ACADEMY OF THE SACRED HEART



Preschool/Lower School Handbook 2026-2027

Table of Contents

History of the Rosary	1
Goals of the Schools of the Sacred Heart	1
Customs & Traditions	2
Alma Mater Song	3
Child of the Sacred Heart Prayer	3
Faculty Credentials	4
Academics	7
- Names of Divisions and Grade	7
- Student Support Services: Counseling/Learning Specialist	7
- Lower School Homework	9
- Tutoring	9
- Student Progress	10
Student Life	10
- Honor Code	11
- Standards for Courteous Behavior	11
- Discipline	12
- Uniform & Appearance	13
- Personal Belongings	15
- Attendance / Withdrawal / Communications	16
- Carpool Procedures & Dismissal	17
- Afternoons at ASH	20
- Conference Care	20
- Field Trips	21
- Recreation / Recess	21
- Lunch Program	21
- Birthdays / Celebrations	22
- Parent / Guardian Involvement	22
- Facilities	24
School Policies	24

- Confidentiality	24
- Parent Behavior	25
- Technology Use	26
- Online Learning Management Systems and COPPA Information	31
- Health & Safety	32
- Access & Authority	39
- Background Check and Safety Training	39
- Students and Adult Interaction and Communication	39
- Public Relations / Marketing Use of School Photos / Video	40
- Recording Devices	40
- Emergency Procedures	40
Preschool/Lower School Handbook Signature Page	42

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 sponsorship of the Society of the Sacred Heart.

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

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

On August 1, 2002, the school purchased the property on the corner of St. Charles Avenue and Napoleon Avenue, and in remembrance of the original French Quarter school, it was named the Mater Campus. In 2005-2006, the Mater Campus opened for students enrolled in the Preschool and Lower 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 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 that considers faith development integral to its total program and gives priority to the spiritual and moral growth of its community.
- A college preparatory school with a **strong academic program** for one-year-olds through grade twelve which is committed to providing each student with opportunities to recognize and to develop her intellectual gifts as fully as possible.
- A member of an international network of Sacred Heart schools and includes in its education a serious effort to awaken in the school community **a sense of responsibility to build a world of justice, peace, and integrity of creation.**
- A school where care and love of one another are priorities as expressed by the genuine concern for the **personal growth of each person.**
- A **"family school"** in a city where family and tradition are highly valued, which fosters and celebrates relationships marked by respect, affection, compassion, and joy.

CUSTOMS & TRADITIONS

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

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

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

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

Prize Day
Prize Day is a formal assembly at the end of the school year during which both academic and non-academic awards are given to 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 Friday evening and Saturday) where all members of the school community (parents, children, faculty, staff, and alumnae) gather for games, rides, raffles, food, and other activities. Funds raised support the school.

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

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

ALMA MATER SONG

Coeur de Jésus

Refrain	Translation
Coeur de Jésus sauvez le monde,	*Heart of Jesus, Save the world*
Que l'univers Vous soit soumis,	*May the universe be submitted to you*
En Vous seul notre espoir se fonde,	*In you only our hope is founded*
Seigneur, Seigneur, Vous nous l'avez promis,	*Lord, Lord, you have promised it to us*
First Verse	
Vous l'avez dit, Votre promesse	*You have said it, Your promise*
Fait notre espoir, notre bonheur,	*makes our hope, our happiness*
Je bénirai dans ma tendresse	*I will bless in my tenderness*
Les enfants de mon Sacré Cœur.	*the children of my Sacred Heart*
Second Verse	
Vous l'avez dit, sauveur fidèle	*You have said it faithful 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
New Faculty Member

Jennifer Adams –Preschool and Lower School Dean of Students
Louisiana State University in Shreveport, B.S.

Barbara Alpaugh - Preschool and Lower School Religion
Louisiana State University, B.S.

Gigi Baay-Third Grade
Louisiana State University, B.S.

Alyssa Boeneke - Prekindergarten
Louisiana State University, B.S.

Janie Boling - Second Grade
University of Alabama, B.S.

Kimberly Bridges-Kindergarten
University of North Carolina Wilmington, B.S.

Caitlyn Cabeceiras- First Grade
Tulane University, B.A.

Pamela Cerminaro - Preschool and Lower School Science
Cabrina College, B.S.

Shirley Charbonnet - Learning Center
University of Mississippi, B.A.; University of New Orleans, M. Ed.

Stacy Crane - Preschool and Lower School Learning Specialist
University of New Orleans, B.A.; LSU Health Sciences Center, School of Allied Health Professions, M.C.D.; University of New Orleans, Ph.D.

Sarah Corvers - First Grade
Louisiana State University, B.S, University of New Orleans, M.Ed.

Elizabeth Czerniak - Fourth Grade
Louisiana State University, B.S.

Abbi Damai, PLPS, NCC Mater Campus Counseling
Birmingham Southern College, B. S.
University of Holy Cross, M.A.

Kristin Ducote-Preschool and Lower School Technology*
Southeastern Louisiana University, B.S.

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

Kay Franz - Kindergarten
Louisiana State University, B.S., Mississippi College, M.A.E

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

Olivia Guider - Prekindergarten
Washington and Lee University, B.A., Loyola University, M.S.

Shara Hammet - Preschool and Lower School Division Head
Centre College, B.A., University of New Orleans, M.Ed.

Lilly Harris - Prekindergarten
Tulane University, B.A.

Soline Holmes - Preschool and Lower School Librarian
Barnard College, B.A.; New York Law School, J.D.; Louisiana State University, MLIS

Abby Claire Huval - Kindergarten
University of Mississippi, B.A.

Alyson Igoe - Preschool and Lower School Campus Ministry
Rhodes College, B.A.

Gracie Jonas- Fourth Grade
High Point University, B.A.

Mary Kleefisch - Mater Campus Receptionist
University of Southwestern Louisiana, B.S.

Tootie Lee - Administrative Assistant

Vicky Major - Second and Third Grade Intervention
University of Mississippi, B.A. ; University of Mississippi M.Ed.

Natalie MacDougall-Kindergarten*
Loyola University, B. S.

Courtney Marcotte-Second Grade
Louisiana State University, B.G.S.
Marymount University M.Ed.

Mindy Matrana - Nurse
Delgado Community College: Charity School of Nursing, A.D.N.

Allison McCammon - First Grade Intervention and Admissions
Rhodes College, B.A.; Georgetown University, J.D.,

Jodi McWilliams - Preschool and Lower School Music
Loyola University New Orleans, B.M., M.M.

Madison Milano-Preschool and Lower School P.E.
Millsaps College, B.A.

Sabrina Moffett - Kindergarten
Louisiana State University, B.A., University of Phoenix, M. Ed.

Susan Nichols – Preschool and Lower School Art
Tulane University, B.A., M.A.

Grace Raymond- Third Grade
Louisiana State University, B.S.

Megan Reilly - Kindergarten
Southeastern Louisiana University, B.S.
American College of Education, M. Ed.

Gia Reynaud- PreKindergarten*
Ashford University, B. A.

Cory Rousset – Preschool and Lower School World Language
University of New Orleans, B.A.

Shelby Schiler - Preschool and Lower School Innovation Lab
University of Southern Mississippi, B.S.

Kaline Schultz-Prekindergarten
Westminster College, B.S.
Loyola University, M. Ed
Orton Gillingham Academy, A/OGA

Monetiaka Snaer – First Grade
Xavier University, B.A.,
Grand Canyon University, M.A.

Cindy Soler – Fourth Grade
Louisiana State University, B.S., MFA

Madeline Soler - Third Grade
Louisiana State University, B.S.; University of New Orleans, M. Ed.

Nicole Stone - Kindergarten
Nichols State University, B.S., M.Ed

Julie Trabeaux - Second Grade
Loyola University, B.S.; Louisiana State University, M.A.

Richelle Voelker - Prekindergarten
University of Southwest Louisiana, B.S.
American College of Education, Chicago M.A.

ACADEMICS

The Preschool and Lower School blend traditions rooted in the *Goals and Criteria* of Academy of the Sacred Heart with strong academics based on the most current research. High expectations in literacy, math, and science in a supportive and engaging learning environment develop students who will persevere; who will remain curious; who will solve problems; and who will think their way through any challenge. Daily enrichment opportunities in art, global education, music, design thinking, information literacy, foreign language, and technology further expand the minds of our students and foster creative thinking. Small group instruction allows faculty to work more closely with students and to individualize instruction. Faculty know and understand the importance of a developmentally appropriate and hands-on instruction, instruction where both enrichment and re-teaching are essential for student growth. Faculty use a variety of ways, both formative and summative, to assess student progress.

Grade level teachers, enrichment teachers, and student support staff consisting of the Dean of Students, counselor, and Learning Specialist strive to help students share their unique gifts and to appreciate the gifts of others.

NAMES OF DIVISIONS & GRADES

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

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

STUDENT SUPPORT SERVICES

Counseling/Learning Specialists

Academy of the Sacred Heart seeks to support students with physical, mental, and/or learning style differences in attaining academic success. Through communication and collaboration with parents/guardians, teachers, tutors, specialists, and clinicians, the Counselor and Learning Specialist oversees a comprehensive treatment approach to help students achieve long-term academic independence.

Counseling

The Counseling Department is responsible for the creation and administration of a developmentally-based program that 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 playgroup, individual, and group sessions regarding personal, social, emotional, and educational decisions. The topics covered in the various services are appropriate to each student's grade level and include, but are not limited to the following: relationship-building skills, body language, boundary awareness and bully prevention, communication skills, conflict resolution, coping skills, decision-making skills, goal-setting, group work skills, self-esteem, personal safety, stress management, and skills for executive functioning.

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.

Learning Specialist

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

- collaborates closely with the faculty and administration to provide support within the classroom for students with varying learning styles based on documented needs;
- serves as a liaison for students and their families, as well as outside therapists and academic support personnel in matters related to their diagnosis;
- coordinates outside support services occurring on campus and maintains ongoing communication with providers relative to student progress and needs;
- assists families with the evaluation process, maintains referral list of evaluators, and distributes/collects teacher forms; and
- meets with students as deemed appropriate by the Learning Specialists and Administration.

Documentation Required for Academic Accommodations

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

- a qualifying diagnosis that is clearly stated and accompanied by the DSM-5-TR code;
- a summary of diagnostic procedures used to diagnose the disorder, including but not limited to, evaluations, questionnaires, and other diagnostic instruments;
- the student's presenting problems and developmental history, including relevant educational and medical history
- a complete measure of cognitive ability that includes standard scores and subtest scores (e.g., *Wechsler Adult Intelligence Scale*, *Wechsler Intelligence Scale for Children*, or *Woodcock-Johnson IV Tests of Cognitive Abilities*);
- a complete measure of achievement that includes standard scores and subtest scores including both timed and untimed measures (e.g., *Woodcock-Johnson IV Tests of Achievement* or *Wechsler Individual Achievement Test)*;
- feedback from a parent/guardian interview;
- a written detailed summary that includes the evaluator's diagnostic impressions of the student's academic, cognitive, and behavioral strengths and weaknesses;
- a list of suggested recommendations for school;
- a list of suggested recommendations for home; and
- the evaluator's professional credentials with signature.

Sometimes, the documentation received from the qualified evaluator may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a release of information form permitting the School to communicate with the evaluator, when necessary to clarify documentation or seek necessary additional information. In addition, if there is any cost associated with the evaluator's cooperation (e.g., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

Qualifications of the Evaluator

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

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

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

Determination of Reasonable Accommodations

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

Reasonable accommodations are determined using the following analysis:

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

<u>LOWER SCHOOL HOMEWORK</u>

Homework is meaningful practice and reinforcement of skills and concepts previously covered in the classroom. In addition, homework builds independence and responsibility as students write assignments in their planners, complete them each night, and return them to school the next day. Students in grades 2-4 have homework with the amount and complexity increasing in small increments each year. Starting in grade 1, girls begin to have minimal homework in order to prepare for second grade.

<u>TUTORING</u>

Academy of the Sacred Heart has a policy to provide recommendations to specialized support personnel who are approved by the administration. Verbal and written communication is maintained among the tutors/clinicians, the classroom teachers, Learning Specialist, and Division Head. The school recommends that students who need assistance beyond classroom instruction exhaust the following resources before engaging a tutor:

- Wise use of classroom instruction and class time
- Every effort to complete all class and homework assignments in a timely manner
- The teacher's concerted effort to use instructional strategies and techniques recommended by specialized support personnel, including the Learning Specialist and Counselor.

The school recognizes that occasional tutoring may be necessary under the following circumstances:

- Upon entering from another school
- To close the gap in acquisition of skills

- To complement classroom instruction, when recommended by the Lower School Division Head, Learning Specialist, teacher, or parents, for students with diagnosed and documented learning differences that hinder their learning basic material in each subject taught

Faculty are available to confer with a student's tutor about the grade level scope and content but may not be engaged as paid tutors of their own students during the school year.

STUDENT PROGRESS

Reporting Student Progress
In prekindergarten through fourth grade, teachers review each child's accomplishments in the academic and co-curricular areas and evaluate the child's overall approach to learning. A written communication may be sent to a parent during any time of the year as an interim report to track a student's progress.

Progress Reports for prekindergarten through fourth grade are on a semester basis.

Parent/Teacher Conferences for prekindergarten through fourth grade will be held two times each academic year.

Parents/guardians are expected and encouraged to attend scheduled appointments with the classroom teacher. 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 or teachers may request a conference. If parents/guardians wish to talk to the Division Head, Dean of Students, or a teacher at any time (including enrichment teachers), they are asked to send an email request.

Continuing Enrollment
Each student's progress is monitored carefully, and her program is adjusted to give her opportunities to develop skills needed to maximize her learning. Each child is evaluated throughout the semester to determine her progress.

The school will assist parents to reach a decision in the best interest of their child. They will be advised of the following:
- Re-enrollment for the next grade
- Re-enrollment for the next grade contingent upon meeting specific recommendations for improvement
- Recommendation to repeat the present grade
- Recommendation to choose another school with a program better suited to their daughter's needs

If during her time at Sacred Heart a student continually fails to respond to the educational opportunities offered, she may be asked to withdraw from the school.

Re-Enrollment
A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or a parent or family member causing disruption to the School or the School's educational mission can jeopardize a student's continued or future enrollment. Excessive absenteeism, excused or unexcused, may result in termination of enrollment, non-renewal of future enrollment, denial of grade promotion or other disciplinary consequences. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

STUDENT LIFE

In the Preschool/Lower School at Sacred Heart, the student must strive to act with good will and honesty in her words, actions, and intentions. During this important period of the student's moral development, she is forming her conscience that will serve in directing her actions in age-appropriate decisions and will be the basis for her personal code of honor for life. Sacred Heart understands this to be a time of practicing skills of judgment and learning from mistakes. A student is taught to reflect upon how her choices and the choices of her friends affect

her, other students, the school community, and the wider community. She is encouraged to seek guidance from parents, school counselors, teachers, the Dean of Students, or her Division Head in matters that may cause her concern. Through this closely guided learning process, a student is expected to accept responsibility for her choices, both wise and unwise.

HONOR CODE

As a student of Academy of the Sacred Heart, I do my best to tell the truth, to do my own work at school and at home, and to keep only what belongs to me. I treat myself and others with respect. I know that my words, actions, and my choices have an effect on others.

Students who have broken the Honor Code are responsible to report the offense; furthermore, any student or school personnel who observe such an act is responsible to report the violation directly to the Division Head, Dean of Students, a teacher, or counselor.

Lying, stealing, and/or cheating are serious violations of the Honor Code. Instances of cheating and/or plagiarism will be dealt with on an individual basis by the Dean of Students and Division Head and may result in discipline, up to and including expulsion.

STANDARDS FOR COURTEOUS BEHAVIOR

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

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

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

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

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

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

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

Order
Each student is expected to leave the classroom, Dining Hall Table, play yard, bathroom, all hallways, and locker areas in order. All common rooms (bathrooms, Dining Hall, locker areas, courtyards, fields, gym, Innovation Lab, library, classrooms, the chapel, etc.) are the responsibility of the students who use those areas.

Respect for Others' Property
Only if given permission may a student enter a person's office, access a desk or open a locker of another. Unauthorized taking or "borrowing" of personal or school property will not be tolerated. Each student is expected to treat personal and school property with respect. School property lost or damaged by the student must be replaced or repaired by the student.

DISCIPLINE

By signing the admission application and the handbook signature card, the parent/guardian and the student have agreed to abide by fully and to uphold faithfully the rules and regulations of the school. The school uses the following procedures to resolve difficulties that may arise:

- The teacher will dialogue with the student in private conversation to ascertain the cause of the problem and mutually arrive at a reasonable solution and/or consequence.
- The teacher will administer the agreed upon consequence.
- If necessary, the teacher will request a conference with the Dean of Students or Division Head and with the child.
- If necessary, the parents/guardians will be contacted. The Dean of Students or Division Head will request a conference with the parents/guardians and student in order for the student to return to class. In certain cases, the parents/guardians will be contacted immediately.

An essential aspect of the discipline program is the process of self-evaluation. Each one must learn to face herself honestly, to judge her behavior, and to take responsibility for her actions.

This process is not left to students alone. Faculty assist students in order to encourage the growth needed through logical consequences. Logical Consequences are respectful, realistic, and related to the students behavior. This proactive approach helps students recognize the effects of their actions and develop internal controls.

Rules and consequences are carefully presented to all students. The School's rules are in effect during the entire school day, including any before- or after-school programs, and on field trips or any off-campus activity where the student is representing the School. School policies may be applied to off-campus activities or incidents if the student's behavior impacts the school, other students, or the learning environment. This discretion lies with the Dean of Students and/or the Division Head.

Types of Behavioral Choices
Behavioral choices of students are categorized by Minor and Major.
Examples of Minor include but are not limited to:

- Disruptive behavior
- Disrespect
- Failure to follow any and all classroom rules
- Using technology without permission

Examples of Major include but are not limited to:

- Defacing school property or the property of others in our school community
- Misuse of technology or internet
- Theft: Taking of another individual's property without permission.
- Flagrant disrespect for a member of the Sacred community and/or guests exemplary but not exclusive to physical contact, name calling, harassment, vandalism, etc.

Behavior Consequence Options

Detention
The student may be kept from recess, special events and/or after school by the teacher, Dean of Students, or the Division Head. Parents/Guardians are responsible to arrange transportation home.

In-School Suspension
The student will spend all or part of the day in the Dean of Students' office or class area. She will be required to complete all class assignments and take any tests administered. She will receive the grade she makes on the test.

Suspension
The student will remain at home for the period designated and may not participate in any school activity (including field trips, special events, etc.). **All schoolwork missed during the period of suspension must be made up by the student**. Continuous disregard of the school regulations by a student shall lead to a recommendation by the Division Head that could include a behavior contract, counseling, or withdrawal from the school.

Expulsion
Permanent dismissal from the School. A student who is expelled from the School may not participate in any School function.

Note: the administration has complete discretion to interpret and administer its own policies and procedures, including those dealing with student conduct.

UNIFORM & APPEARANCE

School uniforms reinforce students' shared identity and sense of purpose as students of Academy of the Sacred Heart. Concomitantly, uniforms help to identify a non-uniformed intruder and thus serve as a viable safety measure. Uniforms de-emphasize divisive differences (i.e. economic, religious, national backgrounds, taste, and style) and allow each student the opportunity to be perceived and accepted as the person she truly is. Students are to be dressed in the required uniform at all times. Any final decision as to the appropriateness of dress shall be determined by the Division Head or Dean of Students.

Students should 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 | 4500 York Street, Suite 101, Metairie, LA 70006 | 504.264.7733 | Belle Chasse | 7928 Highway 23, Belle Chasse, LA 70037 | 504.392.2220
skobels.com

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

Très Bien Boutique

School spirit wear/items and some school uniform items are available at the main bookstore, located on the Rosary Campus. The Très Bien Boutique hours during the school year are Monday through Friday 7:25am 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.

PRESCHOOL UNIFORM (PREKINDERGARTEN AND KINDERGARTEN)

Daily Uniform

- ***Smock and Bloomers:*** The uniform is a blue-checked smocked dress with a round collar and puffed sleeves and bloomers. All blue-checked uniforms **must** be monogrammed with the child's first name on the left collar (first name is malot blue, goudy sans). Bloomers must be worn daily.
- ***Socks:*** White ASH logo socks (purchased from the ASH Très Bien Boutique or Inkas)
- ***Shoes:*** The uniform shoe is the **solid white K Swiss VN Velcro**. Shoes are available at Ponseti Shoes and Haase's.

Cold Weather Options

On cool days, only a **navy** ASH sweatshirt or a monogrammed navy sweater may be worn indoors. On colder days, a jacket or coat of choice is also acceptable for outdoor play.

- ***Sweatshirts:*** Sweatshirts are available from the Très Bien Boutique located on the Rosary Campus. PreK and kindergarten girls may wear a navy blue Sacred Heart or Sacré Coeur sweatshirt over their uniform.
- ***Sweater:*** Wearing a sweater is optional. If one is worn, it must be a navy, crewneck, button-front cardigan; also it must be monogrammed**.** A navy sweater, monogrammed with the child's initials, is available from Skobel's, Inka's Uniforms (monogramming not included in price) or from the store of choice.
- ***Tights/Leggings (White Only):*** White tights or full length white leggings may be worn on cold days. Uniform socks must be worn over tights or full length leggings.
- ***Turtleneck:*** A white turtleneck shirt may be worn under the uniform in cold weather. (Purchase from a store of choice.)

Dress Uniform

- ***White Dress:*** A white uniform is required for Mater's Feast and special events. The white uniform dress is available for purchase at Inka's. This is the only supplier for the dress uniform.
- ***Shoes:*** White or black dress shoes with plain white cuffed dress socks.
- ***Tights:*** In cold weather, white tights may be worn with the white dress uniform (no leggings).

Book Bag

An ASH two-handled open tote book bag is the only acceptable bag for Preschool students and should be brought to school each day. Backpacks are not permitted. The ASH book bag is available at the Très Bien Boutique

Nap Mats

A navy nap mat is required for all Preschool students and is supplied by Inka's Uniforms or Skobel's Uniforms. **Your daughter must have her monogrammed nap mat for the first full day of school.** The nap mat must be monogrammed in white using block letters and include a first and last name.

LOWER SCHOOL UNIFORM (GRADES 1-4)

Daily Uniform

- ***Jumper and Blouse:*** The uniform is a plaid jumper with a white Peter Pan collar short-sleeve blouse (monogram optional).
    - Jumpers should be no shorter than fingertip length.
- ***Socks:*** White ASH logo ankle socks or blue ASH knee highs are available in the Très Bien Boutique located on the Rosary Campus or Inkas.
- ***Shoes:*** The uniform shoe is the solid white **K Swiss Classic Vn.** Shoes may be purchased from Ponseti Shoes (Clearview) and Haase's (Uptown).
- ***Shorts:*** ASH running shorts are worn under the jumper daily. These shorts serve as P.E. shorts and may be purchased at Très Bien Boutique.

Cold Weather Options

On cool days, only a **navy** ASH sweatshirt or a monogrammed navy sweater may be worn indoors. On colder days, a jacket or coat of choice is also acceptable for outdoor play.

- ***Sweaters (required):*** A navy blue, cardigan, button-front sweater is available at Skobel's,and Inka's Uniforms and is a **required** item. It must be monogrammed with the child's initials.

- ***Sweatshirts:*** ASH sweatshirts are available in the Très Bien Boutique and may be worn on days when the dress uniform is not required. Sweatshirts may **not** be worn for dress uniform events.
- ***Tights/Leggings (White Only):*** White tights or full length white leggings may be worn on cold days. White uniform socks must be worn with tights or leggings. Blue knee highs are not to be worn with tights or leggings.
- ***Turtlenecks:*** A white turtleneck may be worn under the uniform blouse in cold weather.
- ***Jackets:*** Jackets/coats may be worn at recess only.

Dress Uniform
The dress uniform is **required** for designated liturgies, chapels, and special events. The dress uniform consists of the jumper and white short-sleeve blouse, white ASH logo socks, **and a navy blue, crewneck, button-front cardigan uniform sweater** (monogram required).

Preschool and Lower School ASH Spirit Day
On specified days, students wear their ASH shorts or ASH skorts and any ASH logo t-shirt, or ASH cheerleader uniform & tennis shoes with ASH white socks. For example, t-shirts purchased for Congé, ASH camp, the current 4th grade t-shirt, or ASH team. ASH shorts, skorts, cheer uniforms, and t-shirts are available in the Très Bien Boutique. In cold weather, **white or black leggings may be worn under ASH shorts or skorts on ASH Spirit Days.**

Preschool and Lower School Hair/Nails/Jewelry/Watches/Make-Up
Students may wear:

- Religious medals or ASH medals are the only jewelry that may be worn under the school uniform.
- Simple POST earrings are the only earring allowed. (No dangling earrings or hoops)
- Simple analogue "clock-face" or simple digital sports watches are acceptable but not encouraged. (Smart watches are not allowed)
- Simple headbands and bows may be worn on a daily basis.
- Eyeglasses prescribed by a physician

Students are not allowed the following:

- Smart watches
- Jewelry beyond religious or ASH medals
- Beaded necklaces
- Nail polish
- Make-up
- Hair accessories beyond bows or headbands.
- Glitter, tattoos, and stickers
- Non prescription glasses, including blue light glasses

PERSONAL BELONGINGS

Administration, teachers, or staff members may remove from a student any item brought to school that creates a safety issue or distraction in the school environment for members of the school community. The Dean of Students, in conversation with the Division Head, may ban an item that creates or has the potential to cause a safety issue or distraction in the school environment for members of the school community. The school is not responsible for anything brought to School by the student, nor anything stored in a locker.

Preschool

- Students are required to bring an **ASH two-handled open tote bag** to school each day. **Backpacks are not allowed.**
- Students are encouraged to send a refillable water bottle to school. Please see the water bottle guidelines below.
- Chewing gum is not allowed at school.
- One soft stuffed animal may be brought to school for rest time. It must fit inside the book bag.

- One keychain is allowed on red tote bag. The keychain should be no larger than "fist" size.
- Toys, including electronics, may not be brought to school.
- Money can be brought to school for lunch, snack sales, and special events **only.**
- In prekindergarten and kindergarten, parents are asked to send a healthy snack (carrots, fruit, etc.) each day for morning recess. Candy is not considered a healthy snack.
- No pets are allowed on the Mater Campus.

Lower School
- First through fourth grade students use a child-sized backpack.
- No rolling bags, one-strap book bags, or other backpacks are allowed.
- One keychain is allowed on backpacks. The keychain should be no larger than "fist" size.
- Interior locker decorations are an earned fourth grade privilege. Students in other grade levels are not allowed to place decals, mirrors, or other decorations inside of their lockers.
- The homeroom teacher determines the exterior locker signage for each homeroom. It is the only exterior signage on school lockers.
- Lockers are to be kept neat, organized, and free of clutter. The Dean of Students may remove all items from a student's locker when the locker appears to be in disarray.
- Toys, including electronics, may not be brought to school.
- Chewing gum is not allowed at school.
- Students are encouraged to send a refillable water bottle to school. Please see the water bottle guidelines below.
- A healthy snack (carrots, fruit, etc.) may be brought for morning recess. Candy is not considered a health snack.
- The school is not responsible for anything of value brought to school by the student. If necessary, anything of this nature must be left in the school office.
- Electronic items may not be brought to school unless specified by a teacher.
- No pets are allowed on the Mater Campus.
- The School reserves the right to search lockers without prior notice or consent.

Water Bottles
Students are allowed to bring a fully closed reusable water bottle to school. The water bottle must be completely leak proof. Students are **not allowed** to bring any type of reusable cup with lid. Water bottles may not have wheels and should be appropriate size for students to carry (no larger than 24 ounces). Plain water is the only liquid allowed inside of the water bottle.

Cell Phones and Other Electronic Devices
Preschool and Lower School Students are not allowed to have cell phones on school premises unless approved by the Division Head.

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.
- All unclaimed articles are given away several times each year.

ATTENDANCE/WITHDRAWAL/COMMUNICATIONS

School Day Arrival and Dismissal Times
Morning Carpool/Arrival: 7:15-8:00 am

School Day Begins: 8:00 am
a student is considered tardy after 8:00am
a parent must walk their daughter into the receptionist desk after 8:00am

Dismissal Begins: 3:20 pm
a parent may not sign out their daughter after 2:30 pm

Afternoon carpool ends: 3:45 pm
All students must be picked up by 3:45 if not signed up for PLUS or After School Programs

Attendance
All students should arrive no later than 8:00a.m. Students are expected to be in the classroom ready to start the school day by 8:00 am. If there are appointments or extenuating circumstances, children should arrive no later than 9:30 a.m. to assist with adjusting to the school routine as well to participate in all aspects of the day. If a student will be absent from school, parents should notify the front desk by 9 a.m.

Attendance is taken at 8 a.m. each morning. To receive the maximum benefit of the curriculum, students must be on time. A student is marked tardy if she arrives after 8 a.m. The Division Head or Dean of Students will determine and handle excessive tardiness. For attendance purposes, ten tardies in one semester equals one day's absence.

Consecutive absences of three days require a doctor's note to return to school. The School reserves the right to request a doctor's note in the event of an absence due to an illness. Preschool or Lower School students with excessive absences or tardiness will be required to make up missed class work at a time arranged by the Division Head, Dean of Students, or teacher. The administration may place a student on an attendance contract for a specified period of time after she accumulates ten absences/withdrawals that are not medically related.

Withdrawal
Parents/Guardians assume responsibility for the withdrawal of their daughter from school.

If a child is withdrawn from school, she may not return for after-school programs on that day (please reference the Health and Safety sections for Medical Withdrawal). If a parent withdraws a student for travel or extra holidays, **work missed during such absence will be made up at the discretion of the teacher.**

Sign-In/Sign-Out Procedures
Parents/Guardians are required to:
- Park and accompany the student into the building and sign her in with the Mater Campus receptionist if she arrives after the school administrator/teacher has left the gate in the morning (regardless of whether dads are still on duty).
- Sign the student out with the Mater Campus receptionist if she is leaving school during the day, and sign her in when she returns.
- Sign in after 9:30 a.m. is discouraged unless a doctor's note is provided.
- Call the Mater Campus receptionist before 9 a.m. if the student is staying home because of illness.
- Wait at the Mater Campus reception desk when calling for a student.

Sign outs are not allowed after 2:30 p.m.

Communications from Parents to School
Parents/Guardians are required to notify the school, preferably with an email, to explain the following:
- Late arrival
- Absence from school
- Request to leave school
- Request for a change in child's dismissal procedure for that day

All written communications must include:
- Date of note and date of change
- Child's full name/parent's name
- Homeroom teacher's name

CARPOOL PROCEDURES AND DISMISSAL

The School does not assume responsibility for Preschool/Lower School 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. when a faculty/staff member is on duty. Following dismissal in the afternoon, the school is

responsible only for those students involved in Sacred Heart Stay & Play*:* and after-school programs. All other students must leave campus after afternoon dismissal.

To provide the safest route for our families, the school has met with the Orleans Parish Criminal Sheriff and devised a set of carpool procedures. Security will be at St. Charles and General Pershing during carpool hours.

Carpool is the term used for dismissing **any** student in Little Hearts, Preschool, and Lower School on the Mater Campus. All students will be issued carpool cards during the first week of school.

Stay & Play is the term we use for any student who will remain in the care of the after-school staff.

Campus safety requires that everyone enter and exit through the main electronic gate.

Cell Phone-Free Zone
Cell phone use while in any carpool line or in a designated school zone is both a safety issue and against the law. The law enforcement officers directing traffic in a school zone or any officer in the area may issue tickets to those on cell phones even if a person is simply waiting for dismissal to begin.

Morning Drop-Off Procedures
** Below are the standard protocols for morning drop-off and afternoon dismissal. These are subject to change.*

To promote independence, students are encouraged to enter the building on their own. Parents are encouraged to use the carpool line or walk them to the gate. Prekindergarten through fourth grade will use the carpool for arrival each morning. Morning drop-off is allowed only on the right side of General Pershing Street. Parents should pull up along General Pershing to the first person on duty. For safety reasons, students are not allowed to be dropped off at the corner or in the parking lot. **Parking on the right side of General Pershing is not allowed.**

Beginning at 7:15 and until 8:00 a.m., school personnel will be on duty to welcome and direct the Preschool and Lower School students to their respective morning locations. Beginning at 7:30 a.m., Dads on Duty are present to assist students exiting vehicles.

If a student arrives after 8:00 a.m., parents/guardians must park, accompany the student into the building, and sign her in with the Mater Campus receptionist.

Dismissal and Carpool Procedures

- Parents should follow the Preschool/Lower School dismissal procedures and should inform other caregivers of these procedures.
- Parents should remain in their cars with the carpool card displayed on the passenger side of the vehicle dashboard.
- A student must only enter and exit the passenger side door of a vehicle, especially if the parent has pulled forward from the carpool loading area.
- On rare occasions, if a child must enter or exit through the driver's side passenger door, the driver must pull up to the front of the carpool line; then, the driver assumes full responsibility for the safety of the child.
- A student will be released only to a driver designated on the Dismissal Form that is on file or has been designated by a note or through information that has been shared with the 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 alone.
- If a student is not going home with her scheduled carpool, parents must notify the school and provide the driver's name, the pertinent date, the student's full name, and homeroom. Written requests must be signed by a parent or guardian. In the event of a special circumstance, a parent or guardian may contact the school receptionist prior to 2 p.m.
- 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.

Carpool Line
The Preschool/Lower School carpool line should be accessed from Napoleon Avenu**e.** Cars may file in from General Pershing but may not block driveways of neighbors. Parents may begin to line up at the corner of General Pershing and Carondelet at 3:10 p.m. Line-up is not permitted prior to this time due to Little Hearts carpool. A

faculty member will signal the lead vehicle to General Pershing when it is time to begin. The carpool line extends down General Pershing, along Carondelet, and onto Napoleon (along the side of the school). **For safety reasons**, **your carpool card must be displayed in your vehicle window, passenger side, until you exit the carpool lane as this allows the faculty and staff to match the child to the correct vehicle.** Traffic exits from General Pershing onto St. Charles. Cars may go left or right on St. Charles Avenue or straight across and up General Pershing.

Carpool Cautions

- A parent should put the car in PARK when children are being loaded into the car.
- A parent is responsible for ensuring that all passengers are properly fastened in car seats or seat belts before leaving the carpool lane.
- A parent should stay in the car. If a parent needs to secure the seat belt of a child or to exit the vehicle to load/unload children, the parent is to drive forward in the parking lane, and the engine **MUST** be turned off prior to exiting the vehicle.
- 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 never put a child on his/her lap while driving—even for a short distance.

The Philippine Plaza Gate

For those planning to park and walk up to pick up a child, please wait in the exterior entry area on St Charles Avenue outside the Philippine Plaza Gate.

Logistics:

- The Philippine Plaza Gate will be used for afternoon dismissal only and will be open from 3:15-3:45 p.m.
- In the event of severe weather, the Philippine Plaza Gate will be closed, and all families must use the car line.
- The Philippine Plaza Gate will only be available for Preschool and Lower School students. Little Hearts students will not dismiss from this location.
- The line will extend from the Gate, to the front of the Nims Center, toward Napoleon and the Lower School playground.
- Parents of Little Heart students should pick up siblings at Philippine Plaza Gate ***Courtyard*** no earlier than 3:20 p.m.

Safety:

- Parents or named guardians:
    - Must have a sign (large print) with the child's full name and grade.
    - Cross at the intersections of St. Charles and General Pershing between Carondelet Street and St. Charles Avenue and Napoleon.
- There is no pick up of Preschool and Lower School students by parents in hallways, foyers, or vestibules during dismissal.
- There are to be no pets, even if on a leash or being held by the person picking up the child or children.
- There is to be no foot traffic on General Pershing between Carondelet Street and St. Charles Avenue during carpool so as to not interfere with car line dismissal.
- Parking is available on the Milan Street side of the parking lot; walk down St. Charles Avenue to go to the Gate. The pedestrian gate of the parking lot will not be open to walkers.

The process above has been designed with our school community's safety in mind, as well as the efficient flow of vehicle and pedestrian traffic around our campus.

Using Middle & Upper School Carpool

- For safety reasons, dismissal of any Preschool or Lower School student to any Middle School (grades 5-8) student is not allowed.
- Those parents who pick up at the Mater Campus first are asked to approach the Rosary Campus by turning right on Napoleon and left on Baronne to Valence and feed into the line.

- **For the safety of the children and teachers facilitating carpool dismissal, there will be no carpool line in extremely bad weather (lightning and flooding). Parents will be asked to come into school to get their daughters.**

Dismissal and Carpool Form
The Dismissal and Carpool Form provides the school with the information needed to dismiss each child safely and efficiently. Please complete the digital form by the due date specified. **Parents/Guardians must notify the school, preferably in writing, of any carpool changes that take place after this form has been submitted whether these changes are temporary or permanent.**

Mater Campus Dismissal Times
3 p.m.: Little Hearts students registered for Extended Day
3:20 p.m.: Preschool (PreK and Kindergarten) and Lower School (grades 1-4)

Methods of Dismissal:
- ***Carpool:*** A parent or other authorized adult who uses a motorized vehicle and uses the designated carpool line, whether picking up an individual child or two or more children, must use the child identification name card. This card must be displayed in the front windshield **until the driver exits the carpool lane.**
- ***Walking from the Philippine Plaza Gate*** *(see process outlined in section above)*
- ***Stay & Play****:* A child staying at school after regular dismissal for the Aftercare program.

AFTERNOONS at ASH

Sacred Heart Stay & Play*:*
Stay and Play is a fee-based after-school service designed to allow Little Hearts-Grade 4 students choice time during the after school hours in a safe and supportive environment. PLUS Supervisors and Staff engage with children through play, scheduled activities, and guided study. The hours are as follows:
- ***Little Hearts:*** 3:30 p.m. to 5:45 p.m. daily
- ***Preschool/Lower School:*** 3:45 p.m. to 5:45 p.m. daily

Stay and Play will continue to use a reservation system and will not offer a drop-in system. A Google Form will be sent through weekly newsletters. Families must reserve a spot for the upcoming week. Families who chose the prepaid semester option are automatically included in the system. Stay and Play is billed on the quarter hour at a rate of $10.00 per hour. If a family makes a reservation for PLUS and does not use it, a flat rate of $15.00 per day will be charged. **A $1.00 per minute late charge will be added per child for any children remaining after 5:45 p.m.**

After-School Programs
After-School Classes, or Skill Builders, are offered for an additional fee. Registration for each semester's programs will be open prior to the start of the semester. A minimum enrollment is required. If a student is absent or withdrawn on a school day, the student may not participate in after-school programs.

CONFERENCE CARE

Conference Care
Conference Care is available on Parent/Teacher Conference days. A student in PreK through grade 4 may come to school with her parent and attend Conference Care during the designated conference time. Siblings are not allowed.

FIELD TRIPS
A permission slip is sent home before **each field trip**. It must be signed and dated by both of the student's parents/guardians and returned to school by the designated date. **If the written form is not received, the child is not allowed to go on the field trip.** Phone calls are not acceptable for permission. **No exceptions will be made to this requirement without the authorization from the Head of School.**

The teachers may contact Room Parents if chaperones are needed. No extra treats/drinks may be brought for the children.

Younger children and siblings are not allowed to attend school related field trips as parents must be able to:

- 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.

Transportation

Preschool/Lower School guidelines include the following:

- Children will be transported on field trips or school-sponsored events on ASH school-owned buses/vans or contracted buses with credentialed drivers.
    - Students must follow the instructions of the driver and must wear seatbelts (if available) at all times.
- Teachers will ride on the bus with the children. Parents may follow the bus in a personal car if accompanying.
- Students must return to school with the teachers. If a parent wishes to check out the student after the field trip, he/she must return to school to sign his/her daughter out. **No exceptions will be made to this requirement without the authorization from the Division Head.**

RECREATION/RECESS

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

- Teachers explain playground rules to the students.
- Students go to the playground for active outdoor play (except during inclement weather).
- Teachers are on duty to reasonably supervise children at play.
- Students are reminded not to play on the equipment unless properly supervised.

LUNCH PROGRAM

Students eat lunch in the Mater Campus Dining Hall and are supervised by the teachers. Proper table etiquette is required. Students are not allowed to use drink machines on campus during school hours or during after-school programs.

If a student brings her lunch:

A student who brings her lunch is not allowed to bring glass bottles or soda cans. Sports drinks such as Powerade and Gatorade and soft drinks are not permitted. Fast food may not be dropped off during the school day. Students may not bring restaurant/fast food branded containers and wrappers into the cafeteria. Restaurant/fast food may be brought only in unmarked containers. Candy is strongly discouraged. Parents who send a lunch and snack from home for their child are free to pack the foods of their choice. It is our hope, however, that families choose not to send foods containing peanut butter or nuts whenever possible.

Special student/parent lunch events: Restaurant/fast food may be brought only in unmarked containers. No glass bottles or soda cans may be brought into the cafeteria area on these occasions.

If a student eats in the Dining Hall :

Lunch on the Mater Campus is provided through SAGE Dining Services. A parent must set up a Parent Profile on https://mykidsspending.com to establish an account. Using this safe, secure system enables parents to manage account balances and ensures that parents receive balance notifications in a timely manner.

Not Allergy-Free Kitchens: SAGE Dining Services at Sacred Heart is not an allergy-free kitchen. Cross-contamination is always a possibility. The **Touch of SAGE®** app and online menus allow users to filter options by allergens and dietary preferences—making it easy to find meals that meet individual needs.

Microwaves: Microwaves are not approved in the cafeteria dining rooms; therefore, students are not to bring lunches that need to be reheated.

Carbonated Beverages: Under ordinary circumstances, students and adults should refrain from taking carbonated beverages into the cafeteria during meal service.

SAGE Dining Services Lunch Plan
Hot or Cold Lunch price is $5.85. Lunch is served with either milk or juice. An up-to-date menu is available on the Sacred Heart Community SAGE Website for each day of service with all components listed.

BIRTHDAYS/CELEBRATIONS

Birthday Dress Days
On her birthday, a student may wear a dress, skirt, jeans, pants, or ASH shorts only **with school shoes or tennis shoes** (due to safety precautions) as explained by the Dean of Students. **Not allowed** are: thin strap shirts, halter tops, bicycle pants, flip flops, sandals, clogs, boots, or dress shoes. The stomach area must be covered at all times. Leggings may be worn with a skirt or ASH shorts. Special head or hair accessories must be soft without points.

Birthday Policies
**Subject to change due to guidelines*
In prekindergarten through grade 4**,** students celebrate their birthday with classmates during a school day designated by the teacher, determined by school events, and in age-appropriate ways as explained in the guidelines below.

- Students are invited to, but not expected to, bring an individual serving such as a cookie, cupcake, or brownie for each child in her homeroom. If this is the case, please send only identical treats for her homeroom.
- **No cakes** are allowed.
- Cookie cakes are acceptable.
- Peanut or nut-containing products are not permitted.
- Balloon bouquets and flowers are not to be sent to students during the school day.
- Birthday presents or thank you notes **may not** be brought to school for distribution.
- Provided the **whole grade** is invited, invitations may be distributed by the homeroom teacher. No names should be on the invitations. Invitations must be received by Friday (to go home in Monday folders the following week)
- Private party transportation arrangements for parents cannot be handled by the school.
- Party transportation from school is strongly discouraged.
- Goody Bags and gifts for the class are not permitted for birthday celebrations.

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

PARENT/GUARDIAN INVOLVEMENT

Parents/Guardians are encouraged to share talents, special interests, or an activity with their daughter's class. The focus of the program is shared time with your daughter and her peers; therefore, the activities should be simple and cost should be kept to a minimum. Some suggested activities include singing, playing a game, reading a book, talking about your career, conducting an experiment, sharing experiences, etc. Please speak with your daughter's teacher about scheduling a time to participate.

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, unless the teacher specifically requests parents/guardians to call him/her at home.
- All email communications to faculty and administrators should be directed to the faculty member's or administrator's school-provided email address.

- 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.
- For matters concerning school policies or serious disciplinary problems or academics, parents should contact the Dean of Students or Division Head.
- For financial matters, parents should contact the Business Office.
- Parents/Guardians must read all communications from the school, e.g., *ASH Flash*, emails, and memos. *The Little Cardinal Courier* is the Preschool/Lower School weekly e-newsletter with important information and dates.
- 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*, *The Little Cardinal Courier*, 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.
- Students are not allowed to call home except for emergencies. Parents are asked to call the office at 504.269.1230 should they need to speak to their daughter during the school day.
- For matters concerning custodial rights of parents, Academy of the Sacred Heart will follow the dictates of the court. (Parents should refer to the Access & Authority section of the handbook.)
- REMIND 101 is a one way text messaging system. With REMIND 101, all personal information remains completely confidential. All parents should sign up to receive text notifications regarding class announcements and special reminders and updates.

Room Parents
Room Parents are assigned in the summer. Each Room Parent is responsible to:
- Serve as an advocate for positive PR about our Preschool and Lower School.
- Welcome new families to Sacred Heart and assist with their transition to school.
- Coordinate grade's Class Creation for the Auction
- Provide assistance to homeroom teacher with events.
- Arrange Christmas and end-of-the year teacher gifts.
- Coordinate volunteers to help with activities when needed.
- Have any note or email that goes home to the parents approved by the Division Head.
- Serve as an ambassador to Sacred Heart in the New Orleans community.

Happy Grams
Happy Grams are notes sent from the parents/guardians of a student (pre kindergarten - first grade) to the teacher stating something positive their child has done that is "over and above" is expected. The teacher reads the note to the class and posts it on the "Happy Gram" board.

School Outreach Programs
From time to time, students are asked to bring a small amount of money in an envelope clearly marked with their names for outreach activities sponsored by the school (e.g., fourth grade Snack Shack and pixie doll sale). Profits are given to charities.

Visitors
All visitors are required to sign in at the front desk of the campus. They will be asked to provide proof of identification and will receive a visitor pass to wear during the visit. 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. All visitors must return to the front desk to sign out.

FACILITIES

Rosary Chapel
The chapel at the Rosary Campus is a "holy place" at Sacred Heart. Quiet and respectful behavior is required there. Parents are invited to attend all chapel events.

Mater Campus Library

The library on the Mater Campus is open for use by students, faculty and parents/guardians(upon special request) 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 parent/guardian is responsible for the cost of replacement.

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.

SCHOOL POLICIES

The *Goals and Criteria* 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, creed, national origin, or ethnic origin. Full policies are on file in the Office of the Head of School.

Absence from School Requirements
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.

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 occurs 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 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 a danger to herself or to others. The Head of School, notified in all cases, determines appropriate action, recommendations or referral including, but is 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 Division Head 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 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. 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.

<u>TECHNOLOGY USE</u>

Policy for the Ethical and Responsible Use of Technology
The use of technology at Academy of the Sacred Heart is guided by the philosophy and mission of the school as articulated in the *Goals and Criteria* of the Network of Sacred Heart Schools. The school promotes the use of technology, recognizing the need to prepare students to be responsible, ethical, and contributing members of a global society and workforce.

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

1. The implementation and upgrading of technology is a costly endeavor. Students are to be instructed in the proper and careful use of computers and other forms of technology. Food and drink are not to be taken to areas in which computers are located. Students are not to tamper with or damage computers, hardware, or software.
2. Facilities where computers are located are meant to be areas of learning. Students are to be considerate of others who are using the computers for work.
3. Students are not permitted to change the Chromebook's desktop, Google theme, or download wallpapers and games to their devices.
4. Profile may not be a real picture rather only an initial.
5. Students are required to care properly for videos, computer hardware, and software and to store them in appropriate containers. Students will be held responsible for damaged or lost property which belongs to the school or another student or faculty member.
6. If inappropriate use of hardware or software programs leads to damage, the student(s) will be charged for the damages or replacement of the hardware or software. Taking computer hardware or software that belong to the school or to a student or faculty member without permission of the owner is stealing. Stealing will be dealt with as outlined in other sections of this Handbook.
7. Students shall comply with copyright laws in the use of software, including loading and using software without proper licensing. The use of the network or the internet as a valid academic resource is governed by the same rules which apply to library resources. Improper use or distribution of information is prohibited. This includes using the network for financial gain or for illegal or commercial activities. The use of another person's work, without proper reference or permission, is considered plagiarism and will be subjected to disciplinary action as outlined in other sections of this Handbook.
8. When allowed to use a computer for a test, all documents and programs, except those specifically allowed for the test, must be closed, not minimized.
9. A computer's task bar should be visible at all times during school time.
10. Foreign language translators, whether found online or installed as a program, are not to be used for foreign language classes without the teacher's permission.
11. Tampering with the network or a computer to impair the functionality of either or knowingly initiating a computer "virus" on a computer or a network which modifies or destroys the work of others shall be considered a serious offense of vandalism. Vandalism will be dealt with as outlined in other sections of the *Parent/Student Handbook*.
12. Attempting to subvert security systems or to bypass restrictions set by the network administrator, (hacking), is considered a serious offense of vandalism and will be dealt with as outlined in other sections of this Handbook.
13. The use of profanity, vulgarity, as well as any statement that degrades someone's reputation, good name, or integrity is prohibited. This includes viewing, downloading, sending, storing, or printing files or messages that are profane, obscene, or that use language that offends or degrades others.
14. Writing, photographs, videos, etc. that are deemed harmful to the School, faculty, administration, or student reputation will not be tolerated. The use of profanity or vulgarity is prohibited. This includes viewing, downloading, sending, storing, or printing files or messages that are profane, obscene, or that use language that offends or degrades others and will be dealt with by the administration.
15. Students should not appear in photographs or videos on any social media platform while wearing uniform or representing the School, unless it is to promote the school in a positive manner.
16. The email system is to be used only for the exchange of appropriate information. There are to be no emotionally charged, derogatory, or otherwise inappropriate exchanges (flames) on the email system. Delicate or difficult communications should take place face-to-face. One should not send anything on email that one would not be able to say face-to-face. The sending of chain letters is prohibited. The school reserves the right to monitor all email communicated through the ashrosary.org domain.

17. Communication between faculty and students should be limited to class topics. Email of a personal nature should not be exchanged between faculty/staff and students.
18. No student should ever access another person's email account. Each member of the school community is expected to respect the privacy of email messages belonging to other members of the school community. No one should read the personal mail of another without the recipient's permission.
19. The exchange of information between students using the technology available to them is to enhance the learning process. Instant messaging and unapproved document sharing are not considered an appropriate or valid means of exchanging information for academic reasons. Students are not to use this form of communication while on campus.
20. The internet is to be used for scholarly research and as a means of obtaining information. Students are not to join chats at school unless there is a legitimate academic reason to do so. Chats offer opportunities to develop relationships with people through the internet; however, everyone should realize that there are certain safety measures to consider when communicating on the internet. Frequently, it is impossible to really know with whom one is communicating; therefore, one should be very cautious about giving out personal information (name, address, phone number, etc.). The internet offers access to information that is inappropriate (e.g., pornography, vulgarity, gambling, militant/extremist materials, etc.). No one may access information of this sort.
21. Teachers will be recording any and all virtual sessions with students, with the exception that computers may not be used to make recordings without the consent of all who are being recorded.
22. Sound must be turned off, except when it is being used as part of a class.
23. Students are not permitted to play internet games without permission.
24. Because the network is the property of the school, the school reserves the right to monitor all communications through the network without any notice.
25. Assisting others in violating these rules shall be considered unacceptable behavior and shall be subject to disciplinary action.
26. Cell phones, smart watches, and other electronic devices are not to be used during school hours, and violations will be dealt with as outlined in other sections of this Handbook.
27. A $50 repair fee may be incurred for anyone who damages a school owned Chromebook. (Repair cost for a screen is $85).
28. The exchange of information between students using the technology available to them is to enhance the learning process. Text messaging, Gchat, iMessaging, using Google Docs or email, or any other messaging method is not considered an appropriate or valid means of exchanging information for academic reasons. Students are not to use this form of communication during school hours unless instructed by a faculty member.

Violations of regulations regarding the proper and responsible use of technology shall be reported to the Division Head and/or to the Dean of Students who will follow disciplinary action as outlined in the *Parent/Student Handbook*. In addition to disciplinary consequences, a student may lose the privilege of using the technology available at Sacred Heart because of irresponsible, unethical, or illegal usage.

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	Google Chrome Sync
Calendar	Google Meet
Classroom	
Cloud Search	Keep
Drive and Docs	Migrate
Gmail	Sites
Google Chat	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 Shara Hammet at shammet@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 Shara Hammet at shammet@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.

Generative Artificial Intelligence (GenAI)
Publicly available applications driven by GenAI, such as chatbots (ChatGPT, Google's Bard, and Meta's LLaMA), search engines (Microsoft Bing), or image generators (DALL-E, Midjourney) ("GenAI Programs"), are impressive and widely popular. This policy applies to the use of any third-party or publicly available GenAI Programs that mimic human intelligence to generate answers, work product, or perform certain tasks. Certain of our courses and curriculum may explore AI programs so students are aware of and understand these important tools. However, while these content-generating tools are important for students to be aware of and understand, there are a number of concerns associated with this new technology:

- GenAI Programs do not always produce accurate or complete information and results can include fictional people, places, facts, or events;

- The information entered into GenAI Programs is not confidential, is used by the GenAI Programs to continue to evolve, and are a potential target for hacking or other cyberattacks; and

- The results produced by these GenAI Programs do not cite to sources, so there is a serious risk of plagiarism.

Most importantly, the purpose of school is to allow students to grow, to be challenged intellectually, and to think critically about the material they are learning. As such, students are not allowed to use GenAI Programs, such as chatbots or image generators, either in school or at home in connection with any schoolwork, including, but not limited to: homework, projects, examinations, tests, quizzes, or as a substitute for reading assigned materials, unless expressly permitted by a teacher and attribution to AI is provided by the student. Students found to have used GenAI Programs without express permission from their teacher will be subject to disciplinary action, up to and including immediate dismissal.

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 and 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.

HEALTH & SAFETY

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 919-502-7698 or service@magnushealthportal.com.

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

Immunizations
Academy of the Sacred is required to be compliant with Louisiana laws and regulations regarding immunizations. This requirement is also reflected in our *Goals and Criteria* as a Sacred Heart school which calls us to ensure the safety of 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.**

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)
16 Years	MenACWY, provider-patient discussion for MenB (HPV, VAR, MMR, HepA, HepB, if needed)

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

Infirmary
A registered nurse is on staff during the school day. Parents/Guardians will be informed of excessive visits to the infirmary.

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. **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 child is going home, parents/guardians are required to sign her out with the Mater Campus receptionist.

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

General Use EpiPen
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 the parent 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
Please note, when parents complete their requirements on Magnus, they have the option to choose "yes" or "no" to the following statement: "I authorize the school nurse to inform the administration, faculty and staff of my daughter's health condition and or medicines prescribed for her. This is giving parents 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 without making prior arrangements with the Division Head and the Head of School. 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.

Drugs and Alcohol

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. 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 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.

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.

The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to, recordings, such as of virtual classes, and surveillance video, and will allow students to be interviewed if requested by government authorities or law enforcement. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Harassment/Bullying
In view of Academy of the Sacred Heart's mission of modeling appropriate gospel values as well as of providing a safe and viable learning and working environment for students, administration, faculty, and staff, Academy unequivocally prohibits any and all forms of intimidation, harassment, and/or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, disability, or any other legally protected characteristic. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School environment.

All concerns relating to harassment or bullying should be reported immediately to either the Lower School Division Head or the Head of School. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. 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. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

In the Preschool and Lower School, this 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, group guidance classes (Lower School), assemblies, and adult interventions.

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

Inspection Policy
Parents and students authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to**,** a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices, at any time and without prior notice. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of electronic devices includes laptops, phones, tablets, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the School's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, etc.). Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with or otherwise impedes an inspect by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

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, pocketknives, 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 or not being allowed to take examinations.

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.

BACKGROUND CHECK AND SAFETY TRAINING

The insurance carrier for 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.

STUDENTS AND ADULT INTERACTION AND COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.
If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the counselor or administrator of the division.

Further, students and their parents should promptly notify the counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Texting a student without including the student's parent, a School Administrator, or others in the text;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off School property other than for approved field trips and School activities;
- Flirting with a student;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips, performing arts events, or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or School-sponsored events;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol, tobacco, drugs, or other mind-altering substances; or
- Vaping, smoking, or drinking with students

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to whether the

conduct is appropriate, the family should contact the administration.

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.

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

RECORDING DEVICES

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

EMERGENCY PROCEDURES

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

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

Crisis Drills
A crisis drill is a lockdown in the classroom. All doors, classrooms, and offices are locked, and students and teachers sit in a safe area of the room until an announcement is made to resume normal activity. Crisis drills are 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, ashrosary.org, and submitted to local news outlets.

Asbestos Management Plan

The Louisiana Department of Environmental Quality requires every school to annually update and submit an asbestos management plan to the department. 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 review and can be accessed by a request to the Head of School.

PRESCHOOL & LOWER SCHOOL HANDBOOK 2024-2025

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

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

Becoming acquainted with all aspects of the handbook helps the school personnel and families maintain a safe and supportive environment at 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 for parents and students.

Student's Name_____ Student Grade _____

Parent/Guardian Signature_____ Date _____

Parent/Guardian Signature_____ Date _____