Internet allows students to use the wealth of thousands of databases and libraries around the world, to interact with content area experts from around the world, to conduct joint projects and studies with other students and teachers in a global community. The use of the Internet as a scholarly tool is a necessary skill to all students. As much as possible, student use should be directed to or structured in ways that point students to educational sites that have been evaluated by the professional staff prior to use or have been recommended by reliable professionals. As much as possible, Internet use will be a supervised activity with a staff member present for all students with the most diligent supervision of young students. Sacred Heart School also recognizes that the wealth of information on the Internet poses some very real dangers and problems for its students and teachers. In spite of procedures it has developed to guard against students being exposed to morally, spiritually and legally objectionable materials, the school recognizes that it may not always be completely successful in protecting its students. Outside of school, parents have responsibilities for guiding their children's use of other information sources such as television, telephones, radio, movies and other media that may contain offensive materials. Sacred Heart parents and students must share with the school the responsibility for using the resources of the Internet only for moral, legal, educational, life affirming and spiritually uplifting opportunities and experiences.

The use of the Internet and email services will be offered to teachers for the purposes of communication within and outside of the school. The use of the Internet and email services may be offered to students on a limited basis in keeping with what is appropriate to the age and need of the students. These resources are to be used at all times in keeping with the philosophy and mission of the school, to be used to contribute to the school's goals and objectives and always in a manner appropriate to Christian men, women and young people.

## TECHNOLOGY POLICY

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As required by the *Children's Internet Protection Act (CIPA)*, Sacred Heart School uses **Content Filtering** to assist in protecting students from objectionable materials on the Internet. This does not absolve parents and students of their responsibility to observe all school policies and procedures.

## **PUBLICATION OF RULES AND PROCEDURES FOR INTERNET AND NETWORK RESOURCES**

In order to maximize the benefits of Internet and school network usage and minimize the dangers, Sacred Heart School has developed a set of rules and procedures for student use. The rules and procedures may vary with the age of the students involved. School procedures will outline the specific purposes for which students and teachers may use Internet services, the specific obligations of faculty and students, and guidelines for acceptable, legal, ethical and efficient use. The use of school network services is considered a privilege, and the Administration may revoke that privilege for any misuse or violation of its acceptable use or for any other reason at any other time.

### **PARENT PERMISSION/STUDENT PRIVACY**

**ALL Sacred Heart students require Internet use; parent permission, therefore, is not voluntary. Students in grades 4-12 are required to sign and adhere to the “Acceptable Use Policy” annually.** These documents are kept on file in the school office.

**Students in grades K-3 will sign a modified Acceptable Use Policy which is age-appropriate. Internet use for grades K-3 will be teacher-bookmarked sites only. Browsing and searching is prohibited and will be monitored and filtered by electronic means and teacher supervision.**

### **E-READER ACCEPTABLE USE POLICY FOR GRADES 5 – 12**

Electronic readers (E-Readers) such as Amazon Kindle and Barnes & Noble’s Nook, are digital devices which primarily display books and may offer subscriptions to newspapers, periodicals and magazines. **Other tablet or Internet-connected devices which include but is not limited to apps, web browsers, chatting, social media, etc., are not permitted.** Sacred Heart School, in striving to maintain technological relevance in education, is providing the opportunity for students to utilize these devices. 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 School Technology Department and verification of the parent and students’ signatures for the *Parent and Student Handbook*.
2. 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.
4. All E-Readers must have **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. The student is responsible for knowing how to properly and effectively use his/her E-Reader, and this should not be a burden for the faculty.

**This opportunity is a privilege that requires caution and responsibility both on the part of the students and their parents/guardians. Sacred Heart School accepts no liability, should equipment become damaged, lost or stolen. The parent/guardian/student will assume total liability for repair and/or replacement costs.**

## **SMART WATCHES/OTHER WEARABLES**

**Smart watches, such as *Apple Watches*, *Samsung Gear*, etc., are not allowed on campus.**

## **GENERAL GUIDELINES FOR STUDENTS**

The Sacred Heart School Internet resources will be used for professional communication by the staff and in pursuit of specific educational objectives. Student access will be limited by the educational objectives set by the teacher as appropriate to the age of the students.

**The school resources are never to be used by students for the following purposes and/or activities:**

- To access, upload, download or distribute pornographic, obscene or sexually explicit materials
- To access, upload, download or distribute any material which expresses hate of or contempt for any group or proposes violence for any group of individuals based on their race, color, sexual orientation, religion or any other characteristic
- To transmit or display obscene, abusive, sexually explicit or threatening language
- To obtain or exchange information with the intent to violate or to actually violate any local, state or federal statutes
- To vandalize, damage or disable the property of the school, other people or organizations
- To access another person's materials, information or files without the permission of that person
- To use another person's sign-on and/or password
- To reveal personal contact information of one's self or another, including but not limited to phone number, address
- To intentionally waste resources
- To violate copyrights or otherwise use another person's intellectual property without his/her express approval or proper citation of the source
- For entertainment of any kind including, but not limited to playing games
- To gamble
- To use the Sacred Heart resources for commercial or financial gain
- To post anonymous messages
- To gain or seek to gain unauthorized access to the Sacred Heart School network or other resources to which they are not entitled
- To divulge personal information about oneself, other students or members of the faculty
- To purchase any goods or services without the express approval of the Administration of Sacred Heart School
- Use in any manner which will bring harm, embarrassment or discomfort to another person or Sacred Heart School.

### **In using school resources, students are to agree:**

- To use the Internet and school network resources only for appropriate educational purposes and research
- To use the Internet and school network only with the permission of designated school staff
- To use appropriate language and be considerate of other users
- To report any violation of the rules and procedures governing Internet usage to the Administration.

## **SOCIAL NETWORKING, BLOGS AND CYBERBULLYING**

Engagement in any social networking such as, but not limited to, Facebook®, Twitter®, LinkedIn®, Instagram®, etc. may result in disciplinary actions ***if the content of the Sacred Heart student's profile includes defamatory comments regarding the school, faculty and/or other students.*** Blogging is permitted only in classes where the blogs are created and monitored by faculty/administration and are part of the curriculum.

## **PRIVACY**

Students may not use or view files not specifically assigned to them or specifically designated for their use. However, files stored on school computers are not private. The school reserves the right to **monitor and archive all files and electronic messages** of students and faculty members, to insure that rules and procedures are being followed and to maintain the integrity of the system.

## **STUDENT'S RESPONSIBILITIES**

1. Students are representatives of the Sacred Heart School community and must conduct themselves in a manner that does not negatively impact either the school or the community.
2. Inappropriate language, either stated or implied, that may be offensive or inflammatory of others is strictly forbidden.
3. Because there are materials unsuitable for a school environment, access to this type of material for any reason is prohibited.
4. Students are not allowed to bring software of any kind to school. Any student loading or exchanging software will be held in violation of this Acceptable Use Policy and disciplined accordingly. Students must strictly adhere to copyright rules and licensing agreements.
5. Downloading or importing files from the internet or any portable media brought from outside the school is strictly prohibited.
6. Impersonation and/or anonymity is prohibited.
7. Any use of the Internet, computers or school's communication systems for any purpose other than curriculum-related work is prohibited.
8. Students shall have equal access to the Internet and all communication systems and should be considerate of others (including time and computer supplies).
9. All unwanted communication or harassing messages are prohibited and should be brought to the attention of the teacher or the supervising adult immediately, who will then report the violation to the Administration.
10. Any effort to disrupt Internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry or destruction of computer files will be referred to the proper authorities for investigation and possible prosecution.

11. Students are not allowed to open any folders on the network other than their own designated folder. Browsing, deleting, adding or any type of editing done to someone else's work will be a violation of this Acceptable Use Policy.
12. Playing online or any computer games is not allowed. Only those educational programs that are part of the school curriculum may be used with permission granted by the supervising teacher.
13. All computers are for research or school assignments only. Online games, shopping and/or other non-educational use are strictly prohibited.
14. Information created, received, transmitted, stored, held, copied, viewed, read, attached to or printed using the school's communication systems is not protected by an individual's right to privacy. It is the right of the school to access, review, and archive all such information at its discretion, including disclosure to third parties when warranted.
15. Students in grades 8-12 may search use search engines. Students in grades K-7 may not use search engines. Image searching by any student is prohibited.
16. Students in grades 4-12 will be assigned a unique User ID and Password for use on school computers. Students will be held accountable for keeping this information private and for logging off the computer when work is completed. If a student finds that the previous student has not logged off of a computer, the student must first log off then log back on with their own User ID and password. Violation of this policy will be grounds for referral.
17. Students are prohibited from accessing web-based e-mail, newsgroups, online journals, social networking sites, blogs, etc., **with the exception of those created and assigned by the school.**
18. Students of Sacred Heart School will not post or transmit names, photographs or any other information of or about Sacred Heart School, themselves, other students or faculty of Sacred Heart on any website, newsgroup, instant messenger, email, social media or any other online service.
19. Sacred Heart School provides email accounts and online storage to students in grades 4-12. **These accounts are monitored by a Human Monitoring System which notifies school officials of any impropriety or threatening speech within email messages or documents within the account.** These resources are for educational purposes and shall not be used for any other purpose, personal or otherwise. These services allow students access to files, communications and projects on and off campus without the need for other portable media or communications methods. **All rules and consequences previously mentioned also apply here.**

## **CONSEQUENCES OF VIOLATIONS**

The consequences of violations of the acceptable use policy for use of the Internet and school network may range from suspension of privileges, to revocation of privileges, to school suspension or expulsion, to legal action and prosecution by authorities depending on the severity and circumstances of the violations. Penalties may also include any other appropriate disciplinary measures determined by the Administration.

## **DRESS/UNIFORM REQUIREMENTS \_\_\_\_\_**

### **Kindergarten – Grade 12**

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior. The purpose is not to stifle individual

freedom but rather to identify one as a student of Sacred Heart School. The student's appearance is a reflection of him/her as an individual, his/her parents/guardians and a school. The students largely determine the spirit of any school. Sacred Heart School should be able to rely on its students to foster its spirit and advance the school's philosophy, vision and mission. The uniform and other regulations are intended to assist the student in this process and encourage the growth of the student into a mature, responsible adult.

**\*Please contact an Administrator BEFORE PURCHASING if you have any questions regarding these regulations. ABSOLUTELY NO ALTERATIONS may be made to any aspect of the uniform – i.e., splitting pant legs, stitching pleats, etc. All uniform items must be an appropriate size for the student's body.**

## GIRLS

Item	Appearance
<b>BLOUSE/SHIRTS</b>	<ul style="list-style-type: none"> <li>• Solid white, loose-fitting, knit collared, short or long sleeve shirt with SHS crest on left chest</li> <li>• Solid white, loose-fitting, long or short sleeve, button front oxford cloth or broadcloth with button down or "peter pan" collar with SHS crest.</li> <li>• Only plain, solid white undergarments may be worn under the uniform shirt.</li> <li>• Long sleeve, solid white turtleneck or mock turtleneck shirts may be worn under the school uniform shirt or blouse during extremely cold weather; <b>the shirts cannot have a logo on the neckline.</b></li> <li>• Shirts and undergarments must be tucked in at all times.</li> </ul>
<b>FLEECE PULLOVERS</b>	<ul style="list-style-type: none"> <li>• The school-approved half-zip, fleece, navy blue pullover is acceptable for K-12. Only monogramming and artwork provided by the company is allowed with the exception of the student's name which may be added after being purchased.</li> <li>• Pullovers may be ordered online and/or at "Spirit Day."</li> <li>• <b>Hooded and front pocket sweat shirts will not be allowed.</b></li> </ul>
<b>WINDBREAKERS/JACKETS/COATS</b>	<ul style="list-style-type: none"> <li>• Nylon, solid, navy blue</li> <li>• Gray or navy liner</li> <li>• Hooded</li> <li>• Zipper front</li> </ul>
<b>SWEATER (Outerwear)</b>	<ul style="list-style-type: none"> <li>• Solid white or navy, plain weave, V-neck pullover, crew-neck pullover or button down cardigan style</li> </ul> <p><b>* Only the SHS crest is allowed on the top left of the chest of the sweater.</b></p> <ul style="list-style-type: none"> <li>• Must be worn over the school blouse/shirt and cannot be longer than hip length</li> <li>• <b>Only the student's personal official SHS sweater or athletic senior letterman jacket is allowed during school hours.</b></li> </ul>

<p style="text-align: center;"><b>JUMPERS (K - 4)</b></p> <p style="text-align: center;"><b>SKIRTS (Grades 5 – 12)</b></p>	<ul style="list-style-type: none"> <li>• 3” from the floor when kneeling</li> <li>• Blue/gold SHS plaid</li> <li>• Loose-fitting</li> <li>• Standard hem</li> </ul> <p><b>*Only navy blue or white shorts <u>should</u> be worn under the skirt.</b></p>
<p style="text-align: center;"><b>SHORTS</b></p>	<ul style="list-style-type: none"> <li>• 3” from the floor when kneeling</li> <li>• Blue/gold SHS plaid</li> <li>• Loose-fitting</li> <li>• Standard hem</li> </ul>
<p style="text-align: center;"><b>PANTS</b></p>	<ul style="list-style-type: none"> <li>• Solid, navy blue – poly/cotton, twill fabric</li> <li>• Pleated or flat front</li> <li>• Loose-fitting and worn at natural waist; <b>hip huggers are not allowed</b></li> <li>• Must have belt loops and worn with a belt</li> <li>• Standard hem</li> <li>• Logos are not permitted on garment.</li> <li>• Exposed pockets/rivets are not permitted.</li> <li>• <b>Pants faded in color and/or containing holes are not permitted.</b></li> </ul>
<p style="text-align: center;"><b>MASS (K – 12)</b></p>	<p>Skirts or jumpers must be worn as described above.</p>
<p style="text-align: center;"><b>MATERNITY</b></p>	<ul style="list-style-type: none"> <li>• Plain, solid navy jumper</li> <li>• Solid white blouse</li> </ul>
<p style="text-align: center;"><b>BELTS</b></p>	<ul style="list-style-type: none"> <li>• Navy, black or brown plain leather</li> <li>• Plain belt buckle</li> </ul>
<p style="text-align: center;"><b>SHOES</b></p>	<p><b>(K – 8)</b></p> <ul style="list-style-type: none"> <li>• Solid white or black athletic shoes <b><u>ONLY</u></b>/ no logos or color on shoes allowed</li> </ul> <p><b>(9 – 12)</b></p> <ul style="list-style-type: none"> <li>• Solid white or black athletic shoes/ <b>no logos or color on shoes allowed</b></li> <li>• <i>Sperry</i> –style “boat” shoes/topsiders, shoes <b><u>do not have to be the Sperry name brand</u></b>, but the “boat” shoe/topsiders must be similar to the Sperry style number <b><u>9155240 and Sahara color for ladies</u></b>.</li> </ul> <p>* “Boat” shoes/topsiders must be worn with socks.</p>
<p style="text-align: center;"><b>HAIR &amp; OTHER ACCESSORIES</b></p>	<ul style="list-style-type: none"> <li>• White, navy, gold, royal blue or SHS plaid</li> <li>• Feather-Hair Extensions are not permitted</li> </ul> <p><b>*Caps, hats, bandanas or sunglasses are not allowed.</b></p>
<p style="text-align: center;"><b>P.E. UNIFORMS (Grades 9 – 12)</b></p> <p style="text-align: center;">*All athletes are required to wear the school-approved PE/”Spirit Pack” shorts during practices.</p>	<p><b>*The physical education t-shirt is the same approved school shirt as worn in previous years.</b></p> <p><b>*Solid navy blue, lined 100% nylon mesh (large honeycomb) 7 – 9- inch inseam shorts are the official, uniform shorts. No heat transfers or embroidered logo on hem leg allowed.</b></p> <p><b>*The shoes required for physical education class are the school-approved solid white or solid black tennis</b></p>



	<p><b>shoes.</b></p> <p><b>*Students are not allowed to leave campus in P.E. uniforms or any attire other than the mandated school uniform.</b></p>
<p align="center"><b>GENERAL REQUIREMENTS FOR GIRLS:</b></p>	<ul style="list-style-type: none"> <li>• <u>Elementary girls</u> are not allowed to wear makeup of any kind. (i.e. fake eye lashes, permanent eye lash extensions, eyelash perming, cosmetic tattooing of any kind, etc.)</li> <li>• <u>High school girls</u> may wear makeup in moderation.</li> <li>• Fingernails must be moderate length. <b><u>Only high school girls are allowed to wear light colors (pastel shades) of nail polish.</u></b></li> <li>• Hair must be well groomed. NO unusual hairstyles or colors accepted.</li> <li>• One set of plain earrings in the lower lobe of the ears may be worn. (Earrings may be gold, silver or a color that compliments the school uniform.) Hoops or dangle earrings are not allowed.</li> <li>• Multiple necklaces are not allowed; students may wear one gold or silver necklace with or without a religious medal. A scapular is acceptable.</li> <li>• Other than the allowed piercing of the lower lobe of the ear, body piercing of any other type is totally unacceptable.</li> <li>• <b><u>Tattoos that are visible at any time are not allowed.</u></b></li> </ul>
<p align="center"><b>TROJAN SPIRIT DAYS (K – 12) BOYS AND GIRLS</b></p>	<p>On “Jean” or “Spirit” days (designated during the school year), the following dress code applies:</p> <ul style="list-style-type: none"> <li>• Blue jean pants (no other colors) are acceptable and must meet the criteria for the style and length stated in the standard dress code. Cut fabric on legs, hems and/or holes are not allowed.</li> <li>• Shirts must be a SHS spirit tee shirt, sweatshirt or SHS group shirt representing the school name, group, mascot, logo and/or crest.</li> <li>• Shirts must be tucked in at all times.</li> <li>• School shoes must be worn.</li> <li>• Students choosing not to participate in the special day must wear the official school uniform.</li> </ul>

## BOYS

Item	Appearance
<b>SHIRTS (K – 12)</b>	<ul style="list-style-type: none"> <li>• Solid white, knit collared short or long sleeve with SHS crest on left chest</li> <li>• Solid white, long or short sleeve, dress button front oxford cloth with SHS crest</li> <li>• Only plain, solid white t-shirts may be worn under the uniform shirt; logos, symbols, or writing on the shirt are not permitted</li> <li>• Long sleeve, solid white turtleneck or mock turtleneck shirts may be worn under the school uniform shirt <b>during extremely cold weather</b>; <b>however</b>, no logo or writing on neckline will be permitted.</li> <li>• <b>Shirts and undergarments must be tucked in at all times.</b></li> </ul>
<b>FLEECEPULLOVERS</b>	<ul style="list-style-type: none"> <li>• The school-approved half-zip, fleece, navy blue pullover will be acceptable <b>for <u>high school and elementary students</u></b>. Only monogramming and artwork provided by the company is allowed.</li> <li>• The fleece pullovers may be ordered online and/or at “Book Fee Day.”</li> <li>• <b>Hooded and front pocket sweat-shirts will not be allowed.</b></li> </ul>
<b>SWEATER/LETTERMAN JACKET (Outerwear)</b>	<ul style="list-style-type: none"> <li>• Solid white or navy, plain weave V-neck or crew-neck pullover</li> </ul> <p><b>* Only the SHS crest is allowed on the top left of the chest of the sweater.</b></p> <ul style="list-style-type: none"> <li>• Must be worn over the school shirt and cannot be longer than hip length.</li> <li>• <b>Only the student’s personal official SHS sweater or athletic senior letterman jacket is allowed during school hours.</b></li> </ul>
<b>WINDBREAKERS/JACKETS/COATS</b>	<ul style="list-style-type: none"> <li>• Nylon – Solid, dark navy blue</li> <li>• Gray/Navy liner</li> <li>• Hooded/Zipper front</li> </ul> <p><b>(Grades 9 – 12)</b></p> <ul style="list-style-type: none"> <li>• School-Approved Navy Jacket</li> </ul>
<b>SHORTS (K – 12)</b>	<ul style="list-style-type: none"> <li>• 3” from the floor when kneeling</li> <li>• Solid navy blue – poly/cotton twill fabric</li> <li>• Pleated or flat front</li> <li>• Exposed pockets/rivets are not permitted</li> <li>• Loose-fitted and worn at natural waist</li> <li>• Must have belt loops and worn with a belt</li> <li>• Standard hem</li> </ul>

<p style="text-align: center;"><b>PANTS</b></p>	<ul style="list-style-type: none"> <li>• Solid navy blue – poly/cotton twill fabric</li> <li>• Pleated or flat front</li> <li>• Exposed pockets/rivets are not permitted</li> <li>• Loose-fitted and worn at natural waist</li> <li>• Must have belt loops and worn with a belt</li> <li>• Standard hem</li> <li>• Logos are not permitted on garment.</li> <li>• <b>Pants faded in color and/or containing holes are not permitted.</b></li> </ul>
<p style="text-align: center;"><b>MASS (K – 12)</b></p>	<ul style="list-style-type: none"> <li>• Pants only</li> </ul>
<p style="text-align: center;"><b>BELTS</b></p>	<ul style="list-style-type: none"> <li>• Navy, black or brown plain leather</li> <li>• Plain belt buckle</li> </ul>
<p style="text-align: center;"><b>SOCKS</b></p>	<p><b>(K – 12)</b></p> <p><b>Students in grades K-12 may order and wear the school-approved ankle socks as part of the school uniform <u>if an ankle sock is worn.</u></b></p> <ul style="list-style-type: none"> <li>• Solid white, black or navy blue crew or knee socks <b><u>ONLY.</u></b></li> <li>• <b>“No-show” socks are not permitted.</b></li> </ul>
<p style="text-align: center;"><b>SHOES</b></p>	<p><b>(K – 8)</b></p> <ul style="list-style-type: none"> <li>• White and black athletic shoes <b><u>ONLY</u></b></li> <li>• Penny loafers or <i>Sperry</i>-style “boat” shoes/topsiders are not permitted.</li> </ul> <p><b>(9 – 12)</b></p> <ul style="list-style-type: none"> <li>• White or black athletic shoes</li> <li>• <i>Sperry</i>-style “boat” shoes/topsiders, shoes <b><u>do not have to be the Sperry name brand,</u></b> but the “boat” shoe/topsiders must be similar to the <i>Sperry</i> style number <b><u>0197640 and Sahara color for men.</u></b></li> </ul> <p>* “Boat” shoes/topsiders must be worn with socks.</p> <ul style="list-style-type: none"> <li>• White or black athletic shoes will be permitted with P.E. uniform.</li> </ul>
<p style="text-align: center;"><b>CAPS, HATS, SWEATBANDS and BANDANAS</b></p>	<p style="text-align: center;">Not permitted</p>
<p style="text-align: center;"><b>P.E. UNIFORMS (Grades 9 – 12)</b></p> <p>*All athletes are required to wear the school-approved PE/“Spirit Pack” shorts during practices.</p>	<p><b>*The physical education t-shirt is the same approved school shirt as worn in previous years.</b></p> <p><b>*Solid navy blue, lined 100% nylon mesh (large honeycomb) 7 – 9-inch inseam shorts are the official uniform shorts. No heat transfers or embroidered logo on hem leg allowed.</b></p> <p><b>*The shoes required for physical education class are the school-approved solid white or solid black tennis shoes.</b></p> <p>*Students are not allowed to leave campus in P.E. uniforms or any attire other than the mandated school uniform.</p>

## GENERAL REQUIREMENTS FOR BOYS:

- Must be clean-shaven each day and sideburns no longer than the ear lobes. Mustaches or beards are not allowed.
- Hair must be neatly trimmed with the entire ear exposed, and the length may not touch the top of the shirt collar in the back. Adding gel-type substances to the hair to disguise the length will not be allowed.
- Bangs must be above the eyebrows when brushed forward.
- No unusual or distracting hairstyles are acceptable.
- Coloring or highlighting hair is not allowed.
- Wearing earrings or posts at school or at any school functions are not allowed.
- Tattoos that are visible at any time are not allowed.
- Body piercing of any type is totally unacceptable.
- Multiple necklaces are not allowed. Students may wear one gold or silver necklace with or without a religious medal. A scapular is acceptable.
- One bracelet per arm and one ring per hand are acceptable.
- Makeup and/or colored fingernails are not acceptable.

**\*Theme Day Policy:** Theme days are those days designated as special dress-up days which correspond to a pre-approved theme. These days usually occur (but not limited to) the week of Homecoming. Students are expected to dress according to the designated theme, dress modestly and in a respectful manner while following all guidelines, which will be announced prior to the day.

The Administration reserves the right to make a final decision on any of the above items. The Administration is the final word on the acceptability of any dress or grooming matter. Students in violation of the dress code may be asked to remove the offending item or be sent home to change. If the student is removed from school, he/she must remedy the problem to the satisfaction of the Administrator before being allowed back in school. Furthermore, the student is considered as having an unexcused absence for the time he/she spends away from school resolving the dress code issue.

## **DRESS CODE FOR THE 8<sup>TH</sup> GRADE PROMOTIONAL MASS AND HIGH SCHOOL FUNCTIONS**

### **EIGHTH GRADE PROMOTIONAL MASS**

- Eighth Grade Promotional Mass will take place at the end of May at Sacred Heart Church.
- Eighth Grade Promotional Mass attire (gowns) is included in book fees.

### **GIRLS' DRESS ATTIRE**

- The dress attire under the gown is the school uniform with black shoes.

### **BOYS' DRESS ATTIRE**

- The dress attire under the gown is a white, button-down shirt, tie and dress shoes. **Tennis shoes are not allowed.**

## **SACRED HEART HIGH SCHOOL FUNCTIONS**

**Sacred Heart School presentations and dances are events that reflect the philosophy of our school and the teaching of the Catholic Church. Among our most important consideration is adherence to Church teachings regarding modesty.**

*According to the Catechism of the Catholic Church, "Purity requires modesty. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is order to chastity to whose sensitivity it bears witness... Modesty is decency. It inspires one's choice of clothing. It is discreet... It keeps silence or reserve where there is evident risk or unhealthy curiosity. It is discreet... Teaching modesty of children and adolescents means awakening in them respect for the human person."*

In accordance with these teachings, **all students must wear their school uniform when attending (but not limited to) Trojan Scholars, National Honor Society and Praise Team Inductions, Athletic Awards and Blessing of the Ring Ceremonies.**

**Sacred Heart School also sets forth the following guidelines for our students and their dates when attending dances:**

### **HOMECOMING**

#### **GIRLS**

- The attire must be considered Church attire/"dress clothes."
- The neckline of a dress/top must be cut in a modest way. No plunging neckline and/or cleavage is allowed. Spaghetti-strap dresses or strapless dresses **are not** allowed.
- When standing, a shirt or skirt/dress must be no shorter than four inches from the top of the knee.
- Slits of a dress/skirt may be no higher than the knee. Slits in an above-the-knee dress/skirt may be no higher than four inches from the knee.

## BOYS

- The attire must be considered Church attire/“dress clothes.”
- Dress pants with belts (Blue or colored jeans are not allowed.)
- Dress shoes
- Dress shirt

## COTILLION

### GIRLS

1. The neckline of a dress, top or gown must be cut in a modest way. No plunging neckline and/or cleavage is allowed. Spaghetti-strap dresses or strapless dresses are allowed **as long as they are not low cut.**
2. The bodice of the dress cannot have **any** fabric “cut outs.” **This includes openings covered with net-like or see-through fabric.**
3. **The cut of the dress in the back must not be below the bra line.** In the case of **lacing in the back, lace must not be more than four inches in width.**
4. The navel is not allowed to show.
5. When standing, the skirt/dress must be no shorter than four inches from the top of the knee.
6. Slits in a formal (long) dress/skirt may be no higher than the knee. Slits in an above-the-knee dress/skirt may be no higher than four inches from the knee.
7. Only Sacred Heart Senior girls are allowed to wear a white gown.

### BOYS

The dress attire is the same as Homecoming with the following exceptions:

1. A tie is required for grades 9-11.
2. A tuxedo, which is voted on by the Sacred Heart Senior boys, is required for the Seniors boys and underclassmen participating in the Cotillion Waltz. **Only these Sacred Heart students are allowed to wear the selected tuxedo.**

### GUESTS

Female guests are not allowed to wear white gowns. Male guests may wear a tuxedo **only if** accompanying a Senior girl; however, the tuxedo may not be the same style as the one chosen by the 12<sup>th</sup> grade boys.

**If a Sacred Heart student or guest does not adhere to the dress code, he/she will not be allowed to enter the event. Sacred Heart Seniors will not be allowed to participate in the Cotillion promenade and dance.**

### **BACCALAUREATE AND COMMENCEMENT EXERCISES**

All graduating Seniors are required to report to the gym at this time and remain on campus until dismissed. The students are required to wear their school uniform and adhere to the school dress code while in attendance. The administration reserves the right to dismiss any student from the practice if he/she is in violation of school rules. **Any student who does not attend graduation practice or is asked to leave will NOT be allowed to take part in the Mass and exercise.**

The dress code for the Baccalaureate Mass and Commencement Exercise is as follows: **female graduates** are required to wear a dress or skirt and black shoes according to the dress code policy. Shoes should be easy to walk in and comfortable enough to wear for an extended period of time. **Male graduates**, on the other hand, are required to wear dress pants, button-down shirt, tie and dress shoes. **Tennis shoes are not allowed, and ties are mandatory.**

### **HIGH SCHOOL DANCES**

In accordance with the aim of providing students at Sacred Heart School with the opportunity for social activities on a school level, dances held at Sacred Heart are directed toward wholesome and proper recreation for young people who are of high school age. Admittance to school dances is based on the principle that those attending are rightfully under the authority of the school and can be made to adhere to all or any of the school rules deemed appropriate for such functions. Therefore, admittance to all Sacred Heart School dances will be for Sacred Heart students and their dates.

**Students and/or their dates will not be allowed to leave before the dance ends unless personally signed out by a parent for an emergency.** The student must leave with the parent at the time of the sign-out. Any student and/or date leaving any dance (after signing out or after being signed out by parent/guardian) will **not** be allowed to return to that dance later.

#### **Rules for Students:**

- 1. Students must attend must attend the previous full day of school in order to attend the dance the following night.**
2. Students who are serving a suspension during the time of the dance will not be allowed to attend the next school dance.
3. Students are to enter the dance promptly when arriving onto campus. Loitering in the parking lot will not be permitted.
4. Smoking, use of any tobacco and/or drinking will not be allowed at any school function.
5. Food and/or drink will not be brought into the dance.
6. No student should have possession of alcohol on the school grounds and/or consumed alcohol prior to a dance or other school activity. All students and their dates are subject to various tests for alcohol use before admittance to,

during, and after dances or other school activities.

7. Students attending any school function cannot violate any school rule that they would have to adhere to during regular school hours.
8. If in the judgment of the chaperon(s), anyone is found to be intoxicated, in possession of alcohol or any other drug, they will refer to the alcohol and drug policies in this handbook to determine their actions.
9. Students must wear appropriate attire as stated in the handbook.
10. Inappropriate displays of affection are not allowed at dances.
11. If a student or his/her date's conduct merits removal from the dance or social function, the parent/guardian of the child will be notified. After the parents are notified, the child will remain at school until his/her parents arrive.
12. All dances are for Sacred Heart students and their dates only. However, elementary and/or junior high students from Sacred Heart or any other school may not attend any high school dance.
13. Anyone who is not a Sacred Heart student must comply with all rules, as As is expected of all Sacred Heart students.

### **PROCEDURES FOR CHAPERONES**

1. A member(s) of the Administration and/or faculty will attend each function to be in charge and assist the chaperones.
2. Chaperones will have the authority to enforce all rules as designated.
3. For each particular function, there will be an adequate number (determined by the Administration) of chaperones.
4. Chaperones will be stationed at all exits of the gym, near the restrooms and will meet 30 minutes before the scheduled event.

### **SPRING COTILLION RULES**

1. The Cotillion Tea will begin at 4:30 p.m. and end at 6:00 p.m. (on the day of the event)
2. The Cotillion Presentation will begin at 6:30 p.m. with the senior line-up at 6:15 p.m.

**Students will be subject to a breathalyzer test upon arrival at the gym for the Cotillion Presentation.**

3. **Students attending the presentation will not be allowed to leave until the end of the dance unless checked out personally and accompanied by a parent.**
4. Individual pictures will be taken, the DJ will set up the equipment and the gym will be prepared for the dance between 8:00 and 9:00 p.m. **Students are not allowed to leave during this time.**
5. The DJ hired for the dance will play from 8:00 until 11:00 p.m.
6. Students must comply with all rules for Sacred Heart School social functions.



# CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES \_\_\_\_\_

Extracurricular and co-curricular activities are provided by Sacred Heart School to appeal to the interests, talents and needs of the student body. Each student is encouraged to participate in these activities for his/her own enjoyment and development. These after-school activities are numerous and varied. Organizations and clubs include participants in academic activities and projects, literary work, community service projects and school spirit. In order to become a member of any organization, a student must contact the sponsor of that group.

Co-curricular activities are those activities that are relevant, supportive and an integral part of the course of study and school life in which the student is enrolled. These activities are crucial to Sacred Heart's commitment to the academic, social and emotional well-being of our students and is under the supervision and coordination of the school instructional staff.

Sacred Heart School is proud to offer an array of opportunities for our students to explore their talents and interests in various areas.

## RELIGIOUS OBSERVANCES

School extracurricular and co-curricular activities are prohibited on Sunday, unless approval is requested and granted by the Diocesan Superintendent. Requests for exemptions to the Sunday rule must be made through the Administration.

## ELIGIBILITY FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Extracurricular and Co-Curricular activities are provided for all Sacred Heart School students who meet the rules and regulations as established by **each club/organization**. School rules include the following:

- Student must pass at least 6 classes **and** maintain a minimum of a 2.0 GPA each 6 weeks grading period.
- If a student becomes ineligible, he or she may regain eligibility at the next "grading period" if he/she brings his/her GPA up to a minimum of 2.0 and has passed a minimum of 6 classes.
- Any student who has an "F" average in one or more classes **cannot leave school early for an extracurricular activity if such departure results in the student missing the class(es) in which he/she has an "F"**. The student may leave school early for extracurricular activities once the "F(s)" has/have been brought up to a passing grade at the end of the grading period.

The above requirements are the minimum established by the school.

## **RULES FOR CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

1. High school students cannot participate in an athletic or any other school-sponsored event, program or activity if he/she is not in attendance the entire day of the event (This includes practices, try-outs and/or games). The student may leave and return to school on the same day for a doctor's appointment; however, the appointment slip must be presented to the front office before the student returns to class that day.

2. Students represent Sacred Heart School at all times, especially when they are wearing school, sport or any type of club uniform; therefore, no student is to remain in any establishment, home or domain where alcohol and/or drugs are being consumed. Sacred Heart students must leave the premises immediately or will be considered as a willing participant in conduct in violation of school policy and rules. This means that a student cannot knowingly ride in a vehicle with another student who has alcohol, tobacco products and/or any illegal substance in the vehicle.

3. Any student who is a repeat offender in violation of tobacco and/or alcohol possession or consumption will be removed from the team, squad, club and/or organizations permanently.

4. Students will fully cooperate with the school Administration and sponsor/adviser.

5. Instructions given and rules presented verbally by the school sponsor, adviser, coach and/or school Administration are as binding as any which were previously presented in writing. Therefore, a change or clarification of a rule verbally stated is binding from the time it is stated. It is the student's responsibility to be aware of all rules and instructions where that student is in attendance or absent from a called meeting.

6. A violation of a rule in the *Parent and Student Handbook* by a student puts that student's position on any squad, club or organization in jeopardy.

## **HOMECOMING COURT**

To be eligible for the Sacred Heart School Homecoming Court, a Senior girl must have **20 or more credits**, an overall **2.0** grade point average or above to date, **passing 6 of 7 subjects currently enrolled**, have an excellent discipline record and must have been a member of **at least one** of the following football-related groups/teams **for four (4) years**:

- Pep-Squad, including squad leader
- Cheerleader/Mascot
- Dance Line
- Drum Line
- Football Trainer
- Football Statistician

In the event a student transfers to Sacred Heart from another school during her high school career and is eligible according to the guidelines stated above, the previous

school attended must confirm that she was involved in a football-related group/team while enrolled at that particular school if such a position/group/squad was offered.

**\*NOTE:** The total number of court members, including the queen, will be no more than 11 members. A Homecoming Court Committee made-up of the Administration and three faculty members will review the qualifications of the candidates and makes a ballot. The court is chosen from a ballot composed of the Senior girls, who qualify according to the above guidelines and is selected by the Senior class and varsity (Sophomores, Juniors and Seniors) football players. Once the court has been selected, the queen will then be voted upon by the Senior class which includes the Senior football players. The Administration will tally the votes of the Court. In the event of a tie for members of the Court and/or queen, the candidate who has participated in the most extra-curricular activities will break the tie. The Court is then announced by the administration to the student body. The Homecoming Queen will be crowned during the half time presentation of the Homecoming football game.

## **ACADEMIC**

### **National Honor Society Moderator: Wanda Joubert**

The objective of the Sacred Heart High School National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and develop character in the students of Sacred Heart High School. The National Honor Society membership is by invitation only for 10<sup>th</sup> -12<sup>th</sup> grade students and includes a membership fee of \$5.00. Upon invitation, students must apply for membership. Academic criteria for invitation to membership include that students maintain a minimum 3.4 cumulative average. Students who qualify academically are admitted on the basis of their conduct, character, leadership, service and teacher recommendations. Members are chosen by a faculty committee.

### **Speech and Literary Rally Competitions Moderator: Sadie Fontenot**

Any student that has been selected and agrees to participate in District Rally must attend Rally and take the appropriate test. If that student qualifies for State Rally, the student must attend state rally. Any student who does not attend rally will be subject to disciplinary action by the school. **State participants must purchase a state literary rally t-shirt.**

### **Varsity and Quiz Bowl Team Moderator: Jeanite Fontenot**

The objective of the varsity and junior varsity Quiz Bowl Teams is to allow students to participate in academic competition. Membership for the Quiz Bowl Teams is by invitation only and a membership fee of \$15.00.

## **ATHLETICS**

### **Baseball Head Coach: Gary Ashworth**

The Trojan baseball season begins in mid-February but practice starts in early January. The season consists of district and non-district games. The school follows its own sportsmanship code that incorporates Catholic values into the athletic program. Tryouts are held for the varsity and junior varsity teams.

## **Basketball**

**Boys' Head Coach: Chris Rider**

**Girls' Head Coach: Megan Granger**

The school's basketball program has separate teams for both boys and girls with tryouts for each: varsity and junior varsity. Each team has a head coach and plays a complete schedule of games. Teams use the gymnasium for practice, the weight room for strength training, and the track for conditioning. The school follows its own sportsmanship code that incorporates Catholic values into the athletic program. The season begins in October, but conditioning starts in August.

## **Cross Country**

**Head Coach: Stephanie Fontenot**

Sacred Heart High School has both girls and boys' cross country teams. Tryouts for the teams are in early August, but the season begins in September. Team positions are determined by performance and thus, may change throughout the season. Teams compete for district and state championships.

## **Football**

**Head Coach: Josh Harper**

Conditioning begins with mandatory, summer work-outs with the official football season beginning with practice in early August. The season consists of district and non-district games. The school follows its own sportsmanship code that incorporates Catholic values into the athletic program. All SHS student athletes are given copies of this code, and all members of the SHS family are encouraged to do everything possible to promote good sportsmanship at all school events.

## **Golf**

**Head Coach: Robert Launey**

The golf team's official season begins in early spring.

## **Rodeo Club**

**Moderator: Stephanie Fontenot**

The Rodeo Club is a premier youth organization promoting good conduct and sportsmanship, academic achievement, and America's Western Heritage. Membership is open to any 6<sup>th</sup> – 12<sup>th</sup> grade Sacred Heart School student and will be expected to pay a membership fee of \$5.00.

## **Softball**

**Head Coach: Megan Granger**

The softball season begins in mid-February, but practice begins in early January. The season consists of district and non-district games.

## **Tennis**

**Head Coach: Scott Parks**

Sacred Heart High School has both girls and boys' tennis teams. Tryouts for the squads are in early January. Playing positions are determined by performance and thus, may change throughout the season. Teams compete for regional and state championships.

## **Track and Field**

**Coaches: Josh Harper and Kevin Daigle**

Sacred Heart High School has both girls and boys' track and field teams. Tryouts for the teams and events are in early January. Team positions and individual events are

determined by performance and thus, may change throughout the season. Teams and individual events compete for regional and state championships.

## **FINE ARTS**

### **Choir**

#### **High School Moderator: Lydia Trahan**

The Sacred Heart School Choir is offered to students in grades 5 – 12 and is committed to providing excellence in music education and performance in school masses, the school's Christmas programs and other school ceremonies and events such as Sunday Mass.

## **LITERARY**

### **Yearbook Staff**

#### **Moderator: Stacey Mire**

Each member of the yearbook staff is required to follow his/her job description according to his/her position on the staff. Yearbook staff members must have skills in technology, be willing to proofread and edit writing, know the style, layout and format of the pages in the yearbook, able to take photographs and the ability to handle the pressure of meeting deadlines while working cooperatively with others.

## **SERVICE CLUBS**

### **4 – H**

#### **Moderator: Dorie Ardoin**

The 4-H Club is available for students ages 9-19 and is administered through the LSU Agricultural Center with a membership fee of \$5.00. 4-H helps youth grow into strong citizens through club and community activities; congenial neighbors through wholesome companionship in club and community; skilled and responsible adults through project work; well-trained individuals through wise guidance in varied experiences; cooperative family members through 4-H family events. Club members participate in a variety of activities to provide education and fun while developing character, leadership and skills.

### **Future Business Leaders of America (FBLA)**

#### **Chapter 5015**

#### **Moderator: Nicole Sonnier**

The chapter mission of Sacred Heart High School Future Business Leaders of America is to encourage and teach teamwork, fair business practices, communication skills and provide tools to build effective business leaders for our future. The membership yearly dues are \$25.00 and membership is open for students in grades 9 – 12.

### **Interact Club**

#### **Moderator: Kimberly Lejeune**

The Interact Club is a self-governing and financially independent club open to any Sacred Heart High School students between the ages of 14 – 18, sponsored by the Ville Platte Rotary Club with an annual membership fee of \$10.00. The Interact Club provides support and guidance to students through the development of leadership skills while carrying out service projects.

### **Student Council**

#### **Moderator: Denise Fontenot**

Sacred Heart School

The purpose of the Student Council is to act as liaison and create unity among students, the administration, faculty, clubs and community by establishing communication channels. The Student Council shall coordinate and evaluate all school clubs. It shall promote school spirit, positive club interaction and encourage an attitude of Christian values based on our school's philosophy.

## **SPIRIT GROUPS**

### **Dance Line**

**Sponsor: Rachel Doucet**

**Choreographer: Misty Arnold**

Tryouts for the Sacred Heart Dance Line are held during the spring for 10<sup>th</sup> – 12<sup>th</sup> grade girls. In partnership with the football cheerleaders, the Dance Line is essential in visually promoting school pride, leadership, responsibility and dedication while supporting the football team. The members of Dance Line perform at pep-rallies and during half-time for football games.

### **Drum Line**

**Sponsor: Maxine Manuel**

The Sacred Heart Drum Line is an organization dedicated to teaching young musicians the technical, artistic and fundamental aspects of music and is designed for students with advanced levels of instrumental musical training. The drum line is an important part of the school in which it plays and performs at school, football games, as well as other sporting events.

### **Football Cheerleaders**

**Sponsors: Virginia Bertrand and Dawn Shipp**

Girls, in grades 10 – 12, who have served one year in pep-squad, are eligible to try-out for football cheerleader. Cheerleaders are athletes who lead the cheers for pep-rallies and games, perform in pom-pom routines, create the agenda for the pep-rallies which are approved by the Administration and create banners for the school and football games as a means of motivating the faculty, student body and Trojan fans while partnering with other spirit groups to promote school spirit.

### **Pep Squad**

**Sponsor: and Rita Deville**

Girls in grades 9 – 12 are eligible to be members of the Sacred Heart High School Pep Squad. The primary goal of every individual in this organization is to exemplify and enhance the true meaning of Trojan pride at Sacred Heart School while supporting the football team and promoting school spirit. Membership on the pep-squad is a tremendous honor and privilege with many responsibilities of which often require personal sacrifices to be made for the benefit of the squad, the Athletic Department and the school.

## **SPIRITUAL GROUPS**

### ***Come, Lord Jesus!***

**Religion Administrator: Anne-Christine Jagneaux**

*Come, Lord Jesus!* is a program committed to forming small Catholic faith communities. The program follows a well-defined, balanced structure for spiritual formation based on the recommendations of the Second Vatican Council. The program centers around four basic elements -- PRAYER, SCRIPTURE, EUCHARIST and CHRISTIAN COMMUNITY

-- elements inspired by the Holy Spirit and practiced in the early Church (Acts 2:42). The primary mission of the program is to help members to be transformed into the very image of Christ, who is Love.

### **F.O.U.N.D. Project**

The F.O.U.N.D. Project was established for the purpose of bringing each member into the light of Christ through prayer and community recreation. The main goals are

1. To bring others to Christ and His Kingdom
2. Sharing the fruits and graces from Him and the saints
3. Strong devotion to Our Blessed Mother
4. Strengthening the primary vocation (holiness)
5. Finding our secondary vocation (God's true calling)
6. Deepening our prayer life
7. Building up the ministry
8. Knowing Christ

The meetings are conducted every other week and include Bible Study, recitation of the Holy Rosary, recreational/entertaining activities and food and beverages. The annual dues are \$5.00.

### **Praise Team**

**Sponsor: Laura Daire and Lydia Trahan**

**Choreographer: Mrs. Lynn Landreneau**

Praise team members present dance, which flows out of the music and lyrics to enhance the students' prayer and worship experiences. A panel of impartial university dancers selects the Sacred Heart School Praise Team members annually. To be a member, girls in grades 10 – 12 must maintain a 2.0 average and adhere to the rules set forth by Sacred Heart School. The members perform for approximately six religious events throughout the year.

## **ELEMENTARY ORGANIZATIONS, TEAMS AND PROGRAMS**

- 4-H Club (Grades 4 – 8)
- Baseball (Grades 5 - 8)
- Basketball (Grades 6 - 8)
- Cheerleaders (Grade 8)
- Choir (Grades 5 – 8)
- Cross Country (Grades 7 and 8)
- Football (Grades 5 - 8)
- Junior National Honor Society (Grades 7 and 8)
- "Little Buddy Adoption" (Grades K and 8)
- Rodeo Club (Grades 6 – 8)
- Softball (Grades 6-8)
- Track (Grades 7 and 8)

## **7<sup>TH</sup> AND 8<sup>TH</sup> GRADE ATHLETIC ELIGIBILITY**

**7<sup>th</sup> and 8<sup>th</sup> grade student athletes, managers and/or cheerleaders must follow the academic guidelines as stated:**

to be eligible for the first semester of the school year and participate in or try out for a Sacred Heart School team and/or cheerleading squad, a student shall have earned at least six (6) classes from the previous school year, which shall be

listed on the student's report card and shall have earned a "C" average when considering all "graded" subjects. Sacred Heart school recognizes a "C" average as a 2.0 in a 4.0 quality point system (4.0 – A, 3.0 – B, 2.0 – C and 1.0 – D). To be eligible for the second semester of the school year, a student shall pass at **least 6 subjects from the first semester.**

**7<sup>th</sup> and 8<sup>th</sup> grade students who do not meet this minimum requirement cannot participate in Sacred Heart's athletic competition.**

**The Administration also has the discretion to remove a student from an extracurricular and/or co-curricular activity because of inappropriate behavior.**

The rationale for adding the behavior criterion to the athletic eligibility is as follows:

1. Membership on school teams and the cheerleading squad are desirable positions, and due to the fact that Sacred Heart Elementary has a wealth of talented students, unfortunately some are not chosen for these limited number of positions. The positions should not only be given to students who are athletically talented, but also well-behaved, respectful and obedient.
2. Participation in extracurricular and co-curricular activities is a privilege, not a right of a student. Students who seek leadership status in the school must model a Christian attitude, good behavior and be a worthy representative of the school at all times.
3. The athletic program of the school is important, but like all extracurricular and co-curricular activities, are only a small part of the total school. The elementary athletic program has value only as it seeks to support the mission of the school and goals of the athletic program which read:

The mission of Sacred Heart School is to teach doctrine and academics, to build community and to serve in a manner that instills morals, ethics and the values found in the Gospels of Jesus Christ.

The goal of the Sacred Heart School Athletic Program at the elementary and high school levels is to develop discipline, character and a love of God. All other goals must fall within these parameters.

## **HIGH SCHOOL ATHLETICS** \_\_\_\_\_

Working with each student's academic program, Sacred Heart's Department of Athletics seeks to make the Sacred Heart student a well-rounded individual. Athletic eligibility is in compliance with LHSAA (*Louisiana High School Athletic Association*) *Scholastic Requirements*. According to LHSAA,

*to be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous school year, which shall be listed on the student's transcript and shall have earned a "C" average as determined by the Local Education Authority when considering all "graded" subjects. To be eligible for the second semester of the school year, a student shall pass at least 6 subjects from the first semester.*



\*\*Sacred Heart school recognizes a “C” average as a 2.0 in a 4.0 quality point system (4.0 – A, 3.0 – B, 2.0 – C and 1.0 – D).

**Students who do not meet this minimum requirement cannot participate in Sacred Heart’s athletic competition.**

**AUDITIONING FOR EXTRA-CURRICULAR ACTIVITIES**

Students who are willing to audition for an extra-curricular activity must be presently attending Sacred Heart School. This policy applies to all extra-curricular activities with the exception of those governed by the Louisiana High School Athletic Association. (POLICY ADOPTED BY THE SACRED HEART SCHOOL BOARD IN JUNE, 1996)

**ATHLETIC CODE OF CONDUCT**

Sacred Heart School is a member of the *Louisiana High School Athletic Association* and is classified as a 1A school for athletic competition. The school follows the rules and regulations of the *LHSAA*. In addition, the school follows its own sportsmanship code that incorporates Catholic values into the athletic program. All SHS student athletes are given copies of this code, and all members of the SHS family are encouraged to do everything possible to promote good sportsmanship at all school events.

**Even when officiating, coaching, participating and scheduling may not appear to conform to an individual student, teacher and/or parent’s preferences, SHS fans and students are urged to demonstrate Christian sportsmanship, patience and fair play.**

**ATHLETIC LETTERMAN JACKET POLICY**

MAJOR SPORTS	REQUIREMENT
Football	4-year participant or when athlete letters
Basketball	4-year participant or when athlete letters
Baseball	4-year participant or when athlete letters
Softball	4-year participant or when athlete letters
MINOR SPORTS	REQUIREMENT
Tennis	4-year participant
Golf	4-year participant
Swimming	4-year participant (if sport is offered)
Track	4-year participant
Cross Country	4-year participant
Football Manager/Trainer	3-year participant (must include Senior year)

\*Athletes are eligible for a jacket if he/she participates in a major sport for 4 years or if he/she “letters” as a Freshmen or Sophomore in a major sport, he/she will become eligible his/her Junior year.

\*Athletes who are eligible to receive a jacket have the option of leather sleeves. **Eligible Football Managers/Trainers, however, must order wool sleeves.**

**FUNDING OF THE LETTERMAN JACKET**

- Parents are required to pay the full amount of the jacket.

## **PATCH POLICY AND ATHLETIC FUNDING**

Athletic funds will pay for the following patches:

- Athletic team wins a State Championship
- Athlete is voted All-State in any sport
- Athletic team wins a District Championship (Example: Softball team wins the district championship and goes on to win the state championship, Booster Club funds will pay for one patch, not both)

**\*All individual patches will be paid by parents. (Example: All-District shortstop, All-District Linebacker, District Champion 3200 meter run)**

## **FUNDRAISING, PROJECTS AND TRIPS**

All fund raising and other activities, trips, projects, etc. must be approved by the Administration. They will also be chaperoned and directed by members of the faculty. All adult volunteers must be current with Safe Environment certification. All monies collected must be deposited into the school account, and expenditures must be cleared with the Administration.

# **SOCIAL NOTES AND PRESENTS** \_\_\_\_\_

## **INVITATIONS TO PARTIES**

Students are **not** to bring invitations or presents for private parties to school for distribution.

## **SCHOOL PARTIES**

All elementary grades have a religious celebration the day before dismissal for the Christmas holidays. There are no Halloween or Easter parties at school. Other small treats are arranged for elementary students throughout the year for special achievements. Parents should not send food or treats for the children without checking with the child/children's teacher. Birthday parties are not allowed at school.

## **PRESENTS OR FLOWERS FOR STUDENTS**

Gift giving among K-12 students is not allowed. The school discourages exclusive boy-girl relationships at school. No boy or girl is to bring a present for a "girlfriend" or "boyfriend" at Christmas, Valentine's Day or any other occasion. Parents or friends are not to send birthday or other presents, food gifts or flowers to students at school.

## **PERSONAL MESSAGES**

**Except in emergency situations, parents are asked not to call the office to deliver messages to students. Phone-use in the school offices (elementary and high school) will be limited to emergency use only and monitored by office personnel. Arrangements for rides, etc. should be made before school.** The office is a place of business, and personal matters should not interfere with its operation. Delivering messages also interrupts the instructional process in the classroom for all students.

# STUDENT VALUABLES

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Students should not bring expensive toys, electronic games, radios, watches and/or other types of jewelry, etc. to school. These items may get broken, stolen, or damaged. Students are cautioned **not** to bring large amounts of money to school. If students wear eyeglasses, they should keep track of them at all times. Purses, wallets and/or other personal items should be left in lockers during physical education classes. **The school is not responsible for students' personal property.**

## LOST AND FOUND

All loses should be reported to the office immediately. Lost items not claimed by the student are given to the needy.

# SCHOOL-HOME COMMUNICATION

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It is important for parents to be continuously informed about their child/children's progress at school. Therefore, listed below are the ways in which the Sacred Heart School communicates with parents.

## PROTOCOL AND PROCEDURES FOR PARENT COMMUNICATION

In the event parents/guardians have questions/concerns regarding their child, he/she are required to follow protocol as follows:

1. Contact the perspective teacher/coach/faculty member via email, phone conference or scheduling an appointment.
2. In the event the issue has not been resolved within a reasonable amount of time, the parent/guardian may contact the principal via email, phone conference or schedule an appointment by contacting the office.
3. If the issue remains, the parent/guardian may contact the pastor by calling the church rectory during business hours.

## ONLINE COMMUNICATION [www.shsvp.com](http://www.shsvp.com) and *Renweb*

The school seeks to keep parents informed of upcoming events and activities, problems they should be aware of, and the needs of the school. Refer to the hyperlinks on the website for the school calendar of events. Frequent notices, notes from teachers, letters from the Administration and important notices concerning policy or rule clarification or changes are posted on the web page.

Teachers will communicate with parents/guardians informally by emailing, making phone calls and/or sending a note. However, **faculty members will not respond to abusive, impolite or harassing communication.**

## TROJAN TRACKS and WEEKLY NEWSLETTERS

The Sacred Heart School Development Office publishes *The Trojan Tracks* twice a year and a weekly newsletter. The Development Director will notify the faculty as to when information needs to be submitted in order for our school's accomplishments, reminders and future information to be posted.

**K – 12 STUDENTS ARE RESPONSIBLE FOR DELIVERING NOTICES, LETTERS AND OTHER CORRESPONDENCES TO PARENTS/GUARDIANS.**

**ELEMENTARY COMMUNICATION**

1. Grades are posted weekly on *Renweb* for viewing.
2. Each Monday, all students in grades K-4 will bring home an envelope containing test papers and/or grade reports from the previous week. Students in grades 5-8 will review papers from the previous week in class. Parents wishing to view the test papers may schedule an appointment with the teacher.
3. Kindergarten reports will be posted on *Renweb* after the initial six-week orientation period. An evaluation of each student's social, emotional and academic performance will be made available to the parents/guardians each six-week period.
4. Parents/Guardians are encouraged to email their child's teacher or contact the perspective school secretary to schedule an appointment with the teacher to address concerns or need more information on the child's progress.

**HIGH SCHOOL COMMUNICATION**

1. Grades are posted weekly on *Renweb* for viewing.
2. Parents/Guardians are encouraged to email their child's teacher or contact the perspective school secretary to schedule an appointment with the teacher to address concerns or need more information on the child's progress.
3. The principal notifies parents of major discipline issues via phone conference, official discipline referral and/or *Renweb*.

**PARENT INVOLVEMENT**

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**SAFE ENVIRONMENT PROGRAM**

The Diocese of Lafayette requires ALL adults who teach, coach or interact (volunteers, chaperones, substitutes, etc.) with Sacred Heart School students go through an initial Safe Environment Program training, and every year thereafter will renew the continued educational program. The parent/guardian(s) will have to pay for the cost.

**PARENT/GRANDPARENT VOLUNTEERS**

Parent interest in the spiritual, educational, social, sporting and extracurricular activities of the school is vital in developing and sustaining an outstanding school. Parents and grandparents are encouraged to become involved and volunteer their services and talents to the students. Be assured that the interest and assistance of parents and grandparents is both needed and truly appreciated by the faculty, Administration and students.

**COME, LORD JESUS!**

The *Come, Lord Jesus!* parent-volunteer program is committed to forming small Catholic faith communities. The program follows a well-defined balanced structure for spiritual

formation based on the recommendations of the Second Vatican Council. Parents are asked to volunteer one hour each week during the school day to assist our students to be transformed into the very image of Christ. The grade levels participating in the program is determined by the number of parent/community volunteers.

### **FAMILY SERVICE HOUR PROGRAM**

The Family Service Hour Program is designed (1) to create a family atmosphere among Sacred Heart School families and (2) to maintain the school facilities and provide easy management of school activities.

**To accomplish these two goals, each family will be required to provide 15 service hours of work to the school. Four hours may be completed by attending school meetings of the Parent Teacher Club and/or Athletic Booster Club. One service hour will be granted per meeting.** A family must present its work hour sheet at the meeting for validation.

During the years in which *Trojan Day* is scheduled, 5 additional service hours (total of 20 hours) are required of each family to be completed at the annual *Trojan Day* (applies to the years the event is scheduled).

**If a family does not meet the required number of work hours, that family will not be allowed to register its children for the next school year until it pays a fee of \$50.00 per hour owed to the school. If the family of a Senior or 8<sup>th</sup> grader does not meet the hour quota or pay the \$50.00 per hour fee by the day of registration for the current school year, the student will not be allowed to take final examinations and/or participate in his/her graduation/promotional ceremonies.**

The work cycle is for all families. The work cycle will run from the registration deadline to registration deadline. (designated by Sacred Heart School) Work hours must be received and approved before a child is registered for the following school year. The work hour sheets are to be submitted to the elementary or high school office of Sacred Heart School.

The procedure for turning in the work hour sheet is listed below.

1. Complete the sheet with the family and child(ren)'s names, family ID number, the date and project name.
  2. **Acquire validation of time worked. Only a project chairman can validate hours worked.** HOURS WILL NOT BE ACCEPTED WITH IMPROPER VALIDATION.
  3. Validate all hours worked, even if there are more than the required hours. This allows Sacred Heart School to monitor the program.
- Only the immediate members of the family may get credit for the hours worked. The definition of *immediate family* is parents/guardians of the student, grandparents of the student and brothers and/or sisters of the student above 18 years of age who have graduated from high school.
  - A family may exchange materials and/or other laborers for family work hours. A committee of volunteers appointed by the Sacred Heart Advisory Council will determine work hours earned in exchange for material and/or laborers supplied.

- **Families are not allowed to work for other families, transfer hours to other families or carry over hours for the next year.**
- Sacred Heart School will try to provide as much equipment and tools as needed for a project, but it is not responsible for personal equipment or tools used by volunteers.
- Families that do not reenroll their children and do not fulfill the work hour requirements must pay any delinquent fees prior to seeking readmission to Sacred Heart School in the future.
- **Beginning in the 2000 – 2001 school year, if a parent/guardian signs up to perform service hours, he/she must complete the hours. If he/she is unable to do so, he/she must notify the project chairman at least 24 hours in advance or find a substitute to complete his/her hours. If he/she does not work or find a substitute, he/she will be assessed extra hours on an hour-for-hour basis. If a substitute fills in, the substitute gains service hours for him/her, but the parent/guardian does not gain any service hours. By finding a substitute, the parent/guardian relieves him/herself of any penalty.**

## **PUBLICATION POLICY**

Prior to publication, the Administration must review all press releases and news articles.

Prior to publication, all documents produced in the name of Sacred Heart School, i.e., yearbook, newsletter, literary books, sports programs, special events programs, letters must be reviewed by the Administration.

According to the Publication Policy, the Administration must review all letters. Once a copy of the letter has been approved and filed in the Administrative office, mailing labels can be provided.

1. Mail-outs by individual groups of Sacred Heart School, e.g., Advisory Council, Athletic Booster Club, sports, classes, etc. are handled by that group. The Sacred Heart School office staff does not prepare these mail-outs or deliver them to the post office. The postage is paid by the group/club. A purchase order should be completed prior to the mailing. An instruction sheet on bulk mailing (200 or more pieces) can be obtained from the school office. Postage for any club, organization or department will be charged to that account.

## **PARENT-SCHOOL SUPPORT GROUPS** \_\_\_\_\_

### **ADVISORY COUNCIL**

The Advisory Council, as chartered by the Diocese, *serves to advise the pastor/chancellor and operates within the parameters of the policies approved by the Bishop. The primary functions of the advisory council are to develop a budget to provide for the school's financial and physical well-being and growth; to implement a development program incorporating a long-*

*range plan and including active, positive public relations and marketing of the school; and to formulate broad policies for the school.*

## **ELECTIONS**

Resolved, that the election of members of the Sacred Heart Advisory Council shall be held, under the following guidelines, to wit:

1. The Sacred Heart School Advisory Council shall be responsible for the method of election of advisory council members.
2. The election of Advisory Council members shall be held during the last week of April in order to fill vacancies or expired terms for the following year. New members will be seated in May at which the election of officers will take place.
3. Only teachers, parents or legal guardians of children attending Sacred Heart School and individual members of the booster club (1 vote per person per \$55.00 membership) shall be allowed to vote - only one vote per person to avoid duplication. Business members are not allowed to vote.
4. The method of voting shall be solely at the discretion of the Advisory Council.
5. Nominees for the Advisory Council election shall be requested from the PTC and Athletic Booster Club. Each nominee must be a practicing Catholic and a parent or legal guardian of a student at Sacred Heart School.
6. One member shall be a parishioner of Sacred Heart/Queen of All Saints Parish selected by the pastor. The parishioner need not be a parent/guardian of a student at the school.
7. Announcement of Advisory Council vacancies shall be made public during the first week of March. The announcement shall be made by the church bulletin, the local newspaper and correspondence at school.
8. Each nominee shall be required to view the diocesan video describing the role of Advisory Council members.
9. A ballot that votes for more than the number of seats available for election will be excluded.
10. The Advisory Council will handle any questions arising concerning the election. The Advisory Council's decision will be final.
11. The PTC and Athletic Booster Club should specify which persons are nominated to fill a vacancy vs. full term on the Advisory Council.
12. Unexpired terms will be fulfilled until the next annual election by appointment from the pastor with the consultation of the Council.

(ADOPTED 10/24/88, REVISED 4/12/93, REVISED MARCH 1997, REVISED JANUARY 10, 2000, REVISED AUGUST 2010)

## **PARENT-TEACHER CLUB**

The Sacred Heart School Parent-Teacher Club (PTC) is composed of the entire Sacred Heart faculty and all of the parents/guardians of students enrolled at Sacred Heart School. The PTC is not a policy-making organization; it exists to provide support. The PTC works in cooperation with the Sacred Heart Pastor, the Advisory Council and the Administration.

## **RESPONSIBILITIES**

The purpose of the Sacred Heart PTC is:

1. to support the Administration and faculty of Sacred Heart,

2. to inform parents of activities and policies
3. to provide financial assistance through fund-raisers for school projects.

## **ATHLETIC BOOSTER CLUB**

The Athletic Booster Club is composed of all Sacred Heart parents, whom are encouraged to attend scheduled meetings to provide support to the school's athletic department.

### **MISSION**

The mission of the Sacred Heart Athletic Booster Club is to provide the Sacred Heart Athletic Program with adequate funding, volunteer personnel support and positive public relations between our community, supporters, administration and athletic staff in relation to the school's athletics.

## **STUDENTS' PICTURES**

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Throughout the school year, pictures will be taken of student projects and activities across the school campus. Students' pictures will also be taken and may be published on the Sacred Heart School website, LCD monitor in the high school Commons, *Trojan Tracks* and local newspapers. Sacred Heart School reserves the right to use students' pictures for these purposes. Enrollment of a student at Sacred Heart constitutes the consent of his/her parents/guardians for the use of the students' picture in school publications, school Web site and school advertisements in print and broadcast outlets.

## **VISITORS ON CAMPUS**

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### **VISITORS ON CAMPUS DURING THE SCHOOL DAY**

Parents and other interested individuals are always welcome at Sacred Heart School, however, in the interest of safety and efficiency of the school, all visitors must check in at the office. No one is allowed to proceed to classrooms or the gymnasium without first receiving permission from the office by way of a pass or tag to display prominently.

### **VISITORS ON CAMPUS AT EXTRA-CURRICULAR ACTIVITIES**

All parents or visitors to the campus during the regular school day or for any extra-curricular activity must abide by Sacred Heart School policies and laws governing the carrying of firearms or other dangerous weapons, the use of alcohol or other drugs and the use of tobacco products. Possession of firearms, including hunting firearms, is strictly forbidden, except in the case of a law enforcement official. Possession or use of alcohol or drugs is strictly forbidden. Tobacco products are to be used by adults only in designated areas. Law enforcement personnel will remove any visiting student or adult violating these rules from the campus, if necessary.