ACADEMY OF THE SACRED HEART



ASH-FIN
Parent Handbook
2026-2027

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Program Overview

ASH-FIN is a daily childcare program available to families of Academy of the Sacred Heart, as well as alumnae, with children who are six weeks to three years of age. It is located on the Rosary Campus of the Academy of the Sacred Heart. ASH-FIN is open from 7:15 to 5:45pm on all days during the school year that the faculty are required to be on campus. Opportunities for enrollment of alumnae children is limited based on the priority of faculty and staff needs. Daughters of alum in ASHFIN must enroll in the Little Hearts 1s program when their birthday makes them eligible. Sons of alum may stay in ASHFIN until age three as long as there is availability.

The faculty is composed of teachers and administrators who love children. They understand and embrace the value of early education. They are responsive, receptive, aware of the needs of early learners and eager to cooperate with parents to promote each child's optimal growth and development.

ASH-FIN is licensed by the state. ASHFIN abides by all licensing regulations. Parents may reach the licensing division at www.louisianabelieves.com, 225.342.9905 or by mail at LDE Licensing, P.O. Box 4249, Baton Rouge, LA 70821.

ASH-FIN Goals

1. To provide a program for growth and learning in an atmosphere that is relaxed, loving, stimulating and child-centered.
2. To respond to the individual needs of each child with love and encouragement and with knowledge of and respect for behavior consistent with his/her level of development.
3. To provide age-appropriate activities for each age group, taking into consideration the interests of the children.
4. To provide opportunities for creative expression through activities such as art, music, story time, table time and free play both indoors and outdoors.
5. To provide a clean pleasant environment with adequate space and materials, both inside and outside, for large and small motor development.
6. To encourage the development of language skills through reading, storytelling, singing and talking together.
7. To assist children in developing a sense of responsibility through guidance in keeping rooms neat, accepting group rules and using materials in appropriate ways.

Student Life

Behavior

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.

Discipline

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. Methods used if a child exhibits behavior that is dangerous, disruptive, uncooperative, or unkind include: redirecting; helping each student to use words and language to express his/her feelings and needs; talking to a child about unacceptable behavior; and briefly separating from the group while under supervision.

When deemed necessary, the Early Childhood Division Head will request a conference with the

parent/guardian.

Biting Policy

A child who bites another child will be removed from the group, and the teacher will explain to the child why this behavior is unacceptable. A phone call will be placed to the biter's parent by the teacher. If the biting continues, 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.

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. PG programming shall not be shown to children under age five.

SIGN-IN/SIGN-OUT PROCEDURES

Parents will use the Brightwheel app to scan the QR code when checking children in and out each day. Children will only be released to individuals listed on the School Emergency or Carpool Form. If someone other than those listed will be picking up a child, parents must send a note to the school in advance. For safety, teachers may request identification if they do not recognize the person picking up a student.

PERSONAL ITEMS

Parents must label and provide:

1. Napmat - monogram/embroidered
2. Diapers
3. Tube of diaper cream (if child requires)
4. Extra sippy cup and/or bottles (send extra valves and/or nipples)
5. Extra outfit for each season
6. Bib

CLEANLINESS/HANDWASHING POLICY

Liquid hand soap and individual hand towels are provided for handwashing. Children and staff wash their hands upon arrival; before/after food preparation/eating; before/after diapering; and after toileting, nose wiping/sneezing and outside play. Handwashing of children will be supervised by teachers.

All high chairs, chairs, tables, hard floors and countertops are washed with disinfectant daily.

Sheets, nap mats, etc. are sent home at the discretion of the ASH-FIN staff.

Designated changing areas will be sanitized after each use.

OUTDOOR PLAY

The school understands the importance of outside play to encourage physical exercise and social interaction.

SNACKS/MEALS

1. Children who are one year and older must have breakfast prior to arriving at ASH-FIN.
2. Children should arrive daily with clean, full sippy cups and/or bottles.
3. A morning and afternoon snack is served daily. All snacks that are provided by ASH-FIN and their preparation, service and storage shall meet the requirement for snacks of the USDA.
4. Lunch foods must be sent from home and should be pre-cut and fully cooked.
5. Children shall not have foods that are implicated in 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.
6. Food shall be given to children on individual plates, napkins, paper towels or in cups, as appropriate.
7. All food/drink sent from home should be clearly labeled with the child's name and/or initials. Label the tops and bottoms of all cups, bottles and containers.
8. Drinking water shall be readily available indoors and outdoors to children at all times. Water shall be given to infants only with written instructions from parents or a physician.
9. Parents are allowed to provide breast milk.
10. 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.
11. Infants that cannot hold a bottle shall be held while being bottle-fed. A child shall not be placed lying down on a mat or otherwise with a bottle, sippy cup, etc. A bottle shall not be propped at any time.
12. Microwave ovens shall not be used for warming bottles or infant food.

SAFE SLEEP PRACTICES

1. Only one infant shall be placed in a crib which is clearly labeled with the infant's name.
2. All infants shall be placed on their backs for sleeping. "Back to Sleep" signs shall be posted in the room where infants sleep. Written authorization from a physician is required for any other sleeping position. Written notice of the specifically authorized sleeping position shall be posted on or near the crib.
3. Infants shall not be placed in positioning devices, unless the center has written authorization from a physician to use a positioning device.
4. Written authorization from a physician is required for a child to sleep in a car seat or other similar device and shall include the amount of time that the child is to remain in said device.
5. Infants who use pacifiers shall be offered their pacifier when they are placed to sleep, but it shall not be placed back in the mouth once the child is asleep.
6. Bibs shall not be worn by any child while asleep.
7. Nothing shall be placed over the head or face of an infant.

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.
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.
- Faculty may also be contacted via email or through the Brightwheel app. Please be sure to include the date and the child's full name/parent's name.
- For matters concerning school policies or serious disciplinary problems or academics, parents

should contact the Division Head.
- For financial matters, parents should contact the Business Office.
- Ongoing information is easily accessed via the school's website: www.ashrosary.org. There is a secure parent login with a username and password that will be given to all parents.
- 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 emailing the Business Office at srevelle@ashrosary.org.**
- For matters concerning custodial rights of parents, the 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 on page 13.)

Daily Communications
Student daily reports are provided through the Brightwheel app. This report will include food intake, potty updates, mood of the child and daily activities.

Teacher Gifts
Teacher gifts are at the discretion of each parent.

SCHOOL POLICIES

The goals of the 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. The Academy of the Sacred Heart is a college preparatory, ISAS (Independent Schools Association of the Southwest) school for girls. It admits qualified students regardless of race, color, national, or ethnic origin. Full policies are on file in the Office of the Head of School.

CONFIDENTIALITY

Members of the school community commit themselves to maintaining professional tact and discretion with regard to any confidential information disclosed to them by or about students.

The 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/himself or others. Faculty and staff follow appropriate school channels to disclose information. The Head of School, notified in all cases, determines appropriate action, recommendations or referral including, but not limited to, Louisiana's Children's Code.

PARENT BEHAVIOR

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

HEALTH & SAFETY

Accident Reports
Accident reports will be completed when an injury in connection with a School-related event results in any of the following:

- The student seeks medical attention (health care provider office, urgent care center, emergency department).
- EMS 9-1-1 is called.
- In the event the nurse is unavailable to examine the patient, the witnessing teacher will complete an accident report. The report will be submitted to the School Nurse, Division Head for signatures, then to the Business Office.

Bumps on the Head
All students who bump their heads at school will be evaluated and receive first aid. It is our policy to notify parents every time a student bumps his/her head at school, regardless of the severity of the injury. The parent will be notified by Brightwheel, within 30 minutes of the injury and will also receive an email..

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
The 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. All-first time entering students will be required to submit a copy of their birth certificate, current immunization record, and a physical from their pediatrician. All information must be submitted directly to Magnus Health, and all information must be complete in order to begin school. This is a diocesan and state requirement. **Students may not come to school until completed medical records are on file in the nurses office.**

Immunizations
The Academy of the Sacred is required to be compliant with Louisiana laws and regulations regarding immunizations. This requirement is also reflected in our *Goals and Criteria* as a Sacred Heart school which calls us to ensure the safety of your child, and all other 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 doctor's note and a statement of exemption annually. The doctor's note should state that he/she is aware of the recommended schedule and that all exclusionary rules have been explained to the parents.**

Recommended Schedule for Immunization of Infants & Children

Age	**Vaccinations**
At Birth	HepB

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

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

Nurses Office

Registered nurses are on staff during the school day. If needed, 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 your child needs medication during the school day, all of the appropriate forms must be completed on Magnus in order for the nurse 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 BOTH a parent/guardian and a physician signature on the student's Magnus account.

Medication must be in its original container. The medication name, child's 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 their own. Parents of asthmatic, diabetic, severely allergic, or those with special needs must meet with the nurse about recommended treatment.

Contagious Diseases

Parents/Guardians are asked to keep their child home if he/she shows signs of illness (e.g. fever, rash, flu, hacking cough, vomiting, diarrhea, flu, lethargy, etc.). Parents must notify the school nurse at mmatrana@ashrosary.org, within 24 hours if the child has strep throat conjunctivitis, Hand, Foot, Mouth Disease, the flu, or any other contagious diseases.

In some necessary cases, the School Nurse may notify other parents/guardians of the exposure and outline the symptoms. Individual confidentiality will be maintained when sharing information. A doctor's note certifying that the child is no longer contagious must be presented upon return to school.

The school nurse shall exclude from care any child with the following illnesses or symptoms based on potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions.

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

Illness/Symptom	**Exclude Until**
Meningococcal disease(Neisseria meningitis)	Well and proof of non-carriage
Hib disease (Haemophilus influenza)	Well and proof of non-carriage
Diarrhea (two or more loose stool, or over and above what is normal for that child)	Diarrhea resolved or is controlled (contained in diaper or toilet)
Fever or unknown origin (100F oral or 101 rectal or higher) and some behavioral signs of illness	Fever free for more than 24 hours without the use of meds.
Chicken pox	Skin lesions (blisters) all scabbed over
Hepatitis A	One week after illness started and fever resolved
AIDS (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child's physician chosen by the child's parent, guardian and the center director
Undiagnosed generalized rash	Well or cleared by child's physician as non contagious
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	Evaluated and cleared by child's physician

- With most other illnesses, children have either already exposed others before becoming obviously ill (e.g. colds) or are not contagious one day after beginning treatment (e.g. strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies). The waiting periods required after the onset of treatment vary with the disease. Children who are chronic carriers of viral illnesses such as cytomegalovirus(CMV) and Herpes simplex can and should be admitted to day care centers.
- The parent or a designated person shall be notified as soon as possible if a child develops symptoms

of illness or suffers an accident while in care.
- 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 (e.g. fever, rash, flu, hacking cough, vomiting, diarrhea, flu, lethargy, etc.).

- ***Fever:*** If a child has a temperature of 100.0 or greater while at school, parents will be notified, and with verbal permission from the parent, the student will be medicated with a fever-reducing medication. The student will also be sent home. Students may not return to school until they are fever free for at least 24 hours, without the use of medications. The student with a positive COVID-19 test should notify the nurse. In some cases, 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 he/she has 2 or more diarrhea episodes that are not associated with changes in diet or due to antibiotic use. A child with 2 diarrhea episodes that cannot be contained by a diaper will also be asked to stay home. The child may not return to school until it has been 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 he/she should remain at home for at least 24 hours since the last episode.

Parents must notify the school nurse within 24 hours if the child has strep throat or any other contagious diseases. If a student misses 3 or more days of school, he/she must provide a doctor's note with a return to school date and diagnosis listed, prior to returning.

The school nurse will send a child home in certain cases. **It is a school policy that if a student is sent home by the nurse with fever, vomiting, diarrhea (not due to antibiotics or diet), a contagious disease, etc., he/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 he/she is not feeling well, the student may not return to school the same day for any reason (e.g. classes, quizzes/tests, school activities, after-school program, etc.).

If a student has been hospitalized for any reason or if a medical clearance has been requested by a Division Head, Nurse, or Counselor, prior to returning to school the student will need to provide a written statement from the physician noting she is medically cleared and that it is safe for 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 the student comes to school with an Ace bandage, sling, cast, boot, or crutches; needing use of the elevator; or needing a shoe other than the uniform shoe, he/she must have a note from a parent. If the assistive device is required for more than three days, he/she must have a note from a doctor. Prior to attending class, the student must be evaluated by the School Nurse. Students will not normally be allowed to use crutches at school. A wheelchair will be provided during school hours.

Allergy Action Plans
Students at risk for a life-threatening allergic emergency will require an Allergy Action Plan completed by a physician and signed by a parent or legal guardian. The Allergy Action Plan can be accessed from the student's Magnus Health Account, or from the nurse's office. These emergency care plans must be completed and submitted to Magnus for the School Nurse's approval prior to the student being allowed to attend school. Any medication ordered on the Allergy Action plan must be provided to the school by the parent. Emergency care plans, along with emergency medicines, will be made available to appropriate staff at all times as well as

training on EpiPen usage.

In the event of an emergency situation, faculty and staff will refer to the student's emergency care plan.

Allergy Aware Spaces

In an effort to prevent a life-threatening allergic reaction, there is strict avoidance to peanuts in ASH-FIN Cottage. Reactions can range from mild to life-threatening. 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 snack from home for their child may pack the foods of their choice. We 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 by students 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.

General Use Epi Pen

In the event a student is having an anaphylactic reaction while at school, the general use EpiPen will be administered to any student who does not have her own epinephrine auto injector on campus. All epinephrine auto injectors will be stored according to manufacturer's directions in a clearly labeled, locked, easily accessible closet at room temperature.

If epinephrine is administered, 9-1-1 will be called. The School Nurse will be notified, and in turn, will notify parents/guardians. The student will have constant monitoring, and additional medications will be administered if applicable (antihistamines **and inhalers).**

Medical Release Forms

Under the mandate of HIPAA, the 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 this release form is not uploaded to your Magnus Health account by the first day of school, the student will not be permitted to attend classes until the form has been submitted to Magnus and approved by the school nurse.

Service Animals/Emotional Support Animals

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

Emergency Action Plans

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

HIV/AIDS

Students and employees of the Academy of the Sacred Heart shall not be discriminated against on the basis of HIV/AIDS in accordance with applicable law.

Drugs and Alcohol

The Academy of the Sacred Heart recognizes that the school is to provide opportunities for students to

realize their potential. To this end, the educational process must prepare students to make informed decisions about significant life issues. Scientific data has taught that students cannot make full use of the total school program if they are involved with mood-altering chemicals which can seriously inhibit their capacity to learn and function effectively.

The community recognizes that alcohol abuse and drug dependency are treatable health problems. If it seems that this dependency is present in any member of the school community, it is ordinarily the responsibility of the school to share its concern with the student and her family, or in the case of an adult member of the community, with the person involved. Where there is a reasonable suspicion of a drug or alcohol related problem, the school may require an evaluation by qualified persons to determine a course of action. It is the parents' and student's (or adult's) responsibility to seek this qualified counsel and evaluation and to inform the school of what corrective action is recommended and being taken. The Academy of the Sacred Heart provides alcohol abuse and drug dependency prevention education for students in grades K-12 and for faculty and staff. The school's concern for individuals whose lives have been impacted by their own chemical use or the use by those around them is related to a safe and viable learning environment. Should a member of the school community who has been identified as having a drug or alcohol related problem fail to seek help and/or should the problem persist, appropriate disciplinary action will be taken. Each situation will be addressed individually and confidentially.

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 the 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 Safe Environment, Policies of the Archdiocese of New Orleans, Policy Concerning Abuse or Neglect of Minors or on the ASH G Drive, ASH Public Docs, SE Policy 10-1 11.

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, the 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:

- 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).
- 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.
- 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 view of the Academy of the Sacred Heart's mission of modeling appropriate gospel values, as well as of providing a reasonably safe and viable learning/working environment for the students, administration, faculty, and staff of the school, the Academy unequivocally opposes any and all forms of harassment and/or bullying.

ACCESS & AUTHORITY

The 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. The Academy will comply with a court order varying legal or physical custody provided that the Administrators are furnished a certified copy of the order.

The 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. The Academy will comply with this statute unless the Administrators are furnished with a certified copy of a court order modifying parental access.

BACKGROUND CHECK AND SAFETY TRAINING

The insurance carrier for the Academy of the Sacred Heart requires that the school obtain consent for a criminal background check from all employees as well as from each person who volunteers at the school. Further, state law and the insurance carrier require that a background check be conducted on any adult who will be chaperoning students for any school-sponsored overnight activity, either as a parent or as a volunteer. Therefore, the school requests that each parent and prospective volunteer sign and submit a form authorizing a criminal background check. **No adult can chaperone an overnight school-sponsored event unless the proper form from the Business Office has been submitted and the background check obtained.** If a background check is conducted, the school will keep all results confidential. The school reserves the right to exclude an individual from school-sponsored events at its sole discretion.

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

PUBLIC RELATIONS/MARKETING USE OF SCHOOL PHOTOS/VIDEO

Throughout the year, photographs and videos are often taken of students either by Sacred Heart or the media. Unless a parent otherwise notifies the school, photographs and videos may be used by Sacred Heart or its designees for publication or broadcast purposes.

If you do not wish for pictures or video of your child to be used externally, please contact the Director of Communications/Public Relations at 504.269.1231 for your child to be placed on a Do Not Photograph List.

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.

RECORDING DEVICES

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

EMERGENCY PROCEDURES

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

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

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

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

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

Emergency 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. 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 local news outlets.

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

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 Head of School.

ASH-FIN HANDBOOK 2026-2027

Please read and either sign this form online on the ASH website or return this printed form to your child's teacher.

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

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

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

Student's Name_____

Student Grade _____

Parent/Guardian Signature _____

Date _____