ACADEMY OF THE SACRED HEART



Middle School Parent/Student Handbook 2026-2027

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HISTORY OF THE ROSARY

In 1800, St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France. In 1818, St. Philippine Duchesne made the initial American foundation at St. Charles, Missouri. The Academy of the Sacred Heart in New Orleans is part of an international network of academic institutions under the sponsorship of the Society of the Sacred Heart.

The Religious of the Sacred Heart arrived in Louisiana in 1818 and established a school in Grand Coteau in 1821, but it was not until 1867 that they opened a school for girls in New Orleans. The school, on Dumaine Street in the French Quarter, was placed under the patronage of Mater Admirabilis and came to be known as "Mater."

In 1887, a second school was opened in the Uptown area of the city. In the previous year, Pope Leo XIII had proclaimed the Rosary as a shield against the enemies of Christ and His Church; hence, the new school was placed under the special patronage of Our Lady of the Rosary and assumed the name of "The Rosary," a title by which the school is still affectionately known by alumnae and students. Both French Quarter and Uptown schools existed simultaneously until 1914, when "Mater" was closed.

On August 1, 2002, the school purchased the property on the corner of St. Charles Avenue and Napoleon Avenue, and in remembrance of the original French Quarter school, it was named the Mater Campus. In 2005-2006, the Mater Campus opened for students enrolled in the Preschool and Primary School (prekindergarten through fourth grade) and in the Little Hearts program (two- and three-year-olds). In 2011, the school opened a new arts and athletics complex. In 2016, the Little Hearts program added a one-year-old program.

GOALS OF THE SCHOOLS OF THE SACRED HEART

The Schools of the Sacred Heart in the United States, members of a worldwide network, offer an education that is marked by a distinctive spirit. It is the essence of a Sacred Heart school that it be deeply concerned for each student's total development—spiritual, intellectual, emotional and physical—and that it emphasizes serious study, that it educates to social responsibility and that it lays the foundations of a strong faith.

The specific goals to which Sacred Heart schools commit themselves to educate are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. A social awareness which impels to action
4. The building of community as a Christian value
5. Personal growth in an atmosphere of wise freedom

of the Sacred Heart operates as an independent school whose authority to govern is granted by the Society of the Sacred Heart and invested in a Board of Trustees. The education it offers is described in the following statement of philosophy and objectives:

- A **Roman Catholic** school which considers faith development integral to its total program and gives priority to the spiritual and moral growth of its community.
- A college preparatory school with a **strong academic program** for one-year-olds through grade twelve which is committed to providing each student with opportunities to recognize and to develop her intellectual gifts as fully as possible.
- A member of an international network of Sacred Heart schools and includes in its education a serious effort to awaken in the school community **a sense of responsibility to build a world of justice, peace, and integrity of creation.**
- A school where care and love of one another are priorities as expressed by the genuine concern for the **personal growth of each person.**
- A **"family school"** in a city where family and tradition are highly valued, which fosters and celebrates relationships marked by respect, affection, compassion, and joy.

CUSTOMS & TRADITIONS

Saint Madeleine Sophie Barat
Madeleine Sophie Barat founded the Society of the Sacred Heart in 1800 in France and sent the Religious of the Sacred Heart to establish schools in America in 1818. She was canonized as a saint in 1925, and her feast is celebrated on May 25th.

Saint Rose Philippine Duchesne
Philippine Duchesne was the first Religious of the Sacred Heart to bring the Society to this country. She stopped in New Orleans in 1818 on her way up the Mississippi River to St. Louis. From there, Bishop Dubourg sent her to St. Charles, Missouri, where she founded the first Sacred Heart school in North America. She was canonized by the Church on July 3, 1988, and her feast is celebrated on November 18th.

Mater Admirabilis
The term means "Mother Most Admirable" and is the title of a representation of Our Lady as a young girl. Pauline Perdrau, a young Religious of the Sacred Heart, painted the original Mater fresco at the Trinità dei Monti, a Sacred Heart convent in Rome. Mater's feast is October 20th and is celebrated annually at the Rosary with solemnity and joy. A senior, chosen by her classmates, represents Mary in a tableau at the traditional Mater Liturgy.

Christmas Baskets
This annual event for students in Preschool through Upper School occurs on the last day before Christmas holidays, and participation is considered both an honor and a serious responsibility for every Sacred Heart family. A special Liturgy highlights the value of personal sacrifice in order to bring Christ's joy to others, and each family provides a basket of food to be given to those in need.

Prize Day
Prize Day is a formal assembly at the end of the school year during which both academic and non-academic awards are given to Middle School and Upper School students. Additionally, the eighth grade is presented for completion of the Preparatory program and twelfth grade is presented as graduates of the Rosary.

Congé
In the traditional Sacred Heart sense, congé is a “holiday at school,” where teachers and students enjoy a day free of study and full of games and other activities. Today, congé has two meanings:

- A grand tradition on a school day that promotes community through games and sharing among the grades.
- An on-campus school fair (on a Friday evening and Saturday) where all members of the school community (parents, children, faculty, staff, and alumnae) gather for games, rides, raffles, food, and other activities. Funds raised support the school.

Goûter
"Goûter" is a French term meaning "snack." Provided generally as a surprise on special occasions, it is meant to nourish both body and spirit.

May Crowning
Each May, students strive to imitate Mary and honor her with a prayerful ceremony that culminates with a student crowning Mary with a wreath of flowers. Students from each grade are selected to serve in an Honor Guard.

ALMA MATER SONG

Coeur de Jésus

Refrain	Translation
Coeur de Jésus sauvez le monde,	*Heart of Jesus, Save the world*
Que l'univers Vous soit soumis,	*May the universe be submitted to you*
En Vous seul notre espoir se fonde,	*In you only our hope is founded* Seigneur,
Seigneur, Vous nous l'avez promis,	*Lord, Lord, you have promised it to us*

First Verse	
Vous l'avez dit, Votre promesse	*You have said it, Your promise*
Fait notre espoir, notre bonheur,	*makes our hope, our happiness*
Je bénirai dans ma tendresse	*I will bless in my tenderness*
Les enfants de mon Sacré Cœur.	*the children of my Sacred Heart*

Second Verse	
Vous l'avez dit, sauveur fidèle	*You have said it faithful Savior*
Votre amour nous l'a révélé	*Your love has revealed it to us*
Le cœur brûlant pour Moi de zèle	*The heart burning with zeal for Me*
Par le mien sera consolé.	*by mine will be consoled.*

SACRED HEART GOALS PRAYER

Gracious God,
Instill in each of us
A bold faith;
A deep respect for intellectual values;
A passionate desire to serve others,
Especially those most in need;
An instinct for building community;
And a profound and honest commitment to our personal growth.
May we always act as persons of courage, confidence and integrity.
Amen

Adapted from the Stuart Hall High School Prayer
Composed by Ruth McDaniels and Gordon Sharafinski

FACULTY CREDENTIALS

Diane Aiken – Library Media Specialist/Technology
University of Delaware, B.A.; University of North Carolina at Chapel Hill, M.S.

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Carrie Brown – Dance
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Jenny Caro – Physical Education
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Laura Cerniglia* - Spanish
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Conrad Collins - Religion/Campus Ministry
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Tyler Kesler - Mathematics
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Leah LaGraize, S.L.P. - Learning Specialist

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Adèle Layrisson Phillips- English
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Caroline Leroy- French
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Renee Pando - Art
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Garri Anna-Marie Paul - Music
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Kellen H. Ranger - Mathematics
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Sewall Vallette - ASH Innovation Lab
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Nicole Wood – Religion; Campus Ministry
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*New Faculty

ACADEMICS

The course of studies in the Preparatory Division is rigorous. At the same time, it takes into consideration the developmental needs of the Preparatory student. While there is continual attention to skill building, the emphasis begins to shift to higher order thinking skills. Writing, thinking, and speaking clearly are emphasized in every subject. Inquiry, search, questioning causes, and finding connections are all essential components of the pedagogical process. Hands-on learning continues to be important. Field trips and immersion days are interspersed throughout the year.

All students are grouped for various subjects and are re-grouped for Advisory Groups. In this way, they are able to know a wider variety of students in their grade. The transition from Middle School to Upper School is carefully planned with several events beginning in 7th grade to introduce the students to Upper School.

NAMES OF DIVISIONS & GRADES

In keeping with school tradition, the names of each school division and grade are as follows:

- Little Hearts with students in 1/2s, 2/3s, and 3/4s
- Preschool with students in prekindergarten and kindergarten
- Primary Division/Lower School (grades 1-4) with individual grades traditionally referred to as first primary, second primary, third primary, and fourth primary
- Preparatory Division/Middle School (grades 5-8) with individual grades traditionally referred to as first prep, second prep, third prep, and fourth prep
- Academic Division/Upper School (grades 9-12) with individual grades traditionally referred to as first academic, second academic, third academic, and fourth academic

ACADEMIC PROGRAM

Students in the Preparatory Division develop new skills in an engaging interdisciplinary, inquiry-based program. As students travel through ancient civilizations in fifth grade to contemporary America in the eighth grade, they are provided with opportunities to read literature to expand their understanding of an era, conduct research to delve deeper into concepts, and debate and compose arguments from myriad perspectives. Throughout their academic experience, students leverage technology to master new concepts and are challenged to deepen knowledge through analysis, synthesis, evaluation, and creativity. STEAM units of study are an integral part of the Middle School experience and are designed to hone students' ability to innovate and problem solve. Opportunities to apply science, technology, engineering and math skills are encouraged through laboratories, design thinking exercises, and the utilization of the Innovation and Design Lab. Performing arts and studio art classes are woven throughout a student's day, and their social and emotional development is enhanced via weekly chapels, assemblies, advisory groups, and participation in a structured counseling and guidance program. Throughout the year, students participate in retreats and field trips that complement and enrich their academic program. See Curriculum Guide for Course Offerings

HOMEWORK

Academy of the Sacred Heart considers homework to be a part of the academic program. It is assigned to accomplish the following objectives:

- Prepare for the next lesson
- Review and reinforce previous lessons
- Extend knowledge and expand on concepts
- Analytically or creatively synthesize information
- Develop solid study habits
- Learn the value and skills of advanced preparation and time management for the achievement of long-range goals

Homework may include but is not limited to the following types:

- Completion of class work
- Reading and summarizing
- Outlining/note taking
- Worksheets
- Review notes, memorization, and studying
- Expository/creative writing, journaling

- Interviews
- Research/term papers
- Projects
- Math/science problems
- Lab reports
- Preparation for classwork or presentations
- Recording of work through electronic means
- Viewing of approved TV/videos/films
- Online research and use of the computer

Although homework requirements vary from class to class and from student to student, a convenient standard is that students have homework of one sort or another every night in most subjects. Assignments may be designated as short or long term homework. Students are expected to expend a sufficient amount of time necessary to accomplish the objective of daily homework. **Reasonable amounts of homework may be assigned over vacation periods.**

Teachers clarify individual policies for homework completion. Students should be well acquainted with school policies about cheating and plagiarism. **Students may not copy homework from another student or copy material from other sources without giving the source credit.** Policies for evaluating homework vary from teacher to teacher.

For homework to be completely effective, parents must play an important role. They should provide a well-lit, quiet place, free from distractions (TV, telephone, siblings, etc.), suitable materials, and a family schedule that takes homework into account. Parents should show an interest in the subject matter of homework assignments (i.e. reading the same material, engaging in dialogue, etc.) while encouraging independence of thought, process, and product.

Make-Up Work
It is the student's responsibility to check MySchoolApp (www.ashrosary.myschoolapp.com) for assignments. Each student should have a "homework buddy" in her classes who, in case of an absence, collects assignments for the student and brings them to the office for pick up. This is not the responsibility of the office.

Student Anticipated Absences
Students with anticipated absences are asked to email their teachers at least 24 hours in advance of the absence and write "Anticipated Absence" in the email's subject line and use the body of the email to notify teachers of the date and inquire about makeup work or assessments. Teachers should respond to students within 24-48 hours to let them know about any makeup work they will be responsible for or any assessments they will miss. If the student is told to check MSA, it is the teachers responsibility to update MSA in a timely manner. It is the student's responsibility to work with their teacher to schedule any make-up assessments.

<u>TUTORING/FACULTY OFFICE HOURS</u>
Academy of the Sacred Heart recommends that students who need assistance beyond classroom instruction exhaust the following resources before engaging a tutor:

- Wise use of classroom time and instruction
- Every effort to complete all homework and other assignments in a timely manner
- "Office Hours" are sessions before or after school, or as otherwise arranged, with teachers
- Confer with faculty and Learning Specialist to ensure recommended accommodations have been met, as specified and documented by professional testers

Although there are advantages to one-on-one instruction, sustained tutoring tends to inhibit the development of independent learning skills. The school recognizes that occasional tutoring may be necessary under the following circumstances:

- Immediately following an extended absence
- Upon entry from another school
- When a student is in danger of failing a course
- To complement classroom instruction for students with diagnosed and documented learning differences
- When a student is on academic probation

As noted previously, during the summer, students may be required to engage a tutor for non-credit remedial or enhancement instruction.

A list of tutors is maintained in the Learning Specialist's office. Faculty are available to confer with a student's tutor about the scope and content of the course but may not be engaged as paid tutors of their own students in the subject area in which they teach during the school year. Please keep the school informed if you engage or disengage a tutor during the year.

Teachers are available at least twice a week for "office hours" sessions. These may occur before, during, or after school. It is the student's responsibility to avail herself of this opportunity.

STUDENT SUPPORT SERVICES: COUNSELING/LEARNING SPECIALISTS

Academy of the Sacred Heart strives to support students in attaining academic success while building courage and confidence as students discover new abilities, cultivate strengths, learn from mistakes, develop empathy and exercise resilience in meeting challenges. The Middle School counselor, learning specialists and registered nurse work with administration and faculty to implement a holistic, developmentally appropriate program that supports students emotionally, intellectually and physically while maintaining a focus on developmental best practices.

COUNSELOR

The Counseling Department is responsible for the creation and administration of a developmentally based program which supports the mission of Sacred Heart education. The developmental approach that considers the nature of human development, including the general stages and tasks that most individuals experience as they mature from childhood to adulthood, forms the foundation of the counseling program.

The program centers on the development of positive self-concepts formed through experience and education. It further recognizes that feelings, ideas, and behaviors are closely linked and are learned. The program, as a function of counseling, focuses on individual and group communication that facilitates personal growth and achievement, fosters development of rewarding interpersonal relationships, and leads to a mastery of daily problem solving skills.

Direct services of the program include individual counseling and small group counseling. The topics covered in group counseling lessons are appropriate to each grade level and may include: assertiveness training, body image, boundary awareness, bullying prevention, career exploration, communication skills, conflict resolution, coping skills, digital citizenship and safety, decision-making skills, drug education, nutrition, goal-setting, group work skills, peer pressure, self-esteem, peer relationship skills, safety, stress management, child abuse awareness and study skills. Indirect services include consultation with administrators, faculty, and parents/guardians; student orientation; 31 and coordination of assemblies and programs concerning topics relating to the health and well-being of the student.

A licensed professional counselor provides students opportunities for assessing and understanding their abilities, interests, personal needs, and academic needs. A counselor is available for short term individual and group counseling as a means to assist students to meet the emotional and social challenges of adolescence. For ongoing individual counseling, the Counseling Department consults with families on referrals for one on one support with an outside therapist, psychologist or other appropriate medical professional.

LEARNING SPECIALIST

The Learning Specialist is responsible for the overall coordination of student educational support services in the Middle School by facilitating the following:

- Works closely with the faculty and administration to provide support within the classroom for students with varying learning styles based on documented needs;
- Meets with students to help with study skills, time management, note-taking skills, and organization with an emphasis on increasing student understanding of individual strengths and challenges and development of self-advocacy skills;
- Partners with parents/guardians and teachers to monitor student progress and grades posted on MySchoolApp;

- Maintains a referral list of outside tutors and learning specialists for students requiring individualized academic support;
- Meets with outside tutors and specialists, as deemed appropriate, to support student progress;
- Coordinates outside support services occurring on campus and maintains ongoing communication with providers relative to student progress and needs;
- Assists students and their families with the evaluation process, maintains referral list of evaluators, and distributes/collects teacher forms;
- Develops and manages Academic Support Plans based on psychoeducational testing to help students reach their educational goals;
- Serves as SSD Coordinator (College Board) to work with students and their families to submit requests for academic accommodations to national testing organizations; and
- Coordinates academic accommodations for semester exams, PSAT 8/9, and CTP-5 (ERB) testing.

Documentation Required for Academic Accommodations

In order to be eligible for academic accommodations in the Middle School, a student must have a full psychoeducational evaluation on file that includes both psychological (tests of cognitive ability) and educational (tests of achievement) components. The evaluation must include the following criteria:

- Qualifying diagnosis that is clearly stated and accompanied by the DSM-5-TR code;
- a diagnosis that is supported by testing within three years depicting the student's current functioning;
- Summary of diagnostic procedures used to diagnose the disorder, including but not limited to, evaluations, questionnaires, and other diagnostic instruments;
- The student's presenting problems and developmental history, including relevant educational and medical history (e.g., student's age at initial diagnosis; progression of diagnosed disorder; history of interventions provided and accommodations used; and if applicable, current medication prescribed and its effectiveness);
- Complete measure of cognitive ability that includes standard scores and subtest scores (e.g., *Wechsler Adult Intelligence Scale*, *Wechsler Intelligence Scale for Children*, or *Woodcock-Johnson IV Tests of Cognitive Abilities*);
- Complete measure of achievement that includes standard scores and subtest scores including both timed and untimed measures (e.g., *Woodcock-Johnson IV Tests of Achievement* or *Wechsler Individual Achievement Test)*;
- Analysis of information from report cards and progress reports (e.g., grades and teacher comments) and standardized testing scores (e.g., CTP-ERB and PSAT);
- Feedback from at least two teachers (e.g., *BASC-3, Teacher's Report Form,* or *Conners' Teacher Rating Scale*);
- Feedback from a parent/guardian interview and a student interview;
- Clear evidence of a clinically significant impairment across multiple settings, including but not limited to, the academic setting;
- Written detailed summary that includes the evaluator's diagnostic impressions of the student's academic, cognitive, and behavioral strengths and weaknesses;
- Detailed narrative that describes the impact of the diagnosed disorder(s) on the student's functioning in the classroom and other environments;
- Recommendations for specific accommodations must include a rationale and description of the associated functional limitations;
- List of suggested recommendations for school;
- List of suggested recommendations for home; and
- Evaluator's professional credentials with signature.

Qualifications of the Evaluator
Referrals for diagnosing professionals are available from the Learning Specialist upon request. The school does not assist in the specific selection of an evaluator.

- Requirements for the diagnosis of learning differences must be adhered to as follows:
    - A licensed psychologist or a licensed speech-language pathologist must complete the evaluation and declare the diagnosis.
- Requirements for the diagnosis of ADHD must be adhered to as follows:
    - A licensed psychologist or psychiatrist must complete the evaluation and declare the diagnosis.
- Requirements for the diagnosis of a communication disorder must be adhered to as follows:
    - A licensed speech-language pathologist or psychologist must complete the evaluation and declare the diagnosis.
- Requirements for the diagnosis of a qualifying mental health disorder must be adhered to as follows:
    - A licensed psychologist or psychiatrist must complete the evaluation and declare the diagnosis.

Determination of Reasonable Accommodations
The Learning Specialist team reviews evaluations and documentation from evaluators and provides accommodations in accordance with school policies, but they do not create curriculum modifications. Accommodations are approved case-by-case based on the impact that the student's diagnosed disorder(s) has on her academic performance. Recommendations provided in the psychoeducational evaluation serve as input during the development process of a student's Academic Support Plan. The evaluator may make recommendations that, while potentially helpful, may not show a clear connection to a functional limitation supported by testing and/or be among those accommodations that can be provided within the reasonable ability of Academy of the Sacred Heart. The School's administration, in its sole discretion but in consultation with its Learning Specialist team, makes the final determination of appropriate and sustainable accommodations.

Reasonable accommodations are determined using the following analysis:

- The accommodation is directly related to the functional limitations resulting from the diagnosed disorder as supported by test results.
- The accommodation does not create an unacceptable impairment to the rights of other students or employees.
- The accommodation does not create a fundamental change to Academy of the Sacred Heart's learning environment or mission.
- The accommodation does not lower academic or program standards.
- The accommodation does not create a significant disruption to a teacher's ability to instruct other students or to classroom order or discipline.
- The accommodation does not pose a threat to the health or safety of the student or others.
- The accommodation does not place responsibilities on School employees for which they are not trained.
- The accommodation does not present an undue financial or administrative burden on the school.

Academic Support Plans
Academic Support Plans created by the Learning Specialist are intended for Academy of the Sacred Heart purposes only and are accessible to the student's current teachers, school administrators, the student, and the student's parent/guardian via MySchoolApp (Blackbaud Parent/Guardian/Student Portal). All information will be kept confidential. Academic Support Plans encompass the following information:

- Type of evaluation and evaluator
- Diagnosis
- Accommodations (Academy of the Sacred Heart is committed to providing)
- Strengths and challenges based on evaluation results

- Recommendations (suggestions for the classroom and home)

Process for creating Academic Support Plans:

- The Learning Specialist meets with the Evaluation Review Committee to review first-time evaluations, reevaluations, addendums, and/or new documentation.
- The Evaluation Review Committee approves accommodations directly related to the impact of the student's diagnosed disorder(s) as supported by test results.
- The Learning Specialist creates/updates the student's Academic Support Plan.
- The Learning Specialist posts the Academic Support Plan on MSA and notifies the student, parents/guardians, and current teachers.
- The approved accommodations take effect in the classroom.

Processing Times:

- Parents/guardians and students should allow **up to three weeks** for a student's Academic Support Plan to be prepared and for accommodations to take effect in the classroom.
- First-time evaluations, reevaluations, addendums, and/or documentation received during the four-week window leading up to semester exams, resulting in new/updated accommodations, will begin **after** exams.
- First-time evaluations, reevaluations, addendums, and/or documentation received during summer break will be reviewed in August by the Evaluation Review Committee by September 30.

High-Stakes Testing Accommodations
The Learning Specialist serves as SSD Coordinator (College Board) to work with students and their families to submit requests for academic accommodations for PSAT 8/9. College Board has its standards and documentation requirements and may or may not approve requested accommodations. Likewise, an accommodation granted by a national testing organization does not automatically apply to Academy of the Sacred Heart. Since the approval process can take several weeks, students and parents/guardians must plan accordingly. The Learning Specialist contacts parents/guardians to provide necessary documentation to submit to College Board.

Reevaluations to Maintain Eligibility for Academic Diagnoses
In order to maintain academic accommodations at Academy of the Sacred Heart, a full psychoeducational evaluation is required every three years. The copy of the reevaluation on file at Academy of the Sacred Heart must include the criteria as noted above.

Reevaluations allow for the following:
- academic accommodations supported by current testing;
- home and school recommendations supported by current testing, utilized, and communicated to the Learning Specialist (academic) and/or Counselor (counseling); and
- future high-stakes testing accommodations (approval required by College Board).

Reevaluations to Maintain Eligibility for Mental Health Diagnoses
In order to maintain academic accommodations on high stakes testing including exams and tests at Academy of the Sacred Heart, a full psychoeducational evaluation is required every three years. **Annually, the following is required**:
- attendance at a meeting to include parents/guardians, student, as well as appropriate student support personnel;
- formal documentation with a signature from the treating provider confirming the mental health diagnosis, including DSM-5-TR and/or ICD-11 code;
- a signed release from the parent/guardian allowing the exchange of information between Academy of the Sacred Heart and the treating provider;

- documentation of a projected timeline for expected attendance at counseling sessions with the treating provider; and
- a record of the counseling sessions attended by the student/parent/guardian (required each semester).

Reevaluations allow for the following:
- academic accommodations supported by current testing;
- home and school recommendations supported by current testing, utilized, and communicated to the Learning Specialist (academic) and/or Counselor (counseling); and
- future high-stakes testing accommodations (approval required by College Board).

Reevaluations to Maintain Eligibility for Combined Academic and Mental Health Diagnoses
In order to maintain academic accommodations at Academy of the Sacred Heart, a full psychoeducational evaluation is required every three years. **Annually, the following is required:**
- attendance at a meeting to include parents/guardians and student, as well as the Division Head and appropriate student support personnel;
- formal documentation with a signature from the treating provider confirming the mental health diagnosis including DSM-5-TR and/or ICD-11 code;
- a signed release from the parent/guardian allowing the exchange of information between Academy of the Sacred Heart and the treating provider; and
- documentation of a projected timeline for expected attendance at counseling sessions with the treating provider.
- a record of the counseling sessions attended by the student/parent/guardian (required each semester).

Reevaluations allow for the following:
- academic accommodations supported by current testing;
- home and school recommendations supported by current testing, utilized, and communicated to the Learning Specialist (academic) and/or Counselor (counseling);
- future high-stakes testing accommodations (approval required by College Board).

STUDENT ASSESSMENT
Students are assessed regularly by a variety of means, such as quizzes, tests, oral recitation, discussion, projects, classroom activities, participation, online assessments and homework.

Because students are alerted to tests and long-term assignments well in advance, they should be ready to take three quizzes or two major tests or submit a major project and take a test on the same day. The teachers sometimes give the class a choice of due dates.

Those who miss or fail to meet deadlines for class assignments due to an absence have the responsibility to meet with their teachers within two days of returning to school to schedule the makeup of all missed work and tests. Any assignment given before an absence is due on the day the student returns.

Teachers may send student tests home for parents/guardians to see and sign.

Exams are administered to students in grades 5-8. The exams are generally 60-90 minutes in length and are scheduled annually in December (7-8 exams) and May (5-8 exams). The following regulations apply during exams:

- Parents must meet all personal financial obligations before tests begin, including but not limited to library fines, bookstore dues, team uniforms, dining hall debts, etc. Students whose parents fail to do so may not take their exams or receive grades until these obligations have been met.
- All school rules apply during testing periods.
- Students may take a book to read in case they finish early. Materials needed for tests (pen, pencil, eraser, tissues, calculator, if permitted) are allowed in the testing area. Materials that could assist in the exam, backpacks, and chromebook cases must be left in the designated area outside the testing room.

- Students should not enter or leave the testing area without the expressed permission of the teacher in charge. Once in the room, students must maintain silence throughout the period. Anyone who cannot be silent will be sent from the room. If dismissed, students will receive no extra time to finish the test.
- A proctor who has reason to believe that cheating has occurred will immediately and quietly pick up the test and ask the student(s) to go directly to the Middle School Division Head.
- Students who miss semester exams must reschedule tests with their individual teachers.

Grading Scale and Learning Objectives

A+ (97-100)	A (93-96)	A- (90-92)
B+ (87-89)	B (83-86)	B- (80-82)
C+ (77-79)	C (73-76)	C- (70-72)
D (65-69)		
F (64 and below)		

LEARNING OBJECTIVES

1st/2nd Prep Learning Objectives

	Exceeds Expectations	**Meets Expectations**	**Needs Improvement to Meet Expectations**
Active Learner	She is consistently on task, pays attention, asks questions, and makes hypotheses. She consistently sets and strives to meet academic goals.	She usually sees connections, applies prior knowledge, and asks questions. She is working toward meeting personal and academic standards and goals.	She has difficulty making connections and asking appropriate questions. She requires significant guidance to meet the academic standards.
Engaged Learner	She values the opinions and ideas of others. She participates in class discussions, small groups, and whole group instruction. She effectively collaborates with classmates.	She usually asks related questions and participates in class discussions. She sometimes needs guidance when working independently or in a collaborative group.	She requires redirection to engage with the material and participate in class. She needs assistance to accomplish work independently and in collaborative groups.
Prepared Learner	She consistently comes to class on time, with proper materials, and has homework completed.	She usually comes to class on time, with proper materials, and has homework completed.	She often comes to class late, or without the proper materials or homework.

3rd/4th Prep Learning Objectives

	Exceeds Expectations	**Meets Expectations**	**Needs Improvement to Meet Expectations**
Active Learner	She consistently takes responsibility for her learning. She makes connections, associates prior knowledge, and participates in class. She sets and meets academic goals.	She usually sees connections, understands the materials, and applies prior knowledge. She is working toward meeting personal and academic standards and goals.	She has difficulty making connections and asking appropriate questions. She requires significant guidance to meet the academic standards.
Engaged Learner	She values the opinions and ideas of others. She consistently participates in class discussions, small groups, and whole group instruction. She effectively collaborates with classmates.	She usually asks related questions and participates in class discussions. She sometimes needs guidance when working independently or in a collaborative group.	She requires redirection to engage with the material and participate in class. She needs assistance to accomplish work independently and in collaborative groups.
Prepared Learner	She comes to class on time, with proper materials, and has homework completed.	She usually comes to class on time, with proper materials, and has homework completed.	She often comes to class late, or without the proper materials or homework.

HONOR ROLL

Honor Roll has three levels of distinction and is calculated at the end of semesters one and two. Students in 6th to 8th grades are eligible for Honor Roll in both semesters. Students in 5th grade are eligible for Honor Roll in second semester only.

- ***Highest Honors (A+ Honor Roll):*** Students who attain an average of the graded courses between 97-100, with no grade below 93.
- ***High Honors (A Honor Roll):*** Students who attain an average of the graded courses between 93-96, with no grade below 90.
- ***Honors (B+ Honor Roll):*** Students who attain an average of the graded courses between 88 -92, and no grade below 83.

The grades for the semester are rounded for Honor Roll. The final grade of the year is calculated using the average of the semester grades without rounding.

Example: Semester One: 87.33 (rounded to 87 for Honor Roll)
Semester Two: 78.95 (rounded to 80 for Honor Roll)
Final Grade: 87.33+78.95/2=83.14 (rounded to 83 for final report grade)

GRADE REPORTING

Online grades are available for parents/guardians to review at all times through MySchoolApp. It is the responsibility of the family to keep track of their username and password in order to check grade postings frequently. Each family is given a family login and password to access all students in the family. In addition, each student is given a login and password to access only her grades and information.

ACADEMIC PROBATION AND COURSE FAILURES

At any marking period, any student with two D's or one F may be considered to be on academic probation. A letter from the Middle School Division Head notifies the parents/guardians of the student's status. A student on academic probation may expect regular monitoring by the teachers, advisor, and Middle School Division Head. She will be required to attend mandatory extra help sessions or may be asked to engage a tutor. Should the probationary status be sustained over two consecutive semesters, the student will be asked to complete summer work or summer school. A student not in good academic or disciplinary standing at the end of **each semester** may forfeit her eligibility to participate in athletic programs, Student Council, or after-school opportunities for the forthcoming semester (if her average falls below 80, or if she is on academic probation).

First through fourth prep students may be asked to have summer tutoring if they receive a final grade below 75. Students who receive D's and/or F's for the spring semester or final grade may be required to have summer tutoring or attend summer school. Summer tutoring or summer school forms must be returned prior to the first full day of school. Diagnostic testing to assess summer remediation may be given prior to the start of school.

Fourth Prep students must meet the entrance requirements of the Upper School—that is, they must have a satisfactory academic and conduct record. At the end of the year, a student who has otherwise met academic requirements but has two D's or an F may enter the Upper School on academic probation and only at the discretion of the Upper School Division Head.

Summer School

A student who has received an F in a course may be asked to complete a program of summer study to help her recover credit and prepare for the upcoming year.

STUDENT RECOGNITION

Merit Assembly

At the conclusion of each semester, students are recognized for merit in faith, academics, service, community building, and character. Honor Roll is announced at the semester one merit assembly.

Preparatory Awards Day

This is an awards ceremony at the end of the year in which students are recognized for a variety of academic, athletic, and social/emotional accomplishments. The awards are handed out to the students in the chapel.

Prize Day
This is a formal assembly at the end of the school year during which academic and non-academic awards are given to Middle and Upper School students. Additionally, the eighth and twelfth grades are honored for completion of academic programs. **This is a required school day for all students.**

Très Bien and Merit Cards
Periodically throughout the year, students are recognized for excellence and effort by receiving Très Bien and Merit Cards. These are presented in the online messaging system or in front of the student body at dedicated assemblies.

SUMMER REQUIRED AND ENRICHMENT WORK
At the conclusion of the year, faculty post on MSA required or optional summer work. This work is designed for students to review and strengthen skills during the summer.

Summer Reading
All students are required to read the assigned and free choice books during the summer. Titles are chosen from a list provided by the Humanities Department. During the first weeks of school, students participate in discussions with classmates and teachers to share ideas about the books they have read.

Summer Mathematics
Summer Mathematics enrichment and reinforcement are posted on the MySchoolApp resource board. This is designed for students to work independently to review and practice skills from the previous grades. On occasion a student with a C or below may be asked to complete the work to practice skills for the upcoming year.

Prior to the start of school, 8th grade students are required to complete the assigned math work.

STUDENT LIFE
It is important for every member Academy of the Sacred Heart family to clearly understand the standards that we hope characterize our life together. What follows is intended to help each one contribute in a positive manner to that life at .

HONOR CODE
In all their endeavors, students must strive to act with integrity. Students are encouraged to make wise, responsible, and ethical choices and to accept the consequences of their choices, both good and bad. Students are also encouraged to reflect upon how their choices and the choices of their peers impact other students, the school community, and the wider community.

The Honor Code of Academy of the Sacred Heart is based on the premise that students are taught to value honesty and integrity. Honorable behavior and honesty form the foundation of respect for oneself and for others. Sacred Heart students are responsible for vigorously upholding the ideals stated in the *Goals and Criteria* for Sacred Heart Schools in the United States.

Intellectual honesty and integrity are essential to the school community as an academic institution. At the beginning of each school year, each student affirms her acceptance of the Honor Code:

As a member of the Academy of the Sacred Heart Community, I pledge to act in a moral, ethical, honest, and honorable way in all that I do.

- I will be honest and respectful in my interactions with schoolmates, faculty, staff, and guests.
- I will be honest in school related interactions with my parents/guardians and will never ask my parents/guardians or guardians to be dishonest with the school on my behalf.
- I will never present the ideas, work, or perspectives of another person as my own.
- I will not copy homework, nor will I seek help on examinations, tests, quizzes, or other assessments without an instructor's approval.
- I will only present original work with appropriate citation and documentation.
- I will, in all of my relationships, treat others the way I would want to be treated.
- When asked about my possible involvement in a violation of a school policy, I will answer all questions fully and honestly and take responsibility for my actions, no matter what the consequences might be.

The Honor Code will be emphasized at the beginning of every school year during a formal assembly in the chapel

and periodically during advisory and assembly. All members of the Academy of the Sacred Heart Community (students, faculty, and staff) agree to and abide by the code. The Honor Code may appear on major tests, projects, or exams. The code will be signed by the student. On other assignments, with teacher's permission, the student may, in lieu of writing the entire text, indicate her adherence to the code by writing and signing the abbreviated pledge, "I abided by the Honor Code."

Students who have violated the Honor Code have the primary responsibility for reporting the offense. Any student who observes another student acting in violation of the code is bound to report the violation directly to the Middle School Dean of Students, advisory teacher, or to another teacher, who will in turn report to the Middle School Division Head.

While a student may choose to first confront the offender by directing her to report herself, the student who is aware of the violation is, nevertheless, responsible for pursuing one of the courses of action outlined above. **Her report will be treated confidentially but may not be anonymous, and she is obliged to behave discreetly so as to protect the reputation of the accused student.** Once a student has reported an incident, she has discharged her obligation.

Instances of cheating and/or plagiarism will be dealt with on an individual basis by the Middle School Dean of Students and Division Head and may result in placement on disciplinary probation, suspension, or expulsion.

STANDARDS FOR COURTEOUS BEHAVIOR

One of the goals of education at the Rosary is "personal growth in an atmosphere of wise freedom." A high standard of integrity is presented as a value to be obtained through growth in self-discipline as a child of the Academy of the Sacred Heart. This behavior includes:

- Genuine concern and respect for each member of the school community
- Courtesy and consideration for others as a sign of respect and a sense of responsibility and accountability
- Learning to make decisions and to accept the implications and/or consequences of those decisions

Every member of the Academy of the Sacred Heart community knows the watch words of both St. Madeleine Sophie Barat and St. Rose Philippine Duchesne: "Courage and Confidence." Sacred Heart is well-known for instilling both in our students. There are two other C's that were just as important to our founding Mothers: "Courtesy and Comportment."

Courtesy is behavior characterized by polished manners and respect for others. It is kindness and service to each other as well as to strangers marked by a graceful way of acting. Comportment is the manner in which one behaves.

It is important for every member of the Sacred Heart family to be sure of the standards that characterize community life together. These basic standards are intended to help each one contribute in a positive manner to that life at Sacred Heart and to learn responsibility for her choices. We encourage all Sacred Heart students to be kind to each other as well as to visitors to our campus. All students are expected to:

- Greet and respond to another with courtesy
- Greet and be courteous and helpful to any guest she encounters in the hallways, including faculty, staff, and visitors
- Listen attentively when spoken to
- Wait for another's attention without interrupting
- Help one another by holding the doors open and assisting in carrying items
- Clear a path when others are walking along the hallways and galleries
- Keep to the right side on the staircases, etc.
- Speak in a proper tone of voice appropriate for the given circumstances
- Pay attention to the manner in which she sits in classrooms, in outside areas, and at assemblies

In this manner, students develop into self-confident young women who are also distinguished by their care and concern for others.

Order

Each one is expected to leave the classroom, Dining Hall table, lounge, bathroom, all hallways, and locker areas in order. All common rooms (bathrooms, Dining Hall, locker areas, courtyards, fields, gym, I-Lab, library, classrooms, the bridge, the chapel, etc.) are the responsibility of the students who use those areas.

Respect for Others' Property
Only if given express permission may a student enter a person's office, access a desk or open a locker of another. **Unauthorized taking or "borrowing" of personal or school property will not be tolerated.**

All personal belongings must be clearly marked at the beginning of the school year. Students should place all books and belongings in their lockers.

Each student is expected to treat personal and school property with respect. School property lost or damaged by a student (including but not limited to Dining Hall utensils, lockers, desks, benches, landscaping, SMART Boards, laptops, Chromebooks, textbooks) must be replaced or repaired at student's expense. Lost textbooks must be replaced or paid for in order for a student to receive her final grades.

Water Bottles
Students are allowed to bring a fully closed reusable water bottle to school. The water bottle must be completely leak proof. Students are **not allowed** to bring any type of reusable cup with lid.

Drinks purchased in the dining hall are not allowed in the classroom.

School Property
Each student is expected to treat personal and school property with respect. School property lost or damaged by a student (including but not limited to Dining Hall utensils, lockers, desks, benches, landscaping, SMART Boards, laptops, Chromebooks, textbooks) must be replaced or repaired at student's expense. Lost textbooks must be replaced or paid for in order for a student to receive her final grades.

Sensory Tools for the Classroom
The learning specialist will notify the teacher if a student is approved to have a sensory tool including a fidget device, putty or slime as part of an accommodation plan. At any time if it becomes a toy and not a tool for learning, it will be taken away.

Recycling, Reusing and Composting
Goal 3 Academy of the Sacred Heart philosophy includes an active commitment to caring for God's creation and effective stewardship of the earth's resources. We create an awareness in our students of the environmental problems that face them as they mature.

As part of our Sustainable Hearts initiative, we have built an environmental sustainability framework on our campus, and all members of the school community have a role in its implementation. We encourage students to reduce the amount of material they use and re-use it when possible. We also have a program in place to encourage the recycling of aluminum, paper, and plastic. We collect materials at the end of the year to be re-used the following year. Some teachers may require "paperless" assignments on the computer to reduce the amount of waste. As a school, we provide receptacles at meals for composting and recycling.

If disposable bottles and materials must be used, we ask that all eligible items be placed in the school's numerous blue recycling bins after use. The recycling program will be explained to students at the beginning of the year. We discourage the use of disposable plastic water bottles, and encourage students to have refillable water bottles in school.

In these ways, we hope to educate environmentally aware citizens of the future and empower students to take an active role in developing and implementing sustainable solutions for the future.

<u>DISCIPLINE</u>
Rules are made to ensure safety and to promote the general welfare of all. Faculty strive to assist students in becoming sensitive to the needs of others. Rules and consequences are carefully presented to all students. Regulations are in effect during the entire school day, including MASH and after-school programs, and on field trips or any off-campus activity where the student is representing the school.

An essential aspect of the discipline program is the process of self-evaluation. Each one must learn to face herself honestly, to judge her behavior, and to take responsibility for her actions. This process is not left to students alone. Faculty advisors assist them in order to assure the growth needed.

Consequences
Failure to maintain the standards of conduct outlined in the *Parent/Student Handbook* carries consequences which result in disciplinary action. If a student receives any of the following consequences, she will be provided with documentation.

Infractions: Students may receive an infraction (previously referred to as a mark) from a member of the faculty or administration. An accumulation of five infractions or five points merits one detention. The Dean of Students approves all infractions. Students will be notified of infractions via MySchoolApp. Parents/Guardians are able to view all infractions using MySchoolApp. Advisors are also able to view infractions.

Detention: If a student receives a major infraction or receives five minor infractions, she must serve a detention. Detention is held weekly on Thursdays from 3:15 - 4:15 p.m. The student will be given some form of school/community/teacher service to complete during detention. At times, there may be a silent detention in place of service. Following detention, students should be picked up from the back entrance on Carondelet St. or report to MASH. Detention takes precedence over any other scheduled commitments, personal or school-related. This includes all athletic practices as well. A detention can only be rescheduled if a student has received prior permission for an out-of-town absence or off-campus school field trip. She will serve the detention the following Thursday. Any exceptions must be approved by the Dean of Students. During detention, students are not allowed to study, sleep, talk, etc. If a student acquires two detentions in one week, she must serve them on consecutive Thursdays. A student may receive an infraction while serving a detention. If a student fails to attend her detention time, she will need to serve a second detention. If a student fails to serve the second detention, she will be subject to further disciplinary action.

Visit with the Dean of Students: When a student clearly violates school policy, the Honor Code, or does not act responsibly according to the Sacred Heart *Goals and Criteria*, she will be required to meet with the Dean of Students. Students who receive detention are also required to meet with the Dean of Students.

At any given time, the Dean of Students and Middle School Division Head may call for a conference with a student's parents to review discipline issues and a student's status in the school.

Types of Infractions
Behavioral choices of students are categorized into Minor and Major Infractions. An accumulation of five infractions (or points) merits one detention.

Minor Infractions (including but not limited to):

1. Uniform violation
2. Tardiness to class, chapel, advisory, assembly, or any other class activity
3. Food/drink in any location other than the Dining Hall, Rosary Hall, or approved locations
4. Gum chewing in any location on campus
5. Violation of technology policies (failure to secure a laptop/Chromebook/iPad, failure to charge device, unattended device, etc.)
6. Using the elevator without permission
7. Disruptive behavior
8. Disrespect
9. Failure to follow any and all classroom rules
10. Using any type of cellular device without permission

Major Infractions: Depending on the nature of the incident, the following (not limited to) infractions *may* incur a suspension or expulsion or all-day, half-day, or automatic detention.

1. Violation of the Honor Code
2. Defacing school property or the property of others in our school community
3. Misuse of laptop or internet
4. Skipping school, whole or part day. This includes any organized attempt as a group to skip school. Leaving campus any time after the student's arrival and before dismissal without proper authorization from the Dean of Students' Office.

5. ***Lying:*** Omission of or declaration of a self-serving statement that one knows is false, especially with intent to deceive in matters of a public nature.
6. Alteration, including forgery of a signature of parent/guardian, or teacher notes, permission forms, school documents, etc., or any other form of misrepresentation with an intent to deceive.
7. ***Cheating:*** Giving aid to a student or receiving aid from any source without the consent of the teacher on homework assignments, quizzes, tests, exams, papers, projects, labs, and take-home tests is considered cheating. Cheating includes: using any materials previously assessed in another course; violating testing/assignment procedures; changing answers and/or scores to already graded work; and discussing either the content or format of a test before all students have taken that assessment.
8. ***Plagiarism*** is considered intellectual dishonesty. It involves the use of printed material, audio-visual material, electronic data (i.e. computer programs), or other people's work without appropriate acknowledgment. Sacred Heart requires that all sources of information used in students' research papers, essays, or writing assignments, class projects, or any other assignment be properly cited according to current MLA style or as required by the teacher. Use of artificial intelligence (AI) may be considered plagiarism. The use of any A.I. tools, whether found online or installed as a program, are prohibited in general and on any assignment that is submitted for a grade, unless explicitly specified by the teacher.
9. ***Theft:*** The taking or appropriating of another individual's property without permission and with the intent of keeping that which is taken. To distinguish clearly between stealing and borrowing, borrowing is defined as the taking or receiving of an item with a clear understanding between the borrower and the owner of the conditions under which the item will be returned or replaced. Any student opening another student's locker and taking any materials, supplies, or uniforms is inappropriate and is cause for discipline.
10. ***Harassment/Bullying:*** Harassment/taunting/bullying may consist of a single action or a repeated pattern of behavior of a physical or psychological nature that is either unwelcome or which creates an uncomfortable or hostile environment for an individual whether this occurs on or off school grounds. Examples of harassment include: inappropriate messages communicated through any media, including computer and cell phone; threats; intimidation; repetition of demeaning comments directed for an individual; purposeful ostracism of an individual; physical or verbal aggression; demeaning conduct or inappropriate or negative comments, slurs, or jokes regarding religion, ethnic origin, gender, race, color, disability, citizenship, or sexual orientation. Any student who believes she is the victim of harassment or bullying should report the conduct to the Middle School Division Head or the Head of School. The School prohibits all forms or retaliation for making complaints in good faith.
11. Flagrant disrespect for a member Academy of the Sacred Heart community and/or guests exemplary but not exclusive to physical contact, harassment, profanity, vandalism on/off campus, etc. This includes any statement that degrades someone's reputation, good name, or integrity (exemplary but not exclusive: name calling, refusing to follow directives, mimicking a teacher, answering back, arguing, etc.).
12. Violation of established testing procedures
13. Smoking and/or vaping on campus, at off-campus school functions, or any other school-related activity.
14. Appearance of being under the influence of alcohol or drugs, alcohol or drug use, possession or sale on campus or in school uniform, at any off-campus school function, or as a member of a school-sponsored group. Where there is reasonable suspicion of a drug or alcohol related problem, the school will require appropriate testing and an evaluation by qualified persons to determine a course of action.
15. Any serious act of omission which by its very nature endangers the safety and well-being Academy of the Sacred Heart community
16. A student is subject to expulsion as a result of activities on or off campus which are unlawful; any on or off-campus misconduct which is harmful to the school community; or any conduct which seriously jeopardizes the good of the school, which is detrimental to the common good, or which is harmful and offensive to members of the school community. This offense goes directly to the Dean of Students and Middle School Division Head.

Note: Any discrepancy in meaning will be viewed in the light most favorable to the administration's point of view.

Students absent for a full day may not participate in after-school, evening activities or extracurricular events without approval from the Dean of Students. If approval is not secured from the Dean of Students, the student will receive an automatic detention.

Disciplinary Options for Major Infractions

1. Referral to a counselor including interventions
2. Restitution (exemplary but not exclusive: community service, after-school work detentions, Saturday detentions, etc.)
3. Disciplinary probation (exemplary but not exclusive to co-curricular probation, including athletics, social events, awards ceremonies, loss of privileges, etc.)
4. Automatic, all-day or half-day detention
5. Suspension
    a. ***In-school suspension:*** There are two types of in-school suspensions:
        i. The student comes to school but does not attend classes, chapel, activities, or lunch.
        ii. The student attends classes only. The Dean of Students will determine which type of suspension will be served. Suspension may include a form of school service designated by the Dean. The student is responsible for collecting all assignments and for making up missed classwork. The Dean of Students and Middle School Division Head will recommend whether tests or examinations missed because of the suspension may or may not be re-administered.
    b. ***Off-campus suspension:*** The student is responsible for doing all work missed, even if this involves tutoring, which would be at parental expense. The Dean of Students and Middle School Division Head will recommend whether tests or examinations missed because of the suspension may or may not be re-administered.
6. Any of the above combinations.
7. Expulsion: Permanent dismissal from school. A student who is expelled from school may not participate in any school function.

The Dean of Students and Middle School Division Head reserve the right to make a sanction regarding a student's behavior.

Note: Any discrepancy in meaning will be viewed in the light most favorable to the administration's point of view.

After three detentions, additional interventions will be considered.

A student who finds it difficult to abide by school rules may be placed on probation. A student may be required to comply with a behavioral contract while on probation. If a pattern develops or persists, she may be asked to select another school.

A student being disciplined for cheating or plagiarism may receive a failing grade on her assignment. A student serving a day detention, suspension, or expulsion may receive consequences on graded assignments, tests, and quizzes missed.

UNIFORM & APPEARANCE

School uniforms reinforce students' shared identity and sense of purpose as students of Academy of the Sacred Heart. Uniforms deemphasize divisive differences (i.e. economic, religious, national background, taste, and style) and allow each student the opportunity to be perceived and accepted as the person she is.

Students who are out of uniform must have a written excuse from the parent/guardian. This is to be handed in to the Dean of Students when the student arrives.

Students are to be in the required uniform at all times. All students are to keep their uniforms and shoes in good repair with no writing on shoes and shoelaces in the shoes. Hairstyles are to be maintained in a neat and clean manner so as to present a positive image of the student and the school. All students shall dress presentably when not in uniform at all school-sponsored events, both on and off campus. Any final decision to the appropriateness

or not of a specific dress code situation shall be determined by the Dean of Students and/or Middle School Division Head.

ALL UNIFORMS MUST BE PURCHASED THROUGH INKA'S UNIFORMS OR SKOBEL'S SCHOOL UNIFORMS or the Très Bien Boutique on the Rosary Campus.

Inka's: 1617 Hickory Ave., Harahan, LA | 504.739.9866 or 1.800.780.8751
inkas-uniforms.com

Skobel's
Metairie | 4500 York St., Suite 101, Metairie, LA 70001 | 504.264.7733
Belle Chasse | 7928 Highway 23, Belle Chasse, LA 70037 | 504.392.2220
skobels.com

All articles of clothing and accessories worn at school must be labeled with your daughter's name. We cannot assume responsibility for any unmarked items.

Daily Uniform
- ***Skirt:*** Plaid kilt (purchased from Inka's or Skobel's), no shorter than **two inches** above the knee
- ***Shirt:*** Short-sleeved white polo shirt with school logo (purchased from Inka's or Skobel's). No oversized/undersized shirts. Solid white short-sleeved t-shirts may be worn under polos. All undergarments should be a student's skin tone or neutral color, so as not to show through the polo.
- ***Socks:*** ASH blue striped socks or ASH logo knee high socks (purchased from Inka's, Skobel's, or Très Bien Boutique)
- ***Shoes:*** White and navy saddle oxfords by Eastland with blue laces. Uniform shoes are available at Haase's and Ponseti's.

Cold Weather Options
- ***Sweater:*** Navy blue v-neck sweater with ASH logo (purchased from the Inka's Uniforms). Monogram (three initials or last name) must be block letters with white thread placed on the back of the sweater under the collar.
- ***Fleece/Sweatshirt:*** Navy blue Sacred Heart fleece or any ASH approved outerwear. No hooded sweatshirts are allowed on campus during the school day. Students are only allowed to wear non-navy blue ASH Crewneck Sweatshirts on Fridays.
- ***Tights/Leggings:*** On extremely cold days, plain black or navy tights or black or navy **ankle length** leggings may be worn. No cropped, knee high, patterns, mesh, see through, lace, or decorative trim leggings are allowed.

Dress Uniform
- Navy blue v-neck sweater with ASH logo, white polo, plaid skirt, school shoes, and ASH blue striped socks or ASH logo knee high socks. There may be times when the navy blue socks are required.
- In extremely cold/hot weather, an announcement will be made stating adjustments to the dress uniform.
- Dress uniform must be worn to all school masses, Mater's Feast, St. Philippine's Feast, Christmas Basket Mass, Prize Day, May Crowning, and to other functions as directed by the Dean or Middle School Division Head. A student will receive a minor infraction if she is out of uniform on a dress uniform day.

P.E. Uniform
- Solid black leggings or any ASH shorts (sold in Très Bien Boutique), school socks, athletic lace-up shoes with non-marking soles (no Keds) and optional short-sleeved white t-shirt with ASH P.E. logo (sold in the Très Bien Boutique),

Dance Uniform
- All grade levels, 5th-8th, wear solid black leggings or any ASH shorts (sold in Très Bien Boutique) and ballet shoes. They can be canvas or leather, split sole, or full sole, any color, but they must be ballet shoes- no jazz shoes.

ASH Spirit Dress
- ASH polo/ASH shirt/ASH crewneck sweatshirt with school skirt and tennis shoes
    - On occasion, Middle School students will be allowed to wear other spirit dress.

        - For example: Black and Gold Spirit Dress: Black/Gold Shirt with school skirt and tennis shoes.
    - Parents will receive notification of ASH Spirit Days via "In the Middle" and/or Remind Text.

Casual Dress
Students may choose their own clothing on these special days.

- Please wear items of appropriate length, coverage and content. Leggings may be worn as long as the shirt has appropriate coverage.
- No shorts, tennis skirts, cropped tops, hooded sweatshirts, or spaghetti straps
- Closed–toe shoes must be worn.
- All-school casual dress days will be announced.
- Middle School students may have casual dress on their birthday. If a student's birthday occurs during the summer, they may wear free dress on their half birthday. If the day falls on a weekend, holiday or dress uniform day, the student should meet with the Middle School Dean of Students to be assigned an alternative day.
- Students may be required to wear jeans for specific casual dress days (i.e. service trips, field trips). Jeans should be in good condition with no fraying or distressed marks.

Hair/Nails/Jewelry/Makeup
Sacred Heart does not allow the following in its dress code, including but not limited to nose rings, artificially colored hair (e.g. purple, pink, etc.), tattoos (flash or temporary), body piercing (simple post earrings on the ear lobe preferred), large hair accessories etc. Jewelry and hair accessories should be simple and appropriate to the uniform. Makeup should be simple and age appropriate. Therefore, cosmetic use should be minimal. Nail polish may only be worn when announced on special days or as a fourth prep privilege.

PERSONAL BELONGINGS
Lockers and Valuables
Students should place all books and belongings in their assigned locker. The school is not responsible for money, personal articles, or valuables lost or damaged at school. Students should not bring valuables and large sums of money to school. If necessary, anything of value or too large to fit inside a locker should be stored in the office.

Lockers are to be maintained with utmost care. No tape or adhesive substance of any kind is to be used inside or out. The inside of a locker should be organized and simply kept so that a student may quickly visit her locker between classes to store or retrieve items. Advisors may inspect lockers from time to time, and lockers may be searched by school staff if there is probable cause. A student may receive a minor infraction if the area around their locker is disorganized (books/clothes/shoes on floor, trash around locker, etc).

Lost and Found
Lost articles will be placed in the girls' bathroom in the main hallway or in the lost and found in the gym. Students are expected to check regularly for lost items. At the discretion of the Middle School Division Head, unclaimed articles will be given away periodically throughout the year. In order to avoid confusion and loss of items, each student is required to label her belongings.

ATTENDANCE/DISMISSAL PROCEDURES
Students are expected to attend school on all days noted on the school calendar. They are expected to arrive on time and remain for the full school day.

The first bell rings at 7:55 a.m., and students are expected to be in class at that time. Carpool begins daily at 3:20p.m.

The Middle School office opens at 7:20 a.m. No students are allowed to enter the building prior to 7:20 a.m., and all must be checked in by the teacher on duty. A faculty member will be at the Carondelet Street door under the bridge beginning at 7:20 a.m. Any student arriving on campus prior to 7:45 a.m. must report to Rosary Hall upon arrival. At 7:45 a.m., students go to their advisory classroom. Advisory begins at 7:55 each morning.

A student is considered to be excessively absent when she has missed 10 days of school.

In order to receive credit for the school year, students must be in attendance a minimum of 160 days.

If a student is going to be absent, parents should record absence on MSA. **If a student is absent for 20 consecutive days, her physician must call the school nurse in order for her to return to class. Students with written permission to leave school must sign out in the office and sign in upon return.**

Late/Tardy/Partial Day Absences

- Attendance is taken at 8 a.m. A student is marked tardy if she arrives after 8 a.m. Any student arriving or leaving after 8 a.m. must sign in/out in the book located outside Ms. Bauarschi's office.
- Students who are on time for school but who are not in class when the 7:55 a.m. bell rings will be marked tardy.
- Lateness from 8:00 – 9:15 a.m. constitutes a tardy. An absence of one hour and 15 minutes to two hours constitutes a quarter-day absence. An absence of two to four hours constitutes a half-day absence. More than four hours constitutes a whole-day absence.
- Students arriving at school later than 8:45 a.m. cannot participate in after-school or evening school events without approval from the Dean of Students. The Athletics policy states that students arriving later than 8:45 a.m. may not participate in athletics. Students may not arrive late following an extracurricular event on the prior evening.

Dismissal

Before school starts in August, parents/guardians are expected to complete forms on Magnus which indicate the people with whom and the means by which the students are allowed to leave campus. If a new arrangement is necessary, such change needs to be updated in the student's Magnus account. If an emergency occurs mid-day, parents/guardians may call or email a notice to the administrative assistant. No student may leave the school grounds or change a destination without the explicit permission of the Preparatory administrators. Preferred notification is parent recorded via MSA. **If a student is to be picked up by a person other than an individual indicated on her dismissal form in Magnus, the Preparatory Office must be notified. Written notes, emails, and phone calls are acceptable means of notification.**

Any student who leaves campus before regular dismissal must be picked up from the St. Charles entrance.

Upon dismissal, students should go to the **school-designated** pick-up locations, and only to these locations.

- Preparatory carpool students are to wait attentively in the designated spot along Carondelet Street.
- Students in mixed Middle/Upper School carpools are to meet the Upper School students in the front courtyard **inside the gate.**
- Preparatory students should not be unattended in the front courtyard.
- Preparatory students may never, under any circumstances, walk to a car unescorted.
- On days when the Upper School is dismissed early, all Preparatory students are to be picked up in the designated Preparatory spot along Carondelet Street.

Failure to follow dismissal procedures may result in a minor infraction or detention.

Preparatory students must be picked up under supervision in designated spots only. Students going to MASH must go directly to the MASH location.

Early Sign-Outs

During the school day, parents/guardians who need to pick up their child should email the office or send a note in advance and go to the receptionist's desk at the time of departure. The receptionist will call the Administrative Assistant, who will ask your daughter to sign out and meet you at the reception desk..

<u>MASH (Middle School After Care)</u>

In order to ascertain the safety of our students while they are on campus, there is MASH, a fee based after-school service offered for Preparatory students in a safe and supportive environment. Preparatory students are to be supervised at all times while on campus; the library, specifically, may not be used as a waiting area in lieu of MASH. All students who remain after 3:45 p.m. and are not involved in a supervised activity must go to MASH.

Please adhere to the following procedures for MASH:

- The MASH program begins at 3:45 p.m., and all students who will attend on any given day must be in Rosary Hall or another designated area by that time.

- After 3:45 p.m., students may be in the library **only with specific permission** from the MASH Supervisor. The student is to sign into MASH before she goes to the library. The library is not to be used in lieu of the MASH program.
- Any student who has permission to attend/participate in another activity, tutoring, sports, etc. may report to MASH at a later time. The MASH Supervisor will note the time of her arrival.
- ***After-School Sports:*** Students who are not picked up at the conclusion of an athletic event or practice will be sent to MASH. If practices and/or games are canceled, those students who do not have back-up plans will be sent to MASH. **Charges will apply.**
- ***Games:*** *An adult must accompany students in first and second preparatory who wish to stay to watch games at school.* The parent/guardian who is to accompany the student(s) must send a note to the Preparatory Office by 8:15 a.m., listing the names of the girls who will be supervised. Students without such a note will be sent to MASH. Charges will apply.
- ***Snacks:*** Students may bring a snack and/or drink that may be consumed between dismissal and 3:45 p.m.
- ***Pick up:*** Parents/guardians should access the campus near the Carondelet entrance where the guard is present and personally pick up students from the assigned location.
- ***Fees:*** There is a fee per hour for this program. MASH concludes promptly at 5:45 p.m. **A $1.00 per minute late charge will be added per child for any children remaining after 5:45 pm.**
- Before major holidays, there will be additional charges for late pick-ups. The Business Office will bill parents/guardians monthly.

Middle School MASH
Hours of Operation: Monday-Friday - 3:45-5:45 p.m.
MASH is billed on the quarter hour at a rate of $15.00 per hour.
MASH phone number for pick up: 504.382.9188.

Families who chose the prepaid semester option are automatically included in the system. Drop-ins are available for Middle School students. Once the reservation form closes, parents/guardians should call the Middle School office for any changes.

<u>CO-CURRICULAR ACTIVITIES</u>
Student Council
The Prep Division elects a president from the fourth prep class. The Prep Division elects a vice president of goals from either the third or fourth prep class. The Prep Division elects a secretary/treasurer from either the second, third, or fourth prep class. Also, each class elects representatives. The Student Council president, who is a fourth prep student, speaks at the Fourth Prep Liturgy. Together, they serve as the Student Council and are responsible to do the following:

- Help in building an atmosphere of Christian community in the Preparatory Division
- Serve as a liaison among the school, faculty, and students
- Demonstrate the practical application of democracy by encouraging the students to act as responsible citizens in an interdependent world
- Encourage school spirit
- Encourage a high standard of scholarship and service
- Assist at school functions, outreach, Campus Ministry, etc.
- Act as an example to the rest of the student body by personally upholding the high standards of scholarship and service

Elections take place in the spring for the following year. Candidates must be enrolled for the following year and be in good behavioral and academic standing (80 B- average or higher required) in order to run for office.

Any member of Student Council *may* be replaced for any of the following:

- Three detentions
- Detention for a serious violation of rules
- Suspension
- Failure to fulfill duties of the office
- Academic probation

Off-Campus Activities/Retreats/Field Trips
Each grade will participate in special on or off-campus activities, which relate to specific units of study, as well as foster understanding and appreciation for the community, environment, and the arts. Attendance is required on field trip days, as it would be if students were remaining on campus. Students may be asked to complete assignments or make up activities if absent or unable to attend a field trip.

In the fourth preparatory, students will participate in a mandatory community building, interdisciplinary experience (off-campus) which will appropriately culminate their Preparatory years and prepare the students for the transition to the Upper School.

Occasionally, students will leave campus for educational field trips. Permission slips signed by parent/guardian are required and must be returned to school by the date noted on the permission slip. Otherwise, the student will not attend. No telephone calls will be accepted; however, emails and faxes with parent/guardian signatures will be accepted. (Fax number is 504.891.2755). Emergency information and a first aid kit are brought on each field trip.

When a school-sponsored trip falls on a Sunday or a holy day of obligation, all participants must attend Mass.

Network Summer Service Projects
Each summer, service projects are presented by Network schools around the country. Network Summer Service Projects are direct opportunities for students who are enrolled in a Sacred Heart school to live out *Goal 3* through service and advocacy. The Dean or Campus Minister will provide students with project information and applications in the winter. Most programs are geared towards third and fourth prep students. Additional projects are open to Upper School students. Applicants will be informed of their acceptance by the Network in the spring. Students are encouraged to visit sofie.org to learn more and view photos/reflections from past projects.

4th Prep (8th Grade) Privileges
The fourth prep receives privileges if they have exhibited model behavior as a class. In the fall, the fourth prep will meet as a group to suggest privileges. These items will be submitted to the administration for review. Approved privileges will be announced and put in place. Fourth prep privileges/events may be suspended or revoked if behavior declines. Party buses (including but not limited to limousines and stretch vehicles) are not permitted as transportation to/from any ASH sponsored event.

Fundraising
Any fundraising activity, including bake sales, must be approved by the Dean of Students. Students are required to fill out a Student Service and Fundraising Form for the Office of Institutional Advancement. This form is available from the Dean of Students.

TRANSPORTATION
Permission slips will be sent explaining transportation to/from off-campus events. School buses, charter vehicles, or the streetcar may be used when appropriate. Adequate seating will be provided on all school field trips.

The use (loan) of a third-party vehicle for school purposes, namely, one titled to a parent/guardian or friend of , and where an Academy employee is the driver, must be approved by the Business Office In no case may the vehicle carry more than nine passengers.

The owner must be informed in writing that his/her liability policies are primary in the event of a claim. The school must also confirm that the owner has adequate liability insurance in effect, by requesting a copy of the owner's automobile policy or other proof of insurance showing that limits carried are at least **$100,000/$300,000 or $300,000 combined single limit.**

BREAK/LUNCH
Students may bring a snack for break or buy one in the Dining Hall. Students are permitted to eat in the Dining Hall and Rosary Hall during break.

Students may participate in the lunch program at school or bring a bag lunch. Parents/Guardians who send a lunch and snack from home for their child are free to pack the foods of their choice. It is our hope, however, that families choose not to send foods containing peanut butter or nuts whenever possible. All students must report to

the Dining Hall when the lunch period begins. Afterwards, under teacher supervision, students may go outside, to the Très Bien Boutique, or to the library, or other assigned recess location.

Each student is responsible for cleaning up after herself throughout the school day. On special occasions, students may eat in another specified area with permission of, and supervision by, the faculty. Food and drink are never allowed in the library or chapel.

Any food other than lunch, snack, or birthday cake must be approved in advance by the Dean of Students.

Food and Nutrition Guidelines: School kitchens are not allergy-free kitchens. Cross-contamination is always a possibility.

BIRTHDAYS/CELEBRATIONS

In order for a student to distribute invitations on campus, to a party of any kind, every student in the grade must receive one.

A student may bring a birthday treat for her advisory group. Birthday cake/treats should be shared during advisory, morning break or lunch. In order to save time, please pre-cut the cake before sending it to school. Cupcakes and/or cookies are preferred. Peanut or nut-containing products are not permitted. Please see Birthday Dress guidelines under uniform information.

During Mardi Gras, students may bring king cakes on Fridays only for their advisory group. King cakes must be brought down to the Dining Hall to consume. Peanut or nut-containing products are not permitted.

STUDENT COMMUNICATION

Office Phones and Messages

During the day, students may use, with permission, the telephone in the Dean's Office. At all other times, permission is required by the faculty supervisor in the Dean's or Preparatory Office. Only messages from parents/guardians are posted for students during school hours. **Because of the number of students, the Office cannot be responsible for messages received after 12:30 p.m.** Messages will be posted on the student's locker. Students are responsible for checking their lockers periodically.

Cellular and Electronic Devices

The use of cellular devices including but not limited to cell phones, **smart watches**, and devices capable of sending or receiving data and wireless headsets are not allowed to be active upon arrival on the third floor, specifically during the hours of 7:20 a.m. – 3:20 p.m. (11:30 a.m. on half-days), unless given specific instructions by a member of the faculty or administration. **Cell phones are not allowed at carpool.**

If a student is waiting for a call or text from a family member during MASH, a student should turn her phone in to the staff or faculty member who is supervising. Otherwise, the cellular device may be kept in her backpack during MASH.

A student's phone/smart watch must be submitted to her advisor upon arrival to campus. The student will be able to retrieve her phone/smart watch at the end of the day. If a phone is seen in use on campus, the phone will be confiscated for the day, and the student will receive an automatic detention. After the second time a student's phone is confiscated, the student will receive a second automatic detention, and a parent/guardian will have to come pick the phone up from the Dean's Office. Any discrepancy will be viewed in the light most favorable to the administration's point of view.

Parents/Guardians, we ask that you refrain from texting and/or calling your daughter during the school day. In case of an emergency, please call the Middle School Administrative Assistant (504.269.1225) or the Dean's Office (504.269.1229), and we will communicate with your daughter.

The school assumes no responsibility for any personal electronic devices brought to school.

PARENT/GUARDIAN COMMUNICATION

Faculty and administration communicate with parents/guardians as frequently as is deemed necessary to discuss/record students' progress, including improvement and/or outstanding achievements. Effective communication is essential as we work to live out *Goal 4* by building community and educating your child. In

order for questions/concerns to be addressed quickly and appropriately, please utilize the communication methods listed below.

Parent/Student/Teacher Conferences
Parent/Student/Teacher conferences are offered at least twice a year. All parents/guardians are encouraged to meet with their daughters' teachers at that time. Students are always welcome to attend conferences.

Appointments
Parents/Guardians whose daughters are experiencing difficulties may schedule appointments, as frequently as needed, and are encouraged to do so. To make an appointment with a teacher, advisor, or administrator, parents/guardians are asked to email the Prep faculty member directly. For meetings that would require multiple faculty members or administrators, please contact the Administrative Assistant, **Ms. Larissa Bauarschi at 504.269.1225 or lbauarschi@ashrosary.org,** to schedule a meeting. For security reasons, parents/guardians are expected to check in with the receptionist when coming to school for an appointment. The receptionist will contact the faculty/staff/administrator who will meet parents/guardians at the reception desk.

Telephone
The main Rosary Campus phone number is 504.891.1943. A receptionist can be reached during school days from 8a.m. – 4 p.m. To reach the Prep Office, dial 504.269.1225.

Email
Email is the main means of communication. All school as well as division information is communicated by email and on the website. All personnel may be contacted directly by their personal email address using first initial, last name@ashrosary.org. For example, jdoe@ashrosary.org

MySchoolApp
MySchoolApp (ashrosary.myschoolapp.com) houses all student information including resource boards, schedules, calendars, homework, test calendar, courses, grades, and communications for students and parents/guardians. Each family and student have logins and passwords for the system. To log in, click on the login button on the ashrosary website (https://ashrosary.myschoolapp.com). Difficulties logging into the system should be addressed to Jeanne Townsend, Director of Information Management, at jtownsend@ashrosary.org.

Change of Status
Please notify the school in writing of any address, home/work/cell phone number, or email address changes as soon as possible. **Please keep this information updated at all times**.

Website
The school website is a valuable source of information for everyone. Calendar information, special news, school closing, sports news, etc. are posted on the web. The school's web address is: ashrosary.org.

Remind 101
Remind 101 is a one-way text messaging system. With Remind 101, all personal information remains completely confidential. Teachers will never see your phone number, nor will you ever see theirs. All parents/guardians and students should sign up to receive text notifications regarding class announcements and special reminders and updates.

Visitors
Before taking a visitor to school, students must check with the Preparatory Office. A day's notice is generally sufficient. All visitors are required to sign in at the front desk of the campus. They will be asked to provide proof of identification and will receive a visitor pass to wear during the visit. Once the visitor or guest has checked in, he or she must report to the Preparatory Office or designated location for visit. All visitors must return to the front desk to sign out.

GUIDELINES FOR WHOM TO CONTACT

We encourage direct contact between you and the individual adults responsible for your child's education in both academic and extracurricular activities. Please contact those responsible for the individual programs of the school for the most effective communication.

Head of School | Gretchen Kane | 504.269.1202 | gkane@ashrosary.org
The Head of School works closely with the school's administrative team and with the Board of Trustees to further the mission of the school. She encourages direct contact between parents/guardians and those responsible for the individual programs of the school for the most effective communication.

Middle School Division Head | Laurie L. Friedrichs | 504.269.1226 | lfriedrichs@ashrosary.org
The Middle Division Head is responsible for the daily operation of the school, including faculty in relation to their classes and all academic concerns. The Middle School Division Head oversees the implementation of accommodations in the classroom. Contact Laurie Friedrichs with questions about the academic program or curriculum in the Middle School.

Middle School Dean of Students | Frances Durand | 504.269.1229 | fdurand@ashrosary.org
The Middle School Dean is responsible for overseeing student life, including conflict resolution, non-academic programs, and Student Council. Refer to the Dean for issues regarding student life, all school field trips, and activities. Contact Frances Durance if you have safety or behavioral concerns.

Learning Specialists|Grades 5 and 6 | Leah LaGraize | llagraize@ashrosary.org
Grades 7 and 8 | Megan Doosey | mdoosey@ashrosary.org
The Learning Specialists are responsible for maintaining all records pertaining to testing and accommodations. All paperwork must be sent through the Learning Specialists' office.

Middle School Counselor | Molly Sanders | 504.269.1228 | msanders@ashrosary.org
The Counselor is responsible for designing and implementing the developmental counseling program and maintaining communication with students, parents/guardians, administration, and faculty regarding students' needs.

Middle School Faculty Advisors | Assigned to each student
The Middle School Faculty Advisor will meet with students in small groups to assist with educational development and progress. Discussions as well as tasks will be accomplished during meeting times. Forms and permission slips will be collected by this teacher.

Additional Contacts

Athletic Director	Courtney Ward	504.269.1237
Associate Athletic Director	Joseph Kepper	504.269.1250
Athletic Trainer	Philip Rowe	504.269.1240
CFO (Business Manager)	Connie L. Shannon	504.269.1204
Nurse's Office	Mindy Matrana, RN	504.269.1254
Middle School Office	Larissa Bauarschi	504.269.1225

For questions regarding specific Preparatory classes, please contact your daughter's teacher directly.

FACILITIES

Très Bien Boutique

School spirit wear/items and some school uniform items are available at the main bookstore Très Bien Boutique, which is located on the Rosary Campus on the first floor of the main building. Très Bien Boutique hours are Monday through Friday 7:20a.m. to 4pm and are posted on the Resource Board on MySchoolApp.

Richard C. Colton, Jr. Performing & Fine Arts Center

The Richard C. Colton, Jr. Fine Arts Center is a community space, and all are expected to maintain respectful behavior when utilizing the spaces for classes, performances and events.

Front Courtyard/Back Square/Gayle and Tom Benson Sports Field

The front courtyard, back square, and Gayle and Tom Benson Sports Field are community spaces. While gathering outside, students are expected to show respect for others and the environment.

Katherine and Robert Boh Innovation Lab and Makerspace

Opened in fall 2016, the Kathrine and Robert Boh Innovation Lab is a design space where teachers and students across disciplines and divisions use the design thinking process to create impactful solutions and collaborative systems for addressing modern challenges. The I-Lab Coordinator supports faculty innovation and student-initiated projects by maintaining a Makerspace where both teachers and students can build prototypes and test assumptions to validate ideas. The I-Lab is open for classes, workshops, and individual student exploration throughout the school day.

Mother Soniat Library

The Mother Soniat Library is a vital part of academic life for Middle and Upper School students. Prep students using the library after school must first sign in to MASH. Library privileges include easy access to over 12,000 cataloged library materials—the regular collection, reference materials, and audio book. The library does not charge fines for overdue books, but we do expect books to be returned in a timely manner.

Rosary Chapel

The Rosary Campus is fortunate to have a consecrated space for religious, individual, and communal worship. The chapel is a holy place at Sacred Heart, and all are expected to maintain quiet and respectful behavior. Food and drink are not allowed in the chapel.

ATHLETICS

Preparatory students compete in the New Orleans Athletic League (NOAL) in the following sports: volleyball, basketball, soccer, tennis, softball, track & field, and cross country. Third and fourth prep have the opportunity to participate in Upper School sports as determined by an elevation and agreement through middle school administration, coaches, parents/guardians and athletic director. The athlete may be named to a Junior Varsity or varsity roster, and she will compete in the Louisiana High School Athletic Association (LHSAA) and is subject to the rules of the Association. Preparatory students participating at the Junior Varsity or Varsity level should reference the *Athletics Handbook* for rules and regulations.

Fall Sports

Cross Country	1st – 4th Preparatory
Volleyball	2nd – 4th Preparatory

Winter Sports

Basketball	1st – 4th Preparatory
Soccer	1st – 4th Preparatory

Spring Sports

Softball	1st – 4th Preparatory
Tennis	2nd – 4th Preparatory
Track & Field	1st – 4th Preparatory

*All offerings are contingent on interest in a sport.

ATHLETICS EXPECTATIONS/RESPONSIBILITIES

Coaches:

- Set guidelines for the particular sport, of which the athlete will be made aware at the onset of the season.
- Provide accurate and timely information concerning practice and game dates and times to parents/guardians, the Athletic Director, Middle School Dean of Students, and the Middle School Division Head.
- Provide a learning environment for skill acquisition and progression of skill development.
- Organize transportation to practices and/or away games.

Athletes:

- Represent ASH while participating in an interscholastic event and conduct themselves in a manner commensurate with the guidelines set forth by her coach and the *Parent/Student Handbook*. (In the event a player cannot live up to these responsibilities, she may be asked to withdraw from the sport.)
- Arrive on time for practices and games, behave in a sportsmanlike manner, exhibit leadership qualities, and exercise self-control.
- Respect themselves, their team, and the coach.
- Take responsibility for their actions on the court while representing ASH.

Parents/Guardians:

- Support each girl, team, and the coach.
- Limit "bleacher-talk" to positive comments.
- Dialogue with players after games, not during.
- Make an appointment to dialogue with a coach about problems rather than speak to him/her at a game site.
- Arrive on time when picking up daughter/carpool from practices or games.
- **Due to a risk of injury and liability reasons, parents/guardians are not allowed to participate in team practice sessions.**

Student Spectators:

- Dress appropriately, and if in school uniform, to follow the *Parent/Student Handbook* regulations.
- Maintain proper behavior and decorum.

Schedules

Practice schedules are set by the assistant athletic director and athletic director. Start dates and practice schedules will be sent out in the MS Athletics' Cardinal Corner and via email. Game schedules are emailed to the players and parents/guardians as soon as they are final. MySchoolApp and the school website (ashrosary.org) will have the most current schedule for all competitions.

Changes/Cancellations

Schedule changes are to be at a minimum. In the event of rain, outdoor sports will be canceled for the day. When games and practices are canceled, every effort is made to do so as soon as possible. Occasionally, games must be canceled at the last minute. For away games canceled in progress, students can be picked up from the site of the competition by a parent/guardian or can be picked up from Sacred Heart's campus. No student may be left unsupervised at the game site. If practices or games are canceled, students should go home with their regular carpool or follow arrangements for transportation made prior to the season with their parents/guardians. Coaches will remain with players for 15 minutes after a practice or game is completed, after which the student must report to MASH. Charges will apply. Parents should regularly check their email and the Remind app for updates.

Practices

On-campus practices are held either in the Mater Gym, the Rosary Gym, the Gayle and Tom Benson Sports Field, or the Pavilion. Off-campus practice sites will be announced before the start of the season. Transportation will not be provided by the school to off-campus practice sessions. Practice Sessions are closed to spectators and all Middle School practices will end sharply at 5:00 PM. The Preparatory teams have limited use of the facilities. The use of the facilities are shared with the Upper School teams.

Games and Competition

All New Orleans Athletic League (NOAL) games are held between 3:45 and 7 p.m. Some sports may require weekend games or night tournaments. Every effort will be made to keep these to a minimum.

Transportation
When possible, students will travel to games/matches in school vehicles. Upper School teams get first priority for school vehicles. On occasion Middle School will have to carpool to games/matches and there will be a notification sent in a timely manner for those instances. Cell phone use on buses to games is not allowed unless the student has permission from the driver or coach. School transportation will not be provided if the scheduled game begins after 5:00 p.m. or on the weekends. If carpools are arranged but the practice or the game is canceled, each girl should have an automatic secondary plan.

TEAM INFORMATION
For each of the fall, winter, and spring offerings, they will participate in the New Orleans Athletic League (NOAL) interscholastic schedule and championship tournament. Or participate in an intramural schedule if necessary.

Uniforms
The uniform jerseys are provided by the athletic department at the beginning of each season. The black PE shorts, purchased in Très Bien Boutique, are the shorts approved for the uniform. The uniforms must be returned in the same condition in which they were received at the jersey return day or before the school year ends. Uniforms not returned will result in a fee to be paid to the school.

Weight Room Policy
Middle School students are not permitted to use the weight room unless a waiver is signed and they must also be supervised by Sacred Heart faculty or staff. (7th and 8th Grade Students Only)

Medical Information
Students will not be permitted to begin practicing until the Athletics Packet is completed online at Magnus Health. Students participating in a JV/Varsity sport may be asked to have the LHSAA Medical History Evaluation/Physical Form completed and signed by a licensed physician or nurse practitioner.

Injuries
The coach reports all injuries that affect a player, either practicing or playing, to the parents/guardians as soon as they can be contacted. The coach then reports the injury to the Athletic Director as soon as possible and turns in an accident form if only the injury requires an accident form. The coach, school nurse, doctor, or emergency room, depending upon the need, will administer treatment of the injury. After an injury requiring medical attention, an athlete must have a doctor's certificate to resume play.

Sports Medicine and Team Orthopedist
ASH Athletics is proud to partner with the Orthopedist of Tulane Institute of Sports Medicine (TISM) to provide our student athletes with the best care available.

The Orthopedist of Tulane Institute of Sports Medicine (TISM), will be available, as needed, for consultation, evaluation, and treatment of any injured student/athlete. Contact Head Athletic Trainer, via phone at 504.269.1240 (office) to set up an appointment with an Orthopedist at TISM, our athletes will be seen on a priority basis.

Tulane Institute of Sports Medicine
202 McAlister Ext
New Orleans, LA 70118
504.864.1476
Toll Free 877.SPORTEY (877.776.7839)
tulane.edu/tism

AWARDS/RECOGNITION
All Preparatory athletes will receive a certificate of participation at the Middle School Athletics Awards program and/or Junior Varsity/Varsity Athletics Awards Banquet. Preparatory students who participate in LHSAA varsity competition will be eligible to letter under the same criteria as Upper School athletes.

SCHOOL POLICIES

The goals of Academy of the Sacred Heart direct the formulation of policies, practices, and educational programs which are supportive of the Christian concepts of human dignity interpreted by the official Roman Catholic Church, and enunciated by the local ordinary, the Archbishop of New Orleans. Academy of the Sacred Heart is a college preparatory, ISAS (Independent Schools Association of the Southwest) school for girls. It admits qualified students regardless of race, color, national, or ethnic origin. Full policies are on file in the Office of the Head of School.

CONFIDENTIALITY

Members of the school community commit themselves to maintaining professional tact and discretion with regard to any confidential information disclosed to them by or about students. The guiding principle for extending confidentiality is when there is concern about a student's ability to function academically, spiritually, emotionally, physically, and/or morally within the school environment. The faculty, staff and administration will judiciously disclose information to parents/guardians in which there is an indicator that a student is in danger or a danger to herself or others. Faculty and staff follow appropriate school channels to disclose information. In all cases, the faculty, staff and administration follow Louisiana law pertaining to the disclosure of information to parents/guardians and/or officials in cases in which there is an indication that a student is in danger or a danger to herself or to others. The Head of School, notified in all cases, determines appropriate action, recommendations or referral including, but not limited to, Louisiana's Children's Code.

PARENT BEHAVIOR

Academy of the Sacred Heart enjoys a constructive relationship with parents/guardians. It may occur, however, that a parent's/guardian's or family's philosophy, values, needs, or expectations significantly differ from those of the school. If this occurs or if **issues are handled by a parent/guardian or family in a manner that is disruptive, disrespectful, or destructive to the well-being of an individual or the school community**, the school reserves the right to terminate the relationship between the school and the family without regard for the student's personal performance. This policy includes unduly negative statements made on social media and group texts that are potentially harmful to an individual, the school's reputation and/or contrary to the school's mission. The administration is always available to discuss any issues, problems, or concerns, and whenever possible, will try to accommodate individual needs and preferences.

TECHNOLOGY USE

Policy for the Ethical and Responsible Use of Technology

The use of technology is guided by the philosophy and mission of the school as articulated in the *Goals and Criteria* of the Network of Sacred Heart Schools. The school promotes the use of technology, recognizing the need to prepare students to be responsible, ethical, and contributing members of society and the workforce on this planet.

As a Middle School, we do not encourage students to use unmonitored social media sites. It is developmentally appropriate for students to want to access these sites to communicate with friends and family; however, we strongly suggest that families monitor any social media activity and make family decisions about the appropriateness depending on the child's age. As a school, we do not encourage nor condone group text messages.

In order to promote the ethical and responsible use of technology, regulations are established for the good of the individual and the school community. Specifically these regulations are as follows:

1. The implementation and upgrading of technology is a costly endeavor. Students are to be instructed in the proper and careful use of computers and other forms of technology. Food and drink are not to be taken to areas in which computers are located. Students are not to tamper or be destructive with computers and other hardware.
2. Facilities where computers are located are meant to be areas of learning. Students are to be considerate of others who are using the computers for work.
3. The use of a computer will be assigned according to priority. A class that has reserved the computer cart/room has first priority. A student working on a class assignment has priority over leisure users.

4. Students are required to care properly for CDs, DVDs, and other software and to store them in appropriate containers. Students will be held responsible for damaged or lost property that belongs to the school or another student or faculty member.
5. If inappropriate use of hardware or software programs leads to damage, the student(s) will be charged for the damages or replacement of the hardware or software. Taking computer hardware and software that belong to the school or to a student or faculty member without permission of the owner is stealing. Stealing will be dealt with as outlined in the *Parent/Student Handbook*.
6. When allowed to use a computer for a test, all documents and programs, except those specifically allowed for the test, must be closed, not minimized.
7. Students shall comply with copyright laws in the use of software, including loading and using software without proper licensing. The use of the network or the internet as a valid academic resource is governed by the same rules that apply to library resources. Improper use or distribution of information is prohibited. This includes using the network for financial gain or illegal or commercial activities.
8. The use of another person's work without proper reference or permission is considered plagiarism and will be subject to disciplinary action as outlined in the *Parent/Student Handbook*.
9. **Access to social networking websites during school hours is strictly prohibited, and disciplinary action will result from this violation.**
10. Foreign language translators, whether found online or installed as a program, may not be used for anything more than single word look-up for foreign language classes. If entire sentences and/or compositions are found to be produced by an online translator, this will be considered plagiarism and a violation of the Honor Code from which disciplinary action will be taken.
11. Tampering with the network or a computer to impair the functionality of either, or knowingly initiating a computer virus on a computer or a network which modifies or destroys the work of others shall be considered a serious offense of vandalism. Vandalism will be dealt with as outlined in the *Parent/Student Handbook*.
12. Attempting to subvert security systems or to bypass restrictions set by the network administrator (hacking) is considered a serious offense of vandalism and will be dealt with as outlined in other sections of the *Parent/Student Handbook*.
13. **Writing, photographs, videos, etc. that are deemed harmful to the school, faculty, administration, or student reputation will not be tolerated. The use of profanity or vulgarity is prohibited. This includes viewing, downloading, sending, storing, or printing files or messages that are profane, obscene, or that use language that offends or degrades others and will be dealt with by the administration.**
14. **Students should not appear in photographs or videos on any social media platform while wearing uniform or representing the school, unless it is to promote the school in a positive manner.**
15. Assessing the accounts and files of others is prohibited. Logging in as another person, using another person's files, and altering a program that belongs to another are violations of another person's right to privacy. Posting personal information (names, address, phone number, credit card number, password, etc.) belonging to another person is strictly forbidden. Such violations are no different from stealing and will be dealt with in the same manner as stealing as outlined in other sections of the *Parent/Student Handbook*.
16. The email system is to be used only for the exchange of appropriate information. There are to be no emotionally charged, derogatory, or otherwise inappropriate exchanges on the email system. Delicate or difficult communications should take place face-to-face. One should not send anything on email that one would not be able to say face-to-face. The sending of chain letters is prohibited. The school reserves the right to monitor all email communicated through the ashrosary.org domain.
17. Communication between faculty and students should be limited to class topics. Email of a personal nature should not be exchanged between faculty and students.
18. Respect for privacy shall be given to each person's email account. Each member of the school community is expected to respect the privacy of email messages belonging to other members of the school community. Reading the personal mail of another without the recipient's permission is not acceptable.
19. No one may access his/her personal subscriber online services using school property.
20. The internet is to be used for scholarly research and as a means of obtaining information. Students are not to join chats at school unless there is a legitimate academic reason to do so. Chats offer opportunities to develop relationships with people through the internet; however, everyone should realize that there are certain safety measures to consider when communicating. Therefore, one should be cautious about giving out personal information (name, address, phone number, etc.). The internet offers access to information

(e.g. pornography, vulgarity, gambling, militant, extremist materials, etc.), and accessing information of this sort is not acceptable.

21. Computers may not be used to make recordings without the consent of all who are being recorded.
22. Sound must be turned off, except when it is being used as part of a class.
23. Students are not permitted to play games of any kind on the network without permission.
24. Assisting others in violating these rules shall be considered unacceptable behavior and shall be subject to disciplinary action.
25. **All digital media (photographs, video, music, slideshows, etc.) taken during school time or during any school-sponsored event should reflect the mission and values of the school. Approval for posting to public media should be in written form to the Division Head.**
26. **The exchange of information between students using the technology available to them is to enhance the learning process. Text messaging, Gchat, iMessaging, using Google Docs or email, or any other messaging method is not considered an appropriate or valid means of exchanging information for academic reasons. Students are not to use this form of communication during school hours unless instructed by a faculty member.**
27. Because the network is the property of the school, the school reserves the right to monitor all communications through the network without any notice.
28. Students with a psychoeducational evaluation which suggests a laptop accommodation will be allowed to have their device on campus once approved by the Learning Specialist. The student's laptop must be "certified" through the Technology Department to ensure the hardware and software meet the required specifications. Once a laptop is certified to be used by the student in the Prep Division, a certification sticker will be placed on the top of the laptop. The school assumes no responsibility for laptop. If the laptop has an issue during class, it must be shut down and brought home to be serviced.
29. The cameras on student laptops/Chromebooks are disabled and should not be enabled by students. At times during the year, the school may choose to enable cameras for academic purposes. When enabled, students will be notified and instructed on proper usage of camera during classes.
30. **Students should not connect their private cell phones/wireless devices to the school network (Wi-Fi) at any time.**
31. **Cell phones, smart watches, and other electronic devices are not to be used during school hours, and violations will be dealt with as outlined in other sections of the *Parent/Student Handbook*.**
32. **A $50 repair fee may be incurred for anyone who damages a school owned Chromebook. (Repair cost for a screen is $85)**

A signed internet agreement may be required of Preparatory families to ensure safe and responsible behavior online. Violations of regulations regarding the proper and responsible use of technology shall be reported to the Preparatory Dean of Students, who will follow disciplinary action as outlined in the *Parent/Student Handbook*. In addition to disciplinary consequences, a student may subject herself to the possibility of losing the privilege of using technology available at Sacred Heart because of irresponsible, unethical, or illegal usage.

Chromebooks

Each student in Middle School is assigned a school owned Chromebook to use for the academic year. In addition to the above regulations, a Chromebook agreement must be signed annually by each student and parent/guardian before a Chromebook is released to a student. Use of any other laptop or personal computer is not allowed on campus. Any exception to this policy must be approved by the Middle School Division Head.

Google Workspace

At Sacred Heart, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Academy of the Sacred Heart, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks and laptops, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?

- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?
- Please read it carefully, let us know of any questions, and then sign the Handbook to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services and third party apps with their Google Workspace for Education accounts based on grade level. As apps become available Academy of the Sacred Heart will evaluate apps for their educational value and age appropriateness for different grade levels.
Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Sacred Heart may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- Account information, which includes things like name and email address.
- Activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- Settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- Location information - Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- Direct communications - Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:

- Activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- Apps, browsers, and devices - Google collects the information about your student's apps, browser, and devices described above in the core services section.
- Location information - Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?
In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

Does Google use student personal information for users in K-12 schools to target advertising?
No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?
We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?
Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?
First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Laurie Friedrichs at lfriedrichs@ashrosary.org. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?
If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Laurie Friedrichs at lfriedrichs@ashrosary.org or the Director of Technology. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice (at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy at https://www.google.com/intl/en/policies/privacy/), and the Google Cloud Privacy Notice at (https://cloud.google.com/terms/cloud-privacy-notice).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as https://cloud.google.com/terms/data-processing-addendum).

HEALTH/HUMAN SEXUALITY/SAFETY
Students are provided with instruction of the available facts and issues pertaining to matters of personal health, growth, and development, including human sexuality and the use of mood-altering chemicals. Annually, opportunities for discussion of these issues are offered by knowledgeable professionals on all levels—spiritual, moral, physical, and emotional—in an effort to provide students with the information to make mature and prudent decisions with respect to the manner in which they conduct themselves and their personal relationships, always keeping in mind the philosophy of Academy of the Sacred Heart.

Magnus Health
Academy of the Sacred Heart uses the Magnus Health Student Medical Record (SMR) for each ASH student. Magnus is a web-based system used to collect and securely store student health information. If you have any issues with your account, you can contact Magnus at 919-502-7698 or service@magnushealthportal.com.

Each student's Magnus Health account must be completed by July 15 of the upcoming school year. All-first time entering students will be required to submit a copy of their birth certificate, current immunization record, and a physical from their pediatrician. All students entering fifth grade are required to submit a copy of their immunization record and a physical from their pediatrician. All information must be submitted directly to Magnus Health, and all information must be complete in order to begin school. This is a Diocesan and state requirement.

Immunizations
Academy of the Sacred is required to be compliant with Louisiana laws and regulations regarding immunizations. This requirement is also reflected in our Goals and Criteria as a Sacred Heart school which calls us to ensure the safety of your daughter, and all other students.In keeping with Goal 4, Criteria 2, "Schools of the Sacred Heart commit themselves to educate to the building of community as a Christian value. The school promotes a safe and welcoming environment in which each person is valued, cared for and respected."
Act 73 requires that all schools use LINKS (Louisiana Immunization Network for Kids Statewide) for reporting and filing immunization school compliance reports to the Louisiana Immunization Program. If the schedule recommended by the Louisiana Department of Health and Hospitals is not followed, the student will require a statement of exemption annually.

Recommended Schedule of Vaccinations

Age	**Vaccinations**
At Birth	HepB
2 Months	DTaP, Hib, IPV, HepB, PCV, RV
4 Months	DTaP, Hib, IPV, PCV, RV
6 Months	DTaP, Hib, IPV, HepB, PCV, RV, Flu, COVID-19
7 Months	Flu, then annually
12-15 Months	DTaP, Hib, MMR, VAR, PCV, HepA
18-23 Months	HepA
4 Years	DTaP, IPV, MMR, VAR
11-12 Years	Tdap, MenACWY, HPV (VAR, MMR, HepA, HepB if needed)
16 Years	MenACWY, provider-patient discussion for MenB (HPV, VAR, MMR, HepA, HepB, if needed)

A guide to the above-listed vaccine abbreviations can be found at this link.

Infirmary
A registered nurse is on staff during the school day. Parents/Guardians will be informed of excessive visits to the infirmary. A student who becomes ill during the school day should report to the nurse's office. Should the nurse be unavailable, a student should report to the Dean's Office.
Students may not attend classes until completed medical records are on file in the infirmary.

Medications
Please refer to the policy and procedures for the administration of medications, which can be found on the school's website. All medication forms are available by accessing your Magnus Health Account. Daily medications must be listed on Magnus at the beginning of the year, and can be updated at any time. If a student starts taking medication after the school year begins,whether at home or at school, parents must notify the nurse, and update the Magnus Health account. If a student requires medication during the school day, the appropriate form must be completed on Magnus in order for the nurse or her designee to administer the medication. Over-the-counter medications (that are not stocked at school) require a Medication Form complete with a parent signature and will be dispensed **only by a nurse,** or her designee**.** Prescription medications require a Medication Form with **both** a

parent and a physician signature, unless it is only prescribed for a short term (i.e., an antibiotic for 10 days). All forms must be completed and submitted to student Magnus account.

Medication must be in its original container. The medication name, student name, instructions, and any possible side effects must be visible. The first dose of a new medicine may not be administered at school. **No student may bring medication (including lotions, creams, or cough drops) to take or administer on her own.** Parents of asthmatic, diabetic, severely allergic, or those with special needs must meet with the nurse about recommended treatment.

Contagious Diseases

If a student has a contagious disease, parents/guardians must inform the school nurse at mmatrana@ashrosary.org within 24 hours so that she may notify other parents/guardians of the exposure and outline the symptoms when necessary. This includes but is not limited to: COVID-19, influenza, strep throat, and conjunctivitis (pink eye). Individual confidentiality will be maintained when sharing health information. A doctor's note certifying that the student is no longer contagious must be presented upon return to school.

Parents are expected to cooperate with the school in responding to requests for medical documentation.

Absence from School for Health/Medical Reasons

Parents/Guardians are asked to keep their child home if she shows any signs of illness. This includes but is not limited to: fever, new-onset rash, hacking cough, vomiting, diarrhea and lethargy, especially when noted in conjunction with a known sick contact.

- ***Fever:*** Parents are asked to keep their child home if she has had a temperature of 100.0 or greater in the last 24 hours. If a fever is noted while at school, parents will be notified and the student will be sent home. Students sent home with fever will not be allowed to return to school until she has been fever-free for at least 24 hours without the use of fever-reducing medication. Students sent home with severe symptoms will not be permitted to return to school without a note from a medical provider.
- ***Diarrhea:*** Parents are asked to keep their child home if she has diarrhea that is not associated with changes in diet or due to antibiotic use. A child who has had two or more episodes of diarrhea in 24 hours should not attend school, and she should be kept home for at least 24 hours since the last episode.
- ***Vomiting:*** A child who has had two or more episodes of vomiting in 24 hours should not attend school, and she should be kept home for at least 24 hours since the last episode.

The school nurse will send a child home in certain cases. **It is a school policy that if a student is sent home by the nurse with fever, vomiting, diarrhea (not due to antibiotics or diet), and/or a contagious disease, she may not return to school the next day (or the same day). The school is aware that this may conflict with a medical recommendation; however, this is a school policy.**

If a student leaves school because of illness or if she is not feeling well, the student may not return to school the next day (or the same day) for any reason (e.g. school activities, MASH, after-school program, etc.). If a child is going home due to illness, the parents will be contacted by the Nurse or the Middle School office, she will be required to sign out in the Middle School office, and parents/guardians are required to pick students up from the front gates on St, Charles Avenue.

If a student misses 3 or more days of school due to illness, or receives medical attention from a physician, she must provide a doctor's note to the nurse at mmatrana@ashrosary.org with a return to school date and diagnosis listed prior to returning to school.

If a student has been hospitalized for any reason or if the Division Head, Nurse, or Counselor has requested medical clearance, the student must provide a written statement from a physician before returning to school. This statement should confirm that the student is medically cleared and that it is safe for both the student and the school community for the student to be readmitted. The student must also be able to participate in all routine school activities and physical education classes. If applicable, all restrictions must be discussed with the School Nurse and the Division Head prior to the student's return.

Physical Injury

If the student comes to school with an orthopedic bandage, sling, cast, boot, or crutches, or if the student needs to use of an elevator, or,wear a shoe other than uniform shoe, she must have a note from a parent or physician and

must be evaluated by the school nurse in order to attend class. If a student needs the assistive device for longer than three days, a doctor's note will be required.

For the safety of all students, the school prefers that any student who has a foot or a leg injury return to school in a wheelchair rather than on crutches. A wheelchair will be provided during school hours.

Food Allergies
Sacred Heart strives to ensure a safe and supportive environment for all students with food allergies. The School will work with parents and students to reasonably accommodate the needs of students in a manner that balances all of the related interests and that is developmentally appropriate for students. While we cannot fully control what is brought on campus by individuals or outside vendors, we endeavor to be an ' allergy aware' premise and to minimize the likelihood of a severe allergic reaction.

Emergency Action Plans
Students with special conditions that put them at risk for life-threatening emergencies, such as seizures, diabetes, asthma, or allergies, will require an Emergency Action Plan. The plan, which is completed by a physician and signed by a parent or legal guardian, must be submitted to Magnus for the Nurse's approval prior to school attendance. In the event of an emergency situation, faculty and staff will refer to the student's emergency care plan. Emergency care plans and emergency medicines (provided by the parent) will be made available to faculty and staff at all times. Designated faculty and staff members will receive annual training on the administration of emergency medications.

Food and Nutrition Guidelines
School Food and Nutrition Services' kitchens are <u>not</u> allergy-free kitchens. Cross-contamination is always a possibility.

General Use Epi Pen
In the event a student is having an anaphylactic reaction while at school, the general use EpiPen will be administered. All epinephrine auto injectors will be stored according to manufacturer's directions in a clearly labeled, locked, easily accessible closet at room temperature. If epinephrine is administered, 9-1-1 will be called. The School Nurse will be notified, and in turn will notify parents/guardians. The student will have constant monitoring, and additional medications will be administered if applicable (antihistamines and inhalers).

Medical Release Forms
Under the mandates of HIPAA, Academy of the Sacred Heart is required to have parents/guardians sign release forms granting permission to disseminate information regarding existing medical conditions. In the event that the release form has not been electronically signed on your Magnus Health account by the first day of school, the student will not be permitted to attend classes. Students will remain out of class until the form has been completed and approved by the school nurse.

Service Animals/Emotional Support Animals
Animals or pets are not permitted on the school's campus without making prior arrangements with the Division Head and the Head of School.

Drugs and Alcohol
Academy of the Sacred Heart recognizes that the school is to provide an opportunity for students to realize their potential. To this end the educational process prepares students to make informed decisions about significant life issues. Scientific data has taught us that students cannot make full use of the total school program if they are involved with mood-altering chemicals which can seriously inhibit their capacity to learn and function effectively. Sacred Heart provides the following:

- Alcohol and drug abuse prevention education for students in kindergarten through twelfth grade
- Early identification of involvement with alcohol and/or drugs through school counselors for the purpose of evaluation and referral and support for developing positive lifestyles
- A concerned school environment which provides support for individuals whose lives have been impacted by their own chemical use or by those around them

Should a member of the school community who has been identified as having a drug or alcohol related problem fail to seek help and/or should the problem persist, appropriate disciplinary action will be taken. Each situation will be addressed individually and confidentially.

Our community recognizes that alcohol and drug dependency is a treatable health problem. If it seems this dependency is present in any member of the school community, it is ordinarily the responsibility of the school to share its concerns with the student and her family, or in the case of an adult member of the community, with the person involved. Where there is reasonable suspicion of a drug or alcohol related problem, the school may require an evaluation by qualified persons to determine a course of action. The school expects parents/guardians and the faculty to seek this qualified counsel and evaluation and to inform the school of what corrective action is being taken.

Due to their mood-altering and addictive nature, heavily caffeinated beverages and supplements are not permitted in the Middle School.

Child Abuse
Louisiana law is written to protect children whose physical or mental health and welfare is substantially at risk of harm by physical abuse, neglect, or exploitation and who may be further threatened by the conduct of others. It is the stated policy that Academy of the Sacred Heart will be an active force against child abuse, whether sexual, physical, or psychological. This means that the school not only will pursue a vigilant policy to prevent such abuse from occurring in the school environment, but it also means school personnel will be instructed to be vigilant for evidence of abuse against any of the children with whom they come in contact as required by Louisiana's Children's Code.

Academy of the Sacred Heart follows the Archdiocesan policy which may be found on its website for the Archdiocese of New Orleans, Office of Child and Youth Protection-Safe Environment.
https://nolacatholic.org/safe-environment.org.

In summary, school personnel as "mandated reporters" are required to report suspected abuse of minors to law enforcement and/or the Department of Children and Family Services immediately, as required by law.

Harassment
In view of Academy of the Sacred Heart's mission of modeling appropriate gospel values as well as proving a viable learning/working environment, Academy of the Sacred Heart unequivocally opposes any and all forms of intimidation or harassment of any member of the community, student, and adult. Harassment is a form of misconduct that undermines the integrity of Academy of the Sacred Heart's mission. The environment must be one in which all individuals are free to develop relationships, work, and learn without fear of intimidation, humiliation, and degradation from the unwanted and unacceptable behavior of another which is intended to or has the effect of harassing, denigrating, or intimidating the listener on the basis of religion or on the basis of personal, immutable characteristics, including but not limited to racist behavior, sexual harassment, physical and/or verbal abuse, and professionally and/or personally damaging statements made about others. Therefore, strong disciplinary steps, up to and including discharge, will be taken against any member of Academy of the Sacred Heart's educational community who engages in any type of harassment.

Hazing
Any situation or activity that, for the purposes becoming, remaining, or participating in any group and/or commemorating a milestone, produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, moral compromise, humiliation, embarrassment, harassment, or ridicule to a student is hazing. The fact that an individual consents or appears to consent to participate in the activity is irrelevant. Violations of this policy include engaging, assisting, planning, or attempting to engage, assist, or plan any hazing activity, whether on or off school property. Students should be aware that there are state laws that specifically prohibit hazing in any form and provide for criminal penalties for engaging in unlawful hazing activities.

Sexual Harassment
Sexual harassment is a form of misconduct, which undermines the integrity of Academy of the Sacred Heart's employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working

or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

Social Media
In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log, blog journal or diary, personal website, social networking, web bulletin board, or a chat room, as well as any other form of electronic communication. Common current examples of social media are Facebook, Twitter, Instagram, Snapchat, TikTok, BeReal, Pinterest, YouTube, Tumblr, and Reddit.

Although Middle School students are prohibited from using/accessing social media sites during the school day, we recognize that students may use these sites at other times. If students choose to use these sites, they are responsible for the content of their social media communications. Student interactions online should be:

- Guided by the principles of respect, dignity, and the safety of themselves and others.
- Respectful of the privacy of others in the school community.
- Aware that their posting may be visible to friends, enemies, parents/guardians, teachers, admissions officers, and future employers (even where the original intent was for the communication to be private).
- Free from sexual, profane, vulgar, defamatory, racist, harassing, or threatening language and/or references to drug and alcohol use. This includes any music attached to posts or videos.

The same principles and guidelines found in the *Goals and Criteria* apply to student activities online. Before creating online content, students should use common sense and consider both risks and rewards that are involved. Any student conduct that adversely impacts the image of the School or members of the school community may result in disciplinary action, regardless of when or where the posting was made.

No Social Media accounts may be created on behalf of Academy of the Sacred Heart (named/nicknamed or using any affiliated logo/image of the School) without the express permission and moderation of the Marketing & Communications Department of Academy of the Sacred Heart. This includes all departments and divisions of the school. Furthermore, No Party is allowed to use the school's name, image and/or logo(s) or any facsimile at any time without permission. The School retains all rights and at all times.

Tuition
In the event of a natural disaster, disease outbreak, or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe, or otherwise imprudent to continue campus-based education, school shall resume as soon as possible via distance learning and/or other methods developed by the School. Due to continuing financial obligations relating to operational costs, including administration and faculty, and staff salaries, there shall be no suspension, reduction, or refund of tuition or applicable fees.

<u>ACCESS & AUTHORITY</u>
Academy of the Sacred Heart recognizes that, absent a court order to the contrary, parents/guardians share parental authority over and access to their daughters in accordance with La.C.C. Art 216. will comply with a court order varying legal or physical custody required of all parents/guardians to inform the Administrators and furnish a certified copy of the order.

Sacred Heat also recognizes that pursuant to La.R.S. 9:351, regardless of the custodial arrangement, parents/guardians are entitled to access records and information pertaining to their daughters. will comply with this statute unless the Administrators are furnished a certified copy of a court order modifying parental access.

<u>BACKGROUND CHECK AND SAFETY TRAINING</u>
Our insurance carrier requires that we obtain consent for a criminal background check from all employees as well as from each person who volunteers at the school. Further, state law and the insurance carrier require that a background check be conducted of any adult who will be chaperoning students for any school-sponsored overnight activity, either as a parent/guardian or a volunteer. Therefore, the school requests that each parent/guardian and prospective volunteer sign and submit a form authorizing a criminal background check. **No**

adult can chaperone an overnight school-sponsored event unless the proper form has been submitted, the background check obtained and Archdiocese safe environment course taken. If a background check is conducted, the School will keep all results confidential. The School reserves the right to exclude an individual from school-sponsored activities at its sole discretion.

In addition to a background check, all volunteers who might at any point be left alone with a child must complete the Safe Environment training offered by the New Orleans Archdiocese.

PUBLIC RELATIONS/MARKETING USE OF SCHOOL PHOTOS/VIDEO

Throughout the year, photographs and videos are often taken of students either by Sacred Heart or the media. Unless a parent/guardian otherwise notifies school, photographs and videos may be used by Sacred Heart or its designees for publication or broadcast purposes. If you do not wish for pictures/video of your child to be used externally, please contact the Director of Communications/Public Relations at ereynaud@ashrosary.org for your child to be placed on a Do Not Photograph List.

Oftentimes, parents/guardians share photographs or videos of their children with members of the School (teachers, administrators) or tag the School in their social media posts. If you choose to share photos or videos of your child with members of the School, these may be used by Sacred Heart for publication or broadcast purposes, unless you have specifically requested otherwise.

Ownership of the Double Hearts Logo Trademark:

The Double Hearts Logo is a registered trademark of Academy of the Sacred Heart, New Orleans, with first use in 1991. The Double Hearts Logo is owned with all rights reserved unless otherwise noted. For the avoidance of doubt, the Double Hearts trademark and Double Hearts logo may only be used in conjunction with goods, services, and marketing materials produced by Academy of the Sacred Heart, New Orleans, and with the express prior approval of Academy of the Sacred Heart Marketing/Communications and the Head of School.

RECORDING DEVICES

To maintain the security of the School's premises and systems, the School prohibits unauthorized photography, audio, or video recording of its employees and students.

EMERGENCY PROCEDURES

Fire Drills

The fire signal is an emergency announcement. Fire drills are held monthly throughout the school year. When a fire drill is activated, all persons in the building must:

- Leave immediately following the route indicated by the teacher
- Remain silent
- Walk quietly to the designated area
- Listen carefully for directions
- Return to the building in silence

Crisis Drills

A crisis drill is a lockdown in the classroom. All doors, classrooms, and offices are locked, and students and teachers sit in a safe area of the room until an announcement is made to resume normal activity. A crisis drill is held periodically throughout the school year.

Tornado Drills

The tornado drill is an emergency announcement. They are held periodically throughout the school year. When a tornado drill is activated, all persons in the building must:

- Walk quietly following the route indicated by the teacher to a designated area that faces an interior wall
- Remain silent
- Listen carefully for directions to assume protective postures that protect the face and eyes
- Stay positioned until an announcement is made to resume normal activity

Emergency Closing of School

In case of an emergency school closing/dismissal, parents/guardians will be notified via our emergency crisis management system, a telephone and email broadcast system that enables school personnel to notify all parents/guardians by phone and email within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. Parents/guardians are **asked to refrain from calling the School.** Vital

information will also be posted on the School website at www.ashrosary.org, and submitted to local news outlets.

Security/Gates

The entrances to the School (Carondelet Street and St. Charles) open at 7:20 a.m. during the school week. For security, all gates will be locked at 8:00 a.m. During the school day, the bridge across Carondelet Street should be used for passage to the gym and Favrot Fine Arts Building. Middle and Upper School students may be picked up at the front gate until 3:45 p.m.; thereafter students participating in chaperoned, school-sponsored activities must be picked up on Carondelet Street only, unless otherwise instructed. Students are required at all times to remain inside the school grounds while waiting to leave school. Students are not allowed to remain on campus unsupervised for any reason.

Firearms

Firearms shall be defined as any instrument that propels a projectile with an explosive powder or a gaseous substance. Firearms and dangerous weapons (any instrumentality in the manner used causes or may cause serious bodily harm) are strictly prohibited at all school-sponsored functions and on our campus, unless there is a bona fide academic reason.

Asbestos Management

The Louisiana Department of Environmental Quality requires every school to annually update and submit an asbestos management plan to them. In accordance with the Asbestos Hazardous Emergency Response Act, AHERA, ASH continues to prepare a yearly Management Plan. Sacred Heart's plan has been approved by the State Department of Environmental Quality, DEQ. The Management Plan is available for your review and can be accessed by a request to the Head of School.

MIDDLE SCHOOL HANDBOOK 2026-2027

Please read and either sign this form online in the ASH Parent/Guardian Portal or return this printed form to your child's teacher.

In signing below, I acknowledge that my daughter and I have downloaded, read, and understand the *Middle School Parent/Student Handbook*. We agree to be accountable for, to abide by, and to support all of the policies, rules, and regulations set forth by the handbook.

Becoming acquainted with all aspects of the handbook helps the school personnel and families maintain a safe and supportive environment in Academy of the Sacred Heart.

I/We have read the policies and regulations contained in this handbook and will comply with all policies and regulations of our parents/guardians and students.

Student's Name_____ Student Grade _____

Parent/Guardian Signature _____ Date _____