little hearts

ACADEMY OF THE SACRED HEART

EARLY LEARNING PROGRAM



Little Hearts Parent 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. Academy of the Sacred Heart in New Orleans is part of an international network of academic institutions under the direction 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

Academy of the Sacred Heart operates as an independent school whose authority to govern itself 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 reverence.**
- 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 25.

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 18.

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 20 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 and twelfth grade are presented as graduates.

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 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, beginning in Prekindergarten.

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 Saviour*
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.*

CHILD OF THE SACRED HEART PRAYER

I am a child of the Sacred Heart.
Each day, dear Lord, I will
love as You love,
study and learn,
help those who need me,
be a friend to all, and
make wise choices.
St. Madeleine Sophie, hear my prayer.
St. Rose Philippine, hear my prayer. Amen.

—Carmen Dickhaus, former ASH Preschool teacher

FACULTY CREDENTIALS

Madison Barnes- LH3
Louisiana State University, B.S.

Emilie Boucvalt Martin - LH1
Nicholls State University, B.S.

Emily Burnett Bordelon- LH2
University of Louisiana at Lafayette B.S.

Catherine Comardelle- Music
Loyola University New Orleans - Bachelor of Music Therapy

Beth Creel-LH2
Louisiana State University Bachelor of Science in Psychology
LSUHSC Master of Health Science in Clinical Rehabilitation & Counseling

Abbi Damaia-Counseling
MA, PLPC, NCC
Birmingham-Southern College, B. S.
University of Holy Cross, M. A.

Elvina Candaso - Little Hearts Division Head / ASHFIN Director
Park University, B.S.; University of Phoenix M.Ed.

Jacqueline De Lerno-French

Angel Edrington*-LH3
Louisiana State University B.A.

Janice Foulks – Counseling
Loyola University New Orleans, B.S., M.Ed.; Licensed Professional Counselor (LPC)

Amie Gervais –Art
University of Georgia, B.A.

Mary Giovingo - LH3
Louisiana State University, B.A

Anna Gretchen - Nurse
Rhodes College, B.A.; Union University, B.S.N.; University of South Alabama, M.S.N.

Alyson Igoe – Religion
Rhodes College, B.A.

Sheynne Isaac- LH1
Delgado

Mary Kleefisch – Receptionist
University of Southwestern Louisiana, B.S.

Tracey Lightfoot*- Speech and Language Specialist
Louisiana State University MS

Stephanie McCrocklin- Movement and Balance
University of Louisiana at Lafayette, B.S.

Jessica Misuraca-LH2
Rasmussen University, B.S.

Mathilde Mulkin – LH3
University of Mississippi, B.A.

Lacey Neill – Little Hearts Division Head / ASHFIN Director
Ashford University, B.A.

Ashlin Reece –LH1
Loyola University New Orleans, B.A.

Jamie Rowley- LH2
Southern University at New Orleans, B.A.

Erin Sabludowsky –LH3
University of New Orleans, B.A.

Jolene Songy – LH3
Our Lady of Holy Cross College, B.A.

Laine Wagar – LH1
Tulane University

Stephanie Wilkerson- LH1
Delgado A.A.

Charlotte Zatarain - LH2
Louisiana State University, BA; Pepperdine University, M.Ed

LITTLE HEARTS OVERVIEW

Little Hearts is an early learning program for girls who are one, two, or three years old by August 31. It is located on the Mater Campus of Academy of the Sacred Heart. Using the best Developmentally Appropriate Practices from a variety of educational resources. **Little Hearts provides a hands-on, child-centered early education program in a caring, nurturing and loving environment.**

We recognize and understand that the early years are years of learning and discovery, and we work with each child to help her grow in all areas of her development. Our primary goal is to allow each child to develop a positive self-concept and an optimistic attitude towards learning. As a Sacred Heart institution, we share a philosophy and spirit with the Network of Sacred Heart Schools.

Little Hearts is licensed by the state of Louisiana. We abide by all Department of Education licensing regulations. Parents may reach the licensing division at the State of Louisiana, Department of Social Services Bureau of Licensing P.O. Box 3078 Baton Rouge, LA 70821, or call their office at 225.342.9905 or by email at ldelicensing@la.gov.

ACADEMICS

Our Little Hearts philosophy is to provide a high quality educational and recreational children's program that respects families' culture and values. Caring, knowledgeable ASH professionals plan and facilitate developmentally appropriate activities and programming with a balanced approach to learning. We combine the rich traditions of Sacred Heart and the developmental milestones of each age group. Our goal is to inspire lifelong learning in an atmosphere which encourages curiosity and promotes positive self-esteem.

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 1s, 2s, and 3s
- 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

PROGRAMMING

The Little Hearts classrooms are spacious and well-equipped, with an atmosphere that is engaging and child-friendly. **Arrival time begins at 7:15 a.m**. The educational program focuses on working with each student to enhance socialization skills, build cognitive and language development, while promoting physical and motor ability. Beginning independence and self-confidence are fostered in a safe environment. Individual and small group instruction provides teachers with the opportunity to develop a personal relationship with each child. In addition to receptive and expressive language development, classroom math/science and fine-motor activities, imaginative play, and outdoor recreation, the girls participate in enrichment classes in religion, library, physical education, global language and music activities.

The **instructional day begins at 8:00** with a morning small group. While these little ones are too young to know the difference, a routine and a schedule are very important in these learning years to assist with self-regulation and body/self-control. **All students should arrive no later than 7:55 a.m. Students are expected to be in their classrooms ready to start the school day for 8:00 a.m. If there are appointments or extenuating circumstances, children should arrive no later than the cut off time. We are enforcing a 9:30 cut off time for late arrivals** under specific circumstances and with advanced approval. Please notify your teachers in advance of any appointments via Brightwheel or at pick up or drop off. We are willing to work with all the parents, as long as we are aware of the situations. We completely understand that accidents and emergencies happen, but they are few and far between, not a daily occurrence. This helps with the transitions from enrichment classes and prevents the teaching staff from being out of ratio. One of the most important things to remember is ratios. Ratios MUST be kept at all times, since it places the program and staff in an unsafe situation if not respected.

The children have a very structured day. We do mirror a shorter afternoon programming, so it is important to keep on schedule and follow a routine. The day officially ends at 3:00 p.m. The children are receiving a full day of facilitated learning to include their enrichments.

STUDENT PROGRESS

Reporting Student Progress

Little Hearts teachers review each child's developmental progress and assess the child's overall approach to learning. A **written communication** is sent home for each student after each semester. In addition, a written communication may be sent to a parent during any time of the year as an interim report to document a student's progress.

Parent/Teacher Conferences for Little Hearts students are held periodically throughout the year. Parents/guardians meet with the classroom teacher. Parents/guardians are expected and encouraged to attend scheduled appointments. If unable to attend, parents should contact the teacher to make other arrangements. Siblings/young children may not attend conferences.

In addition to the regular conferences, parents/guardians, as well as teachers, may request a conference. If parents/guardians wish to talk to the Division Head or teacher at any time, they are asked to send an email so that a convenient time can be arranged.

LEARNING DIFFERENCES/ ACCOMMODATIONS

Academy of the Sacred Heart welcomes children of all differing abilities and offers outstanding programs to all. The ASH Little Hearts program professionals are committed to the full inclusion of children with disabilities, differing abilities, and special needs. Academy of the Sacred Heart does not have certain resources nor the facility to make special accommodations. The program does, however, attempt to accommodate the special needs of its students within reasonable limits consistent with the school's mission, philosophy, course of studies and standard of a college preparatory education. They collaborate with the families and other professionals to include the management to best support children across the Little Hearts program. In situations where the school cannot meet the educational needs of a student as determined by the school's academic inclusion team, the school has the right to ask the parents of the student to seek a more appropriate learning environment.

Sacred Heart will provide accommodations within the reasonable ability of the School and/or its staff provided that those accommodations do not create: (1) an unacceptable impairment to the rights of other students or employees; (2) a significant disruption to a teacher's ability to instruct other students or to classroom order or discipline; (3) a threat of harm to other students or employees; (4) a fundamental change to our education environment or mission; or (5) responsibilities on School employees for which they are not trained.

All information pertaining to this process is confidential. The inclusion team includes the classroom teacher, the dean of students, the guidance counselor depending on the situation or circumstance, the learning specialist, specific therapists, the parents and the division head.

STUDENT LIFE

BEHAVIOR

In these early years while in Little Hearts, the girls will be given many opportunities to develop their sense of self and many situations to practice independent skills. These skills will be positively guided and environmentally encouraged using classroom cues, stimulating language, making wise choices, practicing verbal communications in social settings and building confidence through continuous praise and acknowledgment of the right decisions.

One of the goals of Sacred Heart education 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 and self-control as a child of the Sacred Heart. This includes genuine concern and respect for each member of the school community; courtesy and consideration for others as a sign of respect; a sense of responsibility and accountability; and learning to make decisions and to accept the implications and/or consequences for those decisions.

CHILD GUIDANCE

The faculty and staff are receptive, responsive, and aware of the needs of the early learner, and they are eager to partner with parents to promote a child's optimal growth and development as it relates to acceptable behavior. Faculty and staff model, acknowledge, and encourage positive behaviors with the children and with each other. Methods used if a child exhibits behavior that is dangerous, disruptive, uncooperative, or unkind include: positive redirecting; helping each student to use words and language to express her feelings and needs; talking to a child about acceptable behavior. Little Hearts Teachers use positive guidance strategies in working with children. Research shows that the most effective and long-lasting strategies are those that guide children to engage in positive behaviors. ASH Professionals receive ongoing training in child guidance and use a variety of positive guidance strategies to promote appropriate behaviors, including the following:

Getting to know individual children in care and responding to their individual needs with respect, acceptance, and appreciation, keeping a consistent and reliable daily schedule, giving clear, simple instructions and setting clear limits, focusing on building trust, community, and self-esteem, organizing activities to reduce waiting and downtime, so that children are engaged in positive activities, encouraging children to learn and use conflict resolution strategies while staying present to assist, discuss, and work out solutions, teaching social and emotional skills while closely supervising children to intervene during peer interactions and prevent, whenever possible, a behavioral incident before it happens and "horseplay"—rough, physical play that can cause harm—is not permitted.

It is not the program's responsibility to discipline a child. The program, should it encounter challenging behaviors, will keep constant communication with the parents, initiate a conference to come up with the best solution forward and keep documentation should further resources deem necessary. Little Hearts is an Early Learning Program in support of preparing the girls for a successful PK/K experience. The importance of a routine, schedule and structure provides the support needed for the girls to learn self-regulating skills and this promotes the self-confidence which leads to making wise choices

Biting Policy
Biting in Little Hearts, although an appropriate behavior in this age group, is not acceptable. Many strategies will be utilized to prevent the biting. Teachers will model the language necessary to minimize the nonverbal frustrations, baby signs will be encouraged to express needs and the environment will be set up to be able to see all areas of the classroom. A child who bites another child will be spoken to about why this behavior is unacceptable. A phone call will be placed to the biter's parents by the teacher depending on the severity of the bite; otherwise a message will be sent via Brightwheel to communicate the incident. Should the behavior continue, the parents will be called to address a plan of action. The child who was bitten will receive immediate attention in treating the bite. If the skin is not broken, the area will be cleaned with soap and water, ice will be applied, and a note will be sent via Brightwheel by the teacher. If the skin has been broken, the child will be taken to the nurse. The area will be cleaned with disinfectant, ice will be applied, and the parent will be called by the teacher/nurse. Individual confidentiality will be maintained when sharing information. There are some behaviors that take time and consistent responses from teachers and parents are important in eliminating the behaviors. In these specific case by case situations, a parent conference will be called and a plan of action will be developed in assisting the child to be successful within the environment, and the safety of the child and others will be addressed at this time.

Time Out Policy
Little Hearts does not promote the Time Out Policy. There are some instances, when a child has a recommendation for a time out in the IFSP, to assist with the self-regulating of the child's body; ONLY then will the practice be put in place after the teachers, specialist and management have come together to communicate about what that looks like in the classroom environment.

Electronic Device Policy
Electronic device activities for children under age two are prohibited. All television, video, or other programming shall be suitable for the youngest child present. This programming will only be allowed based on the Lesson Plan associated with the programming and the lesson being delivered.

Uniform and Appearance

Students MUST come to school each day groomed and dressed in complete uniform. Parents/guardians and members of the school community are responsible to help instill habits of good hygiene in these important childhood years.

ALL UNIFORMS MAY BE PURCHASED THROUGH INKA'S UNIFORMS OR SKOBEL'S UNIFORMS

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

Skobel's
Metairie | 3001 Clearview Pkwy, Metairie, LA 70006 | 504.264.7733
Belle Chasse | 7928 Highway 23, Belle Chasse, LA 70037 | 504.392.2220
Gretna | 1742 Stumpf Blvd, Gretna, LA 70056 | 504-366-6887
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 for 1s
- ***Smock Bubble:*** The uniform is a green-checked smocked bubble with a round collar and puffed sleeves. All green-checked uniforms must be monogrammed with the child's first name on the left collar (first name monogram in red, goudy sans). Used uniforms must have a new collar with the correct name monogrammed.
- ***Socks:*** Little girl white cuff socks (without colored trim) are to be worn.
- ***Shoes:*** The uniform shoe is the **solid white K Swiss VN Velcro**. Shoes are available at Ponseti Shoes and Haase's.
- ***Uniform socks and shoes are required daily.***

Daily Uniform for 2s and 3s
- ***Smock and Bloomers:*** The uniform is a green-checked smock dress with a round collar and puffed sleeves and bloomers. All green-checked uniforms **must** be monogrammed with the child's first name on the left collar (first name monogram in red, goudy sans). Used uniforms must have a new collar with the correct name monogrammed.
- ***Socks:*** Little girl white cuff socks (without colored trim) are to be worn.
- ***Shoes:*** The uniform shoe is the **solid white K Swiss VN Velcro**. Shoes are available at Ponseti Shoes and Haase's.

Cold Weather Options (all Little Hearts)
On cool days, only an ASH sweatshirt or navy monogrammed sweater may be worn indoors. On colder days, a jacket or coat of choice is also acceptable for outdoor play.
- ***Sweater:*** Though a sweater is optional, if one is worn it must be navy, and it must be monogrammed**.** A navy sweater, monogrammed with the child's initials, is available from Inka's Uniforms (monogramming not included in price) or from the store of your choice.
- ***Sweatshirts*****:** Little Hearts girls may wear a navy blue Sacred Heart sweatshirt (without hood) imprinted in white on the front (available at the Très Bien Boutique).

- ***Turtleneck:*** A white turtleneck shirt may be worn under the uniform in cold weather. (Purchase from the store of your choice.)
- ***Sweatpants:*** Navy sweatpants may be worn with the ASH sweatshirt in cold weather. Do not wear a smock. If sweatpants are worn, they must be worn all day (available at the Très Bien Boutique).
- ***Tights and Socks:*** In cooler weather, **white** tights may be worn, but socks must be worn over them. (Purchase from the store of your choice.)

ASH Red/White Spirit Days (all Little Hearts)
On designated days (e.g. Wonderful Wednesday), wear ASH red shorts, an ASH logo t-shirt, and school tennis shoes with white socks.

ASH shorts and t-shirts are available at the ASH Très Bien Boutique located on the Rosary Campus.

Jewelry
The only acceptable jewelry items are stud earrings (no hoops). No costume jewelry should be worn from home or can come to school. The girls may wear simple headbands.

Book Bag
An ASH two-handled open tote book bag is the only acceptable bag for Little Hearts students and should be brought to school each day. Backpacks are not permitted. The ASH book bag is available at the Très Bien Boutique located on the Rosary Campus. NO TOYS are allowed to be brought to school in the book bag.

Nap Mats for 1s, 2s, and 3s
A navy nap mat, supplied by Inka's Uniforms or Skobel's Uniforms, is required for the 1s, 2s, and 3s who stay for Extended Day, and it must be monogrammed. An Extended Day student must have her monogrammed nap mat for the first full day of Extended Day. The nap mat should be monogrammed in white using block letters and include a first and last name. Nap Mats will be sent home every Friday to be washed. In compliance with our health and safety guidelines, it is a requirement for the nap mat to be washed before returning to school on Monday.

Cots for 1s, 2s and 3s (Extended Day only)
Cots will be provided by the school.

PERSONAL BELONGINGS

Required Personal Items (to be supplied by parents)
- Sacred Heart book bag (Bring to school each day. Backpacks are not allowed.)
- Extra uniform, bloomers, and underwear; extra set of clothes for 1s (to be kept in cubby)
- ***1 and 2 only:*** **Disposable** diapers **(no pull-ups please**), baby wipes, over-the-counter lotion/ointment (if used). If ointment is required, **the parent must complete a Medication Authorization form available from the teacher.**
- Navy nap mat (monogrammed in white with first/last name)
- **Additional Personal Belongings**
- Candy and gum may not be brought to school.
- Toys or other objects may not be brought to school unless a request of the teacher for a specific activity or event. i.e. show and share.
- A small comfort object (not a pacifier for 2s and 3s) may be brought for rest time for those who stay for Extended Day; however, the object must fit inside the book bag and may not have batteries or make noise.
- The School is not responsible for anything brought to School by the student.

Show and Tell
Show and tell items must fit in a book bag. Live animals are not permitted.

Lost and Found
- Parents/Guardians are required to **mark all articles** of clothing (even monogrammed sweaters) and belongings to ensure proper identification.

ATTENDANCE/CARPOOL PROCEDURES

The school does not assume responsibility for Little Hearts students earlier than 7:15 a.m. For the safety and protection of the children, they may not enter the building until 7:15 a.m. Following dismissal, the school is responsible only for those students involved in Little Hearts Stay and Play programs. All other students must leave campus after dismissal at the end of the day.

Arrival Procedures
LH1 and LH2 students must be walked to the classroom door by a parent and signed in using the Brightwheel App. between 7:30 a.m. and 8:00 a.m. each morning. Parents may park in the first bay of the lot on General Pershing Street. Please be respectful of the allocated Handicap parking spots. You may use them as long as your placards are visible. LH3 students may be dropped off in the carpool line on General Pershing and signed in using the Brightwheel App. beginning at 7:30 a.m. **The children are ONLY to be let out on the sidewalk side of the vehicle.**

Early care is provided in the Nims from 7:15 a.m. - 7:30 a.m. Any LH student arriving for early care must be walked into the Nims by a parent to be checked in on the Brightwheel App.
All students are asked to arrive by 8:00 a.m. each morning. Any student arriving after 8:00 a.m. will need to wait in the vestibule with a parent until a teacher arrives to accompany the child to the classroom. Please do not walk your child to her classroom.

Dismissal Procedures
LH1 and LH2 students must be picked up from the classroom door by a parent and checked out using the Brightwheel App.

LH3 students may be dismissed in the carpool line on General Pershing Street from 3:00p.m.-3:15p.m. each afternoon using the Brightwheel App.

Unless staying for Stay and Play, LH girls MUST be picked up by 3:15.

Visitors and Guests
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's pass to wear during the visit. All visitors must return to the front desk to sign out. The visitor's pass should be displayed prominently and clearly. Once the visitor or guest has checked in, he or she must report to the main office or designated location for visit.

Sign-In/Sign-Out Procedures
Parents/guardians are required to:
- Sign their child out with the classroom teacher if leaving school during the day, and sign her in when she returns. **No student can return to school after 9:30 a.m. due to the disruption it causes to the classroom environment. Unless previous approval by the Division Head only is done in advance.**

Email the classroom teacher if their daughter is staying home because of illness.

Communications from Parents to School Regarding Attendance
Parents/Guardians are required to send a written note via Brightwheel/email to explain the following:
- Absence from school
- Request to leave school
- Request for a change in child's dismissal procedure for that day

Dismissal Procedures
<u>3 p.m. Dismissal: Carpool for Little Heart Students</u>

- Parents should follow the Mater Campus dismissal procedures which are handed out at Parent Night and should inform other caregivers of these procedures.
- Parents should be prompt in picking up a student.
- Carpool signs will be given out during the first week of school. Parents **must** display these signs on the dashboard **until** the student is brought to the car.
- The carpool line is a Cell Phone-Free Zone. The law enforcement officers directing traffic in a school zone may issue tickets to those on cell phones even if a person is simply waiting for dismissal to begin.

- A student will be released only to a driver designated on the Carpool Form which is on file or designated by a note that has been sent to school.
- A student will not be sent home by cab, left with the security guard, dismissed to a Middle School student, or be allowed to walk home.
- If a student is not going home with her scheduled carpool, parents should send a written request in Brightwheel with the driver's name, the pertinent date, the student's full name, the full name of the person with whom she is going home, and the date of the change. According to licensing guidelines, "the parent may further authorize additional individuals via a text message or email to the center in unplanned situations and follow it with a written authorization."
- It is vital to notify the regular carpool driver of the change or absence. A parent is responsible for notifying a carpool driver of any other change or absence.

Cautions/Directives for those in Carpool Line:

- A parent may not leave children alone in the car, especially with the motor running.
- A parent must be sure all doors are closed before leaving the curb.
- A parent must properly fasten children in car seats or seat belts and is responsible for ensuring that all passengers are safely and properly fastened in car seats or seat belts before leaving the carpool lane.
- A parent must never put a child on his/her lap while driving – even for a short distance.
- A parent should put the car in PARK when children are being loaded into the car.

Authorized Pick-Up

The school will only release a child to persons listed on the School Emergency or Carpool Form. Parents must send a note to school if someone other than those listed on the form will be picking up the child on a particular day. A teacher will ask for an ID if she doesn't recognize the person picking up the student.

AFTER-SCHOOL CARE/CONFERENCE CARE

Little Hearts Stay and Play

Stay and Play is a fee-based after-school service designed to allow Little Hearts students play time, inside and outside, during the after school hours in a safe and supportive environment. Stay and Play supervisors and staff engage with children through play and activities.

- Homerooms will combine to form grade level groups.
- Hours of Operation:
    - 3:30-5:45 p.m. Monday – Friday

ASH will no longer offer PLUS on a drop-in basis.

After-School Activities

Classes are available by special registration. A minimum enrollment is required. Teachers of after-school programs are responsible for picking up enrolled students; parents/guardians are responsible for picking up their children at the end of class. Information is available via email and in the summer packet for the fall semester and is sent home before Christmas for the spring semester. Information will be available on the website.

Conference Care

Conference Care is available on Parent/Teacher Conference days. A student may come to school with her parents and attend conference care during the designated conference time. No siblings may attend conference care.

FIELD TRIPS

In Little Hearts, a **Walking Permission Slip** is sent home at the beginning of the year for field trips through the neighborhood or to the Rosary Campus. Should a Field Trip be approved, a specific permission for that field trip will be sent home prior to the field trip day.

Younger children and siblings are not allowed to attend school-related field trips so that parents can:

- Assist the teachers in observing the students
- Care for those students assigned to them
- Participate in the activities

All school policies apply on field trips. Emergency information and a first aid kit are brought on each field trip.

TOILET TRAINING

Just as children learn to walk at different times, children learn toileting skills at different times. ASH teachers partner with the families to support each child's toilet learning and to accommodate the different stages of development. If there are unique circumstances for your child, please have the discussion with your LH2 classroom teacher. Toilet training for 2's is a cooperative effort between home and school. There are certain cognitive, behavioral and physical signs that your child may be ready to toilet train. They include but are not limited to:

- Has dry periods of two hours or more
- Communicates discomfort and dissatisfaction with wet or soiled diapers
- Can pull pants up and down
- Is verbally able to communicate the need to use the potty
- Can sit independently on the potty

Potty Training MUST be initiated at home. Teachers are NOT solely responsible for potty training your child. They will collaborate to ensure the success of the routine and importance of assisting with the child's correct potty training habit and self help skills.

Pull-ups are not used in Little Hearts. Pull-ups are not recommended during the potty training process; it causes confusion and sends mixed messages to the child.

We realize that even potty-trained children will occasionally have toileting accidents, but a child having frequent accidents of two - three times a day, is not considered potty-trained. A potty training contract will be created by the parent and the teacher so that the same strategies can be used and mirrored at home. Students enrolled in the 3s program **must** be completely toilet trained prior to the start of the program, which includes naptime.

INFECTIONS/INFECTION CONTROL

Handwashing Policy
Liquid hand soap and individual hand towels are used for handwashing. Hands shall be washed and scrubbed for at least 20 seconds with soap and warm running water. Staff should wash their hands frequently between contact with multiple students. Children and staff wash their hands upon arrival; before/after food preparation/service/eating; before handling utensils or kitchen equipment; before/after diapering; after using the restroom; after nose-wiping/sneezing or contact with any bodily fluid; after outside play; after cleaning; after providing any first aid; after removing soiled clothing or contaminated materials or equipment. If soap and water are not available, an alcohol-based waterless hand sanitizer will be used according to the manufacturer's instructions. Handwashing is supervised.

Universal Precautions
Universal precautions will be followed when providing care to any student in order to reduce the spread of infectious diseases. The following list describes universal precautions:

- Disposable gloves will be worn when there is a possibility of coming into contact with blood or other body fluids (including when changing a diaper or dressings; when providing mouth, nose, or tracheal care; when the caregiver has broken skin on the hands, fingers, or under/around nails; and when cleaning blood or bodily fluids or wastes or soiled supplies).
- Noses shall be blown or wiped with disposable, one-use tissues that are discarded in a plastic-lined and covered garbage container.
- In the event that CPR is needed, a disposable mask with a one-way valve should be used.
- Any blood or body fluid spills will be wiped up as soon as possible (and disposable gloves worn).
- Trash containing bodily fluids (including used gloves) will be doubled-bagged in plastic bags and disposed of immediately. The area will be cleaned with a liquid bleach solution or phenolic germicidal detergent.
- All soiled clothing (i.e. clothing with blood, stool, or vomit) sent home with the student will be in a double-bagged plastic bag. Faculty and staff are provided training on Universal Precautions annually.

RECREATION/RECESS

The school understands the importance of outside play to encourage physical exercise and social interaction. During recreation times: The girls will have two opportunities to go outside for outdoor play, unless part of the week's lesson plan denotes more.

SNACKS/TREAT DAYS

Little Hearts students have a scheduled mid-morning snack each day. Snacks generally consist of water or milk and a healthy item (e.g. fruit, graham crackers, yogurt, etc.). Treat Days, when a student brings a treat to share with her classmates, are assigned by the teacher and scheduled weekly. Schedules are sent home as needed. **No food items that include peanut butter or any other types of nuts are permitted to be sent for the class snack.** Students have access to water at all times during the day.

1. Children should arrive daily with clean, full sippy cups, bottles are highly discouraged.
2. A scheduled morning and afternoon snack is served daily. All snacks that are provided by ASH and their preparation, service and storage shall meet the requirements of USDA. Parents will provide snacks according to the snack list/schedule provided by the teachers.
3. Lunch foods for 1s must be sent from home and should be pre-cut and fully cooked. Lunch for 2s and 3s can be sent from home or the school lunch can be purchased.
4. Children shall not have foods that are choking hazards. Examples of these foods include, but are not limited to: whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter and chunks of meat larger than what can be swallowed whole.
5. All food/drink sent from home should be clearly labeled with the child's full name and today's date. Label the tops and bottoms of all cups, bottles and containers.
6. Drinking water shall be readily available indoors and outdoors to children at all times. Parents of all children in a class with a child with allergies shall be advised to avoid any known allergies in class treats or food brought into the center.

LUNCH PROGRAM

1s
Parents provide lunch daily. Lunch should be nutritious, and food should be cut into bite-size portions. Microwaves are not permitted in classrooms, so food cannot be heated. Packing lunch daily can be a challenge. Feel free to ask your daughter's teachers for suggestions.

2s and 3s
2s and 3s have the option to bring a healthy lunch from home or purchase a hot lunch in the cafeteria. Lunch on the Mater Campus is provided through SAGE Dining Services. A parent must set up a student account on https://mykidsspending.com/Logon. Using this safe, secure system enables parents to manage account balances and ensures that parents receive balance notifications in a timely manner. We will also be utilizing the Sacred Heart Community SAGE Dining Services website for online menus and allergen information. Sage Dining Services at Sacred Heart is not an allergy-free kitchen. Cross-contamination is always a possibility. All allergen information will be posted on the Sacred Heart Community SAGE Dining Services website.

BIRTHDAYS/CELEBRATIONS

Birthday Policy
In Little Hearts, birthday party invitations may be distributed provided the **whole class** is invited. No names should be on the invitations. Invitations must be received by Wednesday in order to go home on Friday. Birthday presents or thank-you notes **may not** be brought to school for distribution. Private party transportation arrangements for parents cannot be handled by the school.

A child may celebrate with a simple birthday treat at school (not a class party). Please send identical food treats (cookies, cupcakes, etc.) for her homeroom only. **Peanut or nut-containing products are not permitted. Please, no party favors or craft activities. Teachers will provide details on Parent Night.**

PARENT/GUARDIAN INVOLVEMENT

Weekly Communication

Love Notes to Little Hearts, is sent to each family every week. *Rise and Thrive* is a weekly newsletter that is emailed Friday evening in ASH Flash and includes news, announcements, calendar information and particulars about what is upcoming in Little Hearts.

Parent Communications
The faculty and administration welcome parental questions and comments throughout the year. These may include any matters concerning behavior and academic progress of the student. Management strongly encourages the parents to communicate via Brightwheel. Teachers are not allowed by Licensing to use their personal cell phones during the program day. Please keep all communications on Brightwheel. This keeps the communication all in one place, as well as keeps discussions securely in one place.

- All phone calls to faculty and administrators should be made during school hours. Parents should contact the teacher through the receptionist or the administrative assistant. In order to best provide for all students, teachers may not be disturbed while in class or on duty.
- All email communications to faculty and administrators should be directed to the faculty member's or administrator's school-provided email address.
- Faculty may also be contacted via email, personal note, or the Brightwheel App. Please be sure to include: date, child's full name/parent's name, and homeroom teacher's name. Please safety-pin all notes to the **outside** of the school bag.
- For financial matters, parents should contact the Business Office.
- Parents/Guardians must read all communications from the school. E.g. *Love Note*, ASH Flash, emails, memos, monthly newsletter from the teachers, etc.
- Ongoing information is easily accessed via MySchoolApp (www.ashrosary.myschoolapp.com). Parents have logins and passwords for the system. To log in, click on the login button on the ashrosary website (www.ashrosary.myschoolapp.com). Difficulties logging into the system should be addressed to Jeanne Townsend, Director of Director of Information Management, at jtownsend@ashrosary.org .
- With student enrollment, parents are automatically registered to receive *ASH Flash* and class emails. If an email address changes, it is the responsibility of the parent/guardian to notify the school of the change by updating their profile on MySchoolApp or emailing Jeanne Townsend, Director of Director of Information Management, at jtownsend@ashrosary.org .
- For matters concerning custodial rights of parents, Academy of the Sacred Heart will follow the dictates of the court. (Parents should refer to Access and Authority under the School Policies section of this handbook.)

Room Parents
Room parents are assigned in the summer. Each room parent is responsible to:

- Serve as an advocate for positive PR about Little Hearts.
- Welcome and assist new families.
- Attend scheduled meetings with the Division Head.
- Provide extra help for class events as requested by teachers.
- Coordinate treats and goûter for seasonal school celebrations or specified events as requested by the teachers, and encourage parents to share the cost of these events.
- Coordinate grade's Class Creation auction item.
- Have any note or email that goes home to the parents approved by the Division Head.
- Coordinate any gifts for teachers that a grade may want to present.

Happy Grams
Happy Grams are notes sent from the parents/guardians of a student (Little Hearts – first primary) to the teacher stating something positive their child has done that is "over and above" what is expected. The teacher reads the note to the class and posts it on the "Happy Gram" board. The school encourages parents to actively look for opportunities to send Happy Grams.

<u>FACILITIES</u>

Très Bien Boutique
School spirit wear/items and some school uniform items are available at the main boutique, located on the Rosary Campus. The Très Bien Boutique hours during the school year are Monday through Friday 7:25 a.m. to 3:00pm. Très Bien Boutique is located in the main hall of the Rosary campus. Parents are invited to come to the front gates and reception will grant entrance through the front doors.

Mater Campus Library
The library on the Mater Campus is open for use by students, faculty, and parents/guardians from 8 a.m. to 3 p.m. Please call 504.269.6501 for more information. Students (K-4th) may check out books. There are no fines unless the book is lost or damaged. In that event, the student is responsible for the cost of replacement. There is a reference shelf that includes many books that may be of interest to parents, and parents are welcome to check out the books.

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 Headmistress.

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 and/or officials in which there is an indicator that a student is in danger or is 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 and/or officials in cases in which there is an indication that a student is in danger or is dangerous 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.

STUDENT RECORDS AND INFORMATION

Requests for student records and transcripts must be made in writing. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is restricted from receiving information about their child(ren) from the School, in visiting/picking up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the School evidencing such restrictions. Parents are under an ongoing obligation to provide the School with new or subsequent orders, promptly upon issuance.

FAMILY MATTERS

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

The School may at any time require parents to seek a court order pertaining to any School matter as a condition of continued enrollment. If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any

court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a School representative may call 911 to request that an officer arrive at the school to resolve the dispute.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the School is not a party, relating to a custody matter or otherwise, the School shall be entitled to recover from, at the School's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

PARENT BEHAVIOR

Academy of the Sacred Heart enjoys a constructive relationship with parents. It may occur, however, that a parent's or family's philosophy, values, needs, or expectations occasionally differ significantly from those of the school. If this occurs or if personal issues are handled by a parent or family in a manner that is disruptive, disrespectful, or destructive to the well-being of 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 that are potentially harmful to 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. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

USE OF SURVEILLANCE EQUIPMENT

The School may utilize surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities may be being recorded and also may be monitored. These video recordings are the property of the School and the School generally does not make these recordings available to parents or students. However, the School may in its sole discretion provide the recordings to law enforcement or other governmental agencies.

Students and parents are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including dismissal.

STAFF BABYSITTING (outside of working hours)

It is **highly discouraged** for the child's homeroom or grade level teacher in Little Hearts to provide any type of babysitting services outside of the duty day or weekend hours. The activity causes a conflict of interest and makes setting boundaries difficult. It causes the child to be confused because of the different rules in the different environments.

HEALTH & SAFETY

Bumps on the Head
All students who bump their heads at school will be evaluated by the School Nurse as soon as possible. It is our policy to notify parents every time a Little Hearts student bumps her head at school, regardless of the severity of the injury. The parent will be notified by phone, within 30 minutes of the injury. The nurse will electronically note the head bump on the child's Magnus account. In the event that the nurse is not available, all duties will be carried out by the teacher within the appropriate time frames. Then, the teacher will have the student examined by the nurse as soon as possible. In the event that the nurse cannot examine the child that day, the teacher will additionally fill out an accident report to be submitted to the Division Head, and the School Nurse.

Counseling
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.

Counseling services include individual and group sessions regarding personal, social, emotional, and educational decisions. Counseling may include consultation with other members of the Counseling Department, appropriate administrators, faculty, and parents/guardians, in order to meet the specific needs of individual students.

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**.

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 919-502-7689 or service@magnushealthportal.com.

Each student's Magnus Health account must be completed by July 15 of the upcoming school year. Each year, all Little Hearts students are required to submit a copy of their immunization record and a physical from their pediatrician. First-time entering students are also required to submit a copy of their birth certificate. All information must be submitted directly to Magnus Health (via fax, mail, or scan), and all information must be complete in order to begin school. This is an archdiocesan and a 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 all students. In keeping with *Goal 4, Criteria 4, "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 for Immunization of Infants & Children

Age	**Immunization Requirement**
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)

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. Little Hearts students will be brought to the infirmary by a teacher. Parents/Guardians will be informed of excessive visits to the infirmary. **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 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. After the start of the school year, if a child should begin taking medication, whether dispensed at home or at school, a note to the teacher is required, **and the Magnus account must be updated by the parent/guardian.**

If a student needs 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. Parents must bring the medication to school and consult with the nurse regarding dosage. **No child 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
We rely on our parents as the first step in preventing infection in the School environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given.

If a child has a contagious disease, parents/guardians must inform the school nurse at agretchen@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, Hand, Foot & Mouth disease, strep throat, conjunctivitis (pink eye), head lice, and molluscum contagiosum. Individual confidentiality will be maintained when sharing health information. **A doctor's note certifying that the child is no longer contagious must be presented upon return to school.**

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

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.

In an effort to provide a safe and productive learning environment for all students, faculty and staff, a student may be sent home at the discretion of the Division Head and/or School Nurse for any health concern, including toileting accidents. Students may also be sent home if they do not feel well enough to comfortably take part in usual activities (i.e., overtired, fussy, will not stop crying), they need more care than teachers and staff can provide while still caring for the other students, and/or the illness has a risk of spreading harmful disease to others. Detailed information on specific inclusion/exclusion criteria can be found here.

It is a school policy that if a student is sent home 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 child leaves school because of illness or if she is not feeling well, the student may not return to school the same day for any reason (e.g., school activities, ASH PLUS, after-school program, etc.).

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 agretchen@ashrosary.org with a return to school date and diagnosis listed prior to returning to school. The School reserves the right to request a doctor's note in the event of an absence due to an illness.

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 appropriate Division Head prior to the student's return.

Physical Injury

If a student has a physical injury during school, she will be seen by the School Nurse. If the student cannot be seen by the Nurse, during or after school hours, the Division Head will assess the student. If it is determined that the student needs further evaluation and/or treatment, the parents will be immediately notified. Critical/Reportable Incident Reports and Student Accident Reports will be completed by the witnessing teacher when an injury in connection with a school-related event results in the student seeking medical attention from a health care provider office, urgent care center or emergency department, or when EMS 9-1-1 is called. The reports will be submitted to the School Nurse and Division Head for signatures, then delivered to the Business Office.

If the student comes to school with an orthopedic bandage, sling, cast, boot, or crutches, or if the student needs to use 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 the 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 (Mater Campus)

Little Hearts strives to ensure a safe and supportive environment for all students with food allergies, including peanut 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' premises and to minimize the likelihood of a severe allergic reaction.

Allergy Aware Spaces
The following practices are in place to help prevent allergic reactions:

- All student rooms and playgrounds are designated as peanut allergy-aware spaces. There will be no classroom projects with peanut butter or peanut shells, nor will any of these projects be allowed to remain in the classroom if sent from home with students.
- Parents who send a lunch and/or snack from home for their child may pack the foods of their choice; however, we strongly discourage families from sending foods containing peanut butter or peanuts.
- On special days and occasions when students are allowed to bring a snack to share, parents should refrain from sending anything containing peanuts or peanut-containing products. Parents should check with the teacher before sending food to be shared with the class.
- In the event any student needs a peanut free snack, parents will work with the school and provide an appropriate snack to be distributed by the school as needed.

Food and Nutrition Guidelines - SAGE Dining
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 may 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). The EpiPen will only be administered by either the School Nurse or a trained individual.

Emergency Action Plans
Students with medical conditions that put them at risk for life-threatening emergencies, such as seizures, diabetes, asthma, or food 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. Any medication ordered on the Emergency Action Plan must be provided to the school by the parent/guardian. In the event of an emergency situation, faculty and staff will refer to the student's emergency care plan. Emergency care plans and emergency medications will be made available to appropriate staff at all times. Designated faculty and staff members will receive annual training on the administration of emergency medications.

Medical Release Forms
Under the mandate of HIPAA, Academy of the Sacred Heart is required to have a parent/guardian sign release forms granting permission to disseminate information regarding existing medical conditions. If these release forms are not uploaded to your Magnus Health account by the first day of school, the student will not be permitted to attend classes until the forms have been submitted to Magnus and approved by the school nurse.

Health Information Sharing
On the Magnus Health account a parent/guardian is given the option to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical , psychological and mental health records, to employees or agents of the School, as determined by the Head of School or the Head's designee, to meet the medical and safety needs to serve the best interests of the student and/or community.

Service Animals/Emotional Support Animals
Animals or pets are not permitted on the school's campus or at school-related events off-campus without making prior arrangements with the Head of School and/or a Division Head. If you require a service animal, please contact the Head of School to make this request and the School will determine what accommodations can be made.

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.

To ensure compliance with applicable regulations, Academy of the Sacred Heart will follow the following procedures.

Louisiana State Licensing of early learning centers requires the following in regards to child abuse and young children:

1. As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855.452.5437).
2. An early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations.
3. An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Harassment/Bullying

In the Little Hearts early childhood program, the harassment/bullying policy must be understood within the context of the nature of the young child. The school provides opportunities and instruction to assist students in handling situations involving social interactions. This is done through, but not limited to, individual and small group discussions and counseling, assemblies, and adult interventions.

Parents should report any suspected harassment or bullying to the Little Hearts Division Head or the Headmistress. The School prohibits all forms or retaliation for making complaints in good faith. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any individual found to have violated this policy will be subject to disciplinary action, including dismissal from School for serious violations.

Weapons and Threats
Firearms, guns, explosives, knives, tasers and other weapons ("Weapons") are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Weapons are also prohibited from being in locked vehicles or trunks while parked or driving on campus.

Students and parents are prohibited from bringing any type of weapon or ammunition (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and look-alike or toy weapons to School (including, without limitation, parking lots, athletic fields, and outbuildings) or School-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocket knives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

Employees, students, parents, and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a real, look alike or toy firearm, gun, explosive, knife, taser or other weapon. Campus security officers may be allowed to be armed on campus.

The School takes all threats seriously, even when students or parents make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by governmental authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

The School reserves the right to address weapons and threats, and to impose discipline, in its discretion, up to and including dismissal if the School deems it appropriate. Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (i.e., access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Force Majeure
Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war or armed conflict, governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver as a condition of on campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the School shall not be liable for any such failure or delay in its performance. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Tuition
The School strives to provide the highest quality education while maintaining affordable tuition and fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School.

ACCESS & AUTHORITY

Academy of the Sacred Heart recognizes that, absent a court order to the contrary, parents share parental authority and access to their daughters in accordance with La.C.C. Art 216. Academy will comply with a court order varying legal or physical custody provided that the Administrators are furnished a certified copy of the order.

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

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 otherwise notifies the school, photographs and videos may be used by Sacred Heart or its designees for publication or broadcast purposes. Unless a parent notifies the School to the contrary, the parent agrees to allow the student to be interviewed by the media on campus or at School-related events. Unless a parent notifies the School to the contrary, the parent also consents to the recording and distribution or live streaming of their student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parent releases and holds the School harmless from any liability stemming from the use of the student's name, photograph, voice, video, image, or information.

If you do not wish for pictures or video of your child to be used externally, please contact the Director of Communications/Public Relations at ereynaud@ashrosary.org.

Oftentimes, parents 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.

Social Media and School Brand:
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, the School's name, image and/or logo(s) or any facsimile may not be used by anyone at any time for any reason without permission. The school retains all rights and at all times.

Ownership of the Double Hearts Logo Trademark
The Double Hearts Logo is a registered trademark of Academy of the Sacred Heart, New Orleans. 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.

GOOGLE WORKSPACE

At Academy of the 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 Elvina Candaso at ecandaso@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 Elvina Candaso at ecandaso@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).

ONLINE LEARNING MANAGEMENT SYSTEMS AND COPPA INFORMATION

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a School email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions.

Such information may include your child's first name, last name, email address, username, profile picture and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, WiFi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends message and with whom they message, actions (using mute/unmute, video on or off, etc.) and other user actions; and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child and other

participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by the School, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify ereynaud@ashrosary.org.

Students are reminded that they should not place any confidential or sensitive information into cloud storage.

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
Fire drills are held monthly throughout the school year. It is a Licensing requirement so the children are prepared at all times should an emergency arise. When a fire drill is activated, all persons in the building must:

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

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 and a Licensing requirement. 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 School Closing/Dismissal
In case of an emergency school closing/dismissal, parents will be notified via our emergency crisis management system, a telephone and email broadcast system that enables school personnel to notify all parents by phone and email within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. Little Hearts will utilize the BRIGHTWHEEL communication tool.Parents are asked to refrain from calling the school. Vital information will also be posted on the school website, www.ashrosary.org, and submitted to WWL A.M. 870.

Asbestos Management Plan
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 Headmistress.

LITTLE HEARTS HANDBOOK 2026-2027

Little Hearts will provide an online form for the parents to sign electronically for licensing purposes.