



SACRED HEART CATHOLIC SCHOOL 2023-2024 STUDENT-PARENT HANDBOOK

Grades PreK-6

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Sacred Heart Catholic School is a ministry of Sacred Heart Catholic Church and operates within the Catholic Diocese of Biloxi.

Accredited by:
Mississippi Department of
Education
Cognia (AdvancEd/SACS CASI)

Member:
Mississippi High School
Activities Association
National Catholic Education
Association

This handbook is designed to be a synopsis of the policies and procedures of this school and is not intended to be all-inclusive. General policies applicable to all schools within the Catholic Diocese of Biloxi, as well as local school policies govern the school. These policies are available for your review in the school office and on the diocesan website at biloxidiocese.org. It is expected that the handbook, local policies and general diocesan policies are consistent; however, at certain times due to human error and/or amendments to various parts, conflicts may arise. When no policy or procedure exists which specifically addresses a particular situation, a principal should proceed with a course of action based on other policies and procedures dealing with similar, related, or parallel situations and the mission, philosophy, objectives and/or procedures of the school. The policies and procedures of the Catholic Diocese of Biloxi will take precedent if there is a conflict in policies of the school.

The Handbook of Catholic School Policies (2023-2024), delineates the roles of Pastors, Principals, School Advisory Councils and Parent Teacher Organizations.

The decisions of the Principal are final and appeals to the Diocesan School Advisory Council are for cases of expulsion only. No appeals of the Principal's decision can be made to the local School Advisory Council (From *The Handbook of Catholic School Policies, 2023-2024*).

**THE PRINCIPAL HAS THE RIGHT TO AMEND ANY PART
OF THIS HANDBOOK IN THE BEST INTEREST OF THE SCHOOL.**

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INTRODUCTION

Welcome

The administration and staff of Sacred Heart Catholic School welcome students and their families to the new school year. Sacred Heart Catholic School is a unique and progressive school committed to quality education. At Sacred Heart our curriculum is designed to meet the needs of each individual student in preparation for a challenging future. To increase the degree of educational success, it is imperative that the teachers, parents, and administration communicate openly and frequently concerning the progress of students. Newsletters, regular conferences and direct contact with parents are part of these efforts. Parents are encouraged to initiate their own contacts whenever necessary.

Mission Statement

“Sacred Heart Catholic School, a ministry of Sacred Heart Parish, anchored in the Christian faith, focuses on individual growth, academic excellence and service in a safe and nurturing environment.”

The mission of Sacred Heart Catholic School is to create a Catholic environment in which quality education is provided for each student. The mission, rooted in the Christian heritage of the past and patterned in the present, is directed to the future. Hence, it proposes to instill in our youth a conviction of truth consistent with doctrine and values of the Catholic Church.

Sacred Heart’s Beliefs

At Sacred Heart Catholic School

We believe we are to instill in the child a knowledge and love of the truths of our faith as taught by the Catholic Church.

We believe in fostering an atmosphere in which parents and faculty are enthusiastic regarding their mutual responsibility for the overall development of the student’s academic skills necessary for success in today’s contemporary society.

We believe in promoting high intellectual standards with broad dimensions by promoting the cognitive, affective, and psychomotor development of the student.

We believe in disciplinary policies which provide for an orderly function in an atmosphere conducive to learning.

We believe we must provide diversified opportunities in both curriculum and extracurricular activities.

We believe in developing in each student a sense of respect for and pride in oneself, the individual, and one’s community and country.

We believe in inspiring and challenging teachers and students to focus on the prime values of love, trust, cooperation, and tolerance in the classroom.

We believe in developing in students a healthy self-confidence and the ability for creative expression by establishing the kind of teacher-child and child-child relationships that will produce freedom of thought and activity and assurance of appreciation of creative effort.

We believe in fostering among our students, a concern for moral and social values – a consistent atmosphere of kindness, love, cheerfulness, honesty, and truthfulness.

Our Vision for Catholic Schools

Catholic Diocese of Biloxi Department of Education

- Catholic schools of the Diocese of Biloxi recognize themselves as integral to the mission of the church and as the responsibility of the entire church.
- God is the center foundation, author, and source of all learning.
- Trustworthiness, respect, responsibility, fairness, caring, and citizenship are essential to the well-being of individuals and society.
- All persons have intrinsic value and each person can contribute something of worth to society.
- Each person is responsible and accountable for choices and decisions made.
- Catholic schools are positioned as the heart of church life and as such, share in the responsibility of being church to the world.
- High expectations lead to higher performance which in turn, empowers the individual and strengthens society.
- Learning is a lifelong process essential to the productive and enriched life.
- It is each individual's responsibility to respect oneself as Christ teaches, respect others in a Christ-like manner, and respect one's school as a gift from God.
- The Catholic schools of the Diocese of Biloxi nurture personal growth, scholarship, life-long learning, service and responsible stewardship through a faith centered way of life.

History

Sacred Heart Catholic School (SHCS) has a rich and fruitful history in southern Mississippi. It began in 1900 with 35 students, three Sisters of Mercy from Vicksburg, MS, and a German priest named Fr. Sylvester Greimel. The school grew slowly but steadily and parishioners were pleased to have a school associated with their parish.

During the late 1940s, Hattiesburg, as well as Sacred Heart, was enjoying a post-World War II boom. In 1948, a building drive began for a new school and \$200,000 was raised in cash and pledges—just a foretaste of the many ways parishioners and friends of Sacred Heart would support this ministry throughout the years. The new school was completed in April of 1951. In 1954, the gymnasium was completed under the leadership of Fr. John Martin. School enrollment was up and athletics was growing. Sacred Heart was experiencing God's grace in all areas as well as the number of proud students, parents and alumni who now called Sacred Heart their alma mater.

Then a slow but steady downturn began during the 1960s and 1970s. The school was scaled down in 1968 to a first through eighth grade school, with one teacher per grade level. In the late 1980s, Sacred Heart began to rebound and get a second wind for many and varied reasons. The result was steady growth and a regaining of its status, not just as a Catholic school, but as a school revered by many in Hattiesburg and surrounding areas as one of the best schools in town.

In 2004, Bishop Thomas Rodi granted permission to reopen the high school. To accommodate the growth associated with adding a high school, Sacred Heart underwent a \$2 million transformation during the summer of 2006. The existing school building was totally renovated, an eight-room modular building was added for the high school and a 7,000 square foot cafeteria was built. With continued growth, the school quickly outgrew these facilities. Efforts began immediately to locate property or a facility for Sacred Heart High School.

Three years later a 90,000 square foot building was acquired from the City of Hattiesburg for the high school. Classes began in the new location in August 2010. This historic event allowed the elementary to grow and expand into the space once used by the high school. Through a sizable grant from the Asbury Foundation and additional funding from Sacred Heart Church and supporters of the school, improvements to the building and grounds have been made each year to improve the learning environment and provide safety for students.

In 2014, property was acquired by the San Antonio Foundation for the construction of the Sacred Heart Athletic Complex. The complex is home to baseball and softball fields and a football/soccer stadium. Sacred Heart acquired the former Court Street United Methodist Church property in 2023, and renovations are underway to provide new 5th and 6th grade classrooms.

With an average annual enrollment of 600 students from pre-kindergarten through the 12th grade and growing graduating classes each year, there is no doubt that Sacred Heart is in the middle of its most successful time as a school. Once again, we thank God for the vision of those three nuns and one German priest in 1900. We are proud that Sacred Heart is a church with a school, not a school with a church. We thank God and all those whom God has worked through and will continue to guide in the coming years for “good ole Sacred Heart”.

SPIRITUALITY

Go, therefore, and make disciples of all nations...Teaching them to carry out everything I have commanded you.
Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person. Sacred Heart Catholic School takes seriously its mission to form students as intentional disciples. Daily prayer experiences, Mass attendance, retreats and the formal teaching of the Catholic faith are offered to all students.

Since parents have conferred life on their child, they have the most solemn obligation to educate their child and live as their example. Parents should clearly recognize how vital a true Christian family is for the life and development of each person. The Christian life can be strengthened by the daily practice of morning and evening prayers and by going to church as a family each week.

An expressed respect for the tenets of the Catholic faith is expected by students, faculty and parents. Upon enrollment, Sacred Heart parents have assumed the obligation of cooperating with the school's religious program. Failure to cooperate creates conflict for each child and places him/her in a confusing situation.

Elementary School Mass

Mass is held at Sacred Heart Catholic Church on Thursdays at 8:30 a.m. and on various Holy Days of Obligation. The Mass lasts approximately 1 hour. Parents and are welcome to attend. Respect and reverence must always be displayed when attending Mass. Catholics express special reverence for the reception of the Eucharist by fasting for one hour from everything except water and ensuring that one is free from serious sin. All students of other faiths are asked to respect the Church's requirement of full communion with the Catholic Church as a prerequisite for receiving Communion. All students and guests are reminded that Christ is present, and their behavior should be respectful.

Retreats

Annual grade-level retreats are organized by religion teachers and presented by the high school Campus Ministry Team. Elementary retreats are designed to give students a chance to examine and grow their faith relationship with Jesus Christ, while experiencing activities that strengthen their bonds as classmates. Retreats are held on campus or at Sacred Heart Church facilities.

The Sacred Heart Way

May we be students and teachers who are anchored in the Christian FAITH,
Always showing RESPECT to others and our school,
And may we HONOR God with our thoughts, actions and deeds.
It is the Sacred Heart Way.

Faith is our foundation. Our faith in God leads us to truth, strength and hope.

Respect creates an environment that is positive and productive. We must show respect for our school, our teachers, administration, staff, fellow students and ourselves.

Honor is honesty and integrity in all that we do – including our work, tests and assignments.

Sacred Heart Catholic School students have embodied the principles of faith, respect and honor for generations. Through *The Sacred Heart Way*, students have a clear understanding of the principles that have guided our student body to become well-respected individuals and our school to become one of the best schools in South Mississippi. Students grow as individuals while understanding the importance of these principles in their daily lives.

Students are educated on *The Sacred Heart Way* during orientations and the first day of school and are expected to adhere to the standards of *The Way* daily by learning its pledge statement. They will recite the pledge during announcements and will be reminded of its components through education and visual presentations in the school. The Sacred Heart Way is fully integrated into all school activities including sports, clubs and events.

ADMINISTRATION, FACULTY & STAFF

Administration	Pastor	Rev. Ken Ramón-Landry
	Elementary Principal	Vicki Flanagan
	High School Principal	Karyn Charles
	High School Dean of Students	Michael Hogan
	Athletic Director	Wayne Pittman
	Assistant Athletic Director	Drew Dewease
Administrative Staff	Accounting Assistant	Anita Brown
	Bookkeeper	Stacey White
	Cafeteria Manager	Robin Carter
	Communications Coordinator & Elementary Records Clerk	Chanda Van Slyke
	Dir. of Academic Support & Campus Ministry Coordinator	Monica Bellipanni
	Director of Advancement & Admissions	Dr. Erin Lambert Dornan
	Director of Technology & Social Media	Paul Sanchez
	Federal Programs Coordinator	Shannon Bennett
	Librarian	Megan Wilson
	Maintenance Manager	
	School Counselor	Kimberly Pittman
Textbook Coordinator	Teddi Sisemore	
PreK-6th Grade Faculty & Staff	Pre-Kindergarten	Lynette Villarreal, Teacher; Stephanie Parvin Assistant Julianne Rainey, Teacher; Teddi Sisemore, Assistant
	Kindergarten	Ginger Morris, Teacher; Cristina Silvestain, Assistant Pam Trigg, Teacher; Tamara Herring, Assistant
	First Grade	Cindy Hixson, Teacher; Payton Myers, Assistant Mona Hudson, Teacher; Hannah Abedikichi, Assistant
	Second Grade	Laura Brown, Elizabeth de Lassus
	Third Grade	Donna Mumme, Monica Spell
	Fourth Grade	Melissa Mistich, Brandy Roberts

Fifth & Sixth Grade	Beverly Bain, 5th/6 th Science Noelle Bounds, 5th/6 th Math, 5 th Religion Jan McKay, 5 th & 6 th English & Reading Theresa Moore, 5 th /6 th Social Studies, 6 th Religion
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Administrative Assistant	Shannon Bennett
Art	Stephanie Casey
Cafeteria Staff	Justin Carpenter, Phet Gaudet
Computer	Keisha Jasper
Custodial Staff	Linda Page
Elementary Testing Coordinator, Librarian, Grant Writer	Megan Wilson
Music	Michael Ginn
Physical Education	Laura Coulter & Matt O'Keefe
Religious Education Coordinator	Lynette Villarreal
Spanish	Suky Blythe

7th-12th Grade Faculty & Staff

Art, Journalism/Yearbook	Russell Farris
Cyber Foundations	Grayson Timidaiski
English	Sydney Rahaim, Maggie Farrell, Anne-Marie Haigler
Foreign Languages	Susan Bear, Michael Yore
Mathematics	Sue Boutwell, Sharon Coats, Gail Shows
Music & Theater	Olivia Drinkwater
Physical Education	Lonny Schraeder, Grayson Timidaiski
Religion	Phyllis Lee, Janet Nicovich, Stephanie Shaver
Science	Ashley Ballard, Jennifer Hetrick, Anna Thornton
Social Studies	Andrea Blissett, Drew Dewease, Wayne Pittman, Garlinda Walls
Speech & Debate	Maggie Farrell

Administrative Assistant & Spirit Store Coordinator	Barbie Hasselbring
Cafeteria Staff	Tishirri Carson, Katie Smith
Campus Ministry Support	Issy Reusch
Custodial Staff	Vickie Morgan, Arthur Walker

Lead Teacher	Andrea Blissett
High School Testing Coordinators	Karyn Charles & Kimberly Pittman

Athletic Coaching Staff

Archery	Rick Sullivan
Baseball	Larry Watkins
Boys' Basketball	Grayson Timidaiski, Varsity; Gary Graves, Jr. High
Girls' Basketball	Drew Dewease, Varsity; Lonny Schraeder, Jr. High
Cheerleading	Tamekia Keys
Cross Country	
Football	Ed Smith
Golf	Wayne Pittman
Powerlifting	Lonny Schraeder
Boys' Soccer	Kevin Tremino
Girls' Soccer	Tony Murriel
Softball	Clark Robinson, Stephanie Shaver
Swimming	Kate Bondurant
Tennis	J. P. Pinilla Pulido
Track	Gary Graves
Volleyball	Kerry Geroux

Activities & Clubs

Campus Ministry	Monica Bellipanni & Issy Reusch
Catholic Athletes for Christ	Frank Baugh
Beta Club	Anne-Marie Haigler
Book Club	Garlinda Walls
Chess Club	Jennifer Hetrick
Mock Trial	
Mu Alpha Theta	Anna Thornton
National Honor Society	Andrea Blissett
Speech and Debate	Maggie Farrell
Student Council	Sharon Coats
Yearbook Staff	Russell Farris

SCHOOL CALENDAR

July '23						
Su	M	Tu	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

August '23						
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September '23						
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October '23						
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November '23						
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December '23						
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31						

January '24						
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February '24						
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March '24						
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31						

April '24						
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28	29	30				

May '24						
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June '24						
Su	M	Tu	W	Th	F	S
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30						

- First Day of School** – August 4
- Labor Day** – September 4
- Fall Holiday** – October 6-9
- Thanksgiving** – November 20-24
- Early Dismissal** – December 20 (11:30 am)
- Christmas** – December 21-January 4
- MLK Day** – January 15
- Mardi Gras** – February 12-13
- Spring Break** – March 11-15
- Easter** – March 29-April 1
- Last Day of School** – May 23 (11:30 am dismissal)
- *March 1** - Virtual Learning Day for Students; Intentional Discipleship Day for Faculty and Staff

-  First/Last Day for Students
-  Staff P.D./Discipleship
-  Holiday – No School
-  PLC Day - Early Dismissal at 1:10 p.m.
-  Quarterly Exams (grades 7-12)

CAMPUS FACILITIES, POLICIES & SERVICES

Accident Insurance

Sacred Heart Catholic School provides insurance for students with accidents occurring at school or during sports events. It is provided through Christian Brothers Services. The accident insurance coverage purchased by Sacred Heart Catholic School provides coverage on an EXCESS BASIS only. This means that only those medical expenses which are NOT covered by your own personal or group insurance are eligible for coverage under this policy up to the limits therein. The claim forms must be submitted within 90 days of the date of the accident and are available in the school office.

Asbestos Plan

A copy of the Sacred Heart Catholic School Asbestos Management Plan can be found in the school office.

Athletic Facility Use

Use of athletic facilities by students, individuals or teams is limited to team activities or by appointment. Students may not use the athletic complex facilities, gym or the high school weight room without a coach or designated school employee present. All use must be scheduled and pre-approved by the Athletic Director.

Birthdays

Each month, teachers will celebrate children's birthdays for that month. The personal birthday snacks have resulted in taking up too much instructional time and often happen two to three days in a row. Each teacher makes sure a child with a birthday is treated special on his/her birthday and extra snacks are not necessary. The monthly "party" will help all the children celebrating their birthdays that month feel extra special. Recommendation for outside parties: mail invitations or call parents personally. Please do not distribute invitations at school or ask a teacher to distribute invitations.

Branding and Logos

All Sacred Heart Catholic School clothing and promotional items must follow official branding and graphic standards set by administration. All orders and designs must be approved by the Director of Advancement. The school's name, Sacred Heart Catholic School, or an appropriate official logo must on all designs.

Cafeteria

The school cafeteria is managed by MMI, Inc. and prepares breakfast and lunch on a daily basis and offers snacks during break. Monthly menus are available online at shshattiesburg.com. Parents should give written notice to the office and the cafeteria of any food allergies before each school year. Information regarding meal costs and cafeteria payment policies are listed in the Tuition and Fees section of the handbook. **Microwave use is limited to upper elementary grades only.**

Cafeteria Rules

- All students will display self-control.
- Students will gather their trash items and throw away their trash and clean their eating area. Tables and floors will be cleaned before students may leave the cafeteria.
- Students will walk quietly and not run or push.
- Once food is touched, it may not be put back.
- Students should talk with their neighbor in quiet tones.
- Consequences for poor behavior in the cafeteria may result in an infraction.

Meal Ordering

Students will order meals by choice number in homeroom each day. Each student has his or her own cafeteria account through an online system. See the Tuition and Fees section of the handbook for information regarding cafeteria accounts. If paying by check, please write the student's name on the check. If paying by cash, please place the cash in an envelope with the student's name on the envelope.

Each day that the student buys something from the cafeteria, the amount of the purchase will be subtracted from the student's account. For example, if a student decides to buy lunch, he/she will go through the lunch line and provide his/her personal account identification number at checkout. The amount of lunch or purchased items will automatically be subtracted from the account.

Care of Property

Students are taught responsibility for both private and public property. The care of furniture, books, outdoor equipment and all other school properties must be considered everyone's responsibility. Food, drinks and candy are allowed in designated areas only. The parent/legal guardian of a Sacred Heart Catholic High School student destroying, defacing, or marring school property will be financially responsible for his/her child's destructive acts against school property.

Communicable Diseases

Students with communicable diseases are required to remain at home until a physician certifies them able to return to school. Listed below is a guide for common illnesses to which children are most susceptible:

COVID-19: Student will return to school according to the instructions of the diagnosing physician.

Chicken Pox: The sick child should remain at home for 7 days following the appearance of rash or until all lesions are dry. Exposed children may attend school.

Measles (Rubella): Symptoms may include fever, hacking cough, and conjunctivitis. The sick child may not attend school until 7 days following the appearance of the rash. Exposed children may attend school.

Mumps: Pain in chewing or swallowing may be the earliest symptom, followed by chills and headache. The child should not return to school until all swelling has disappeared; usually 9 days from onset.

Flu: Return to school when the student is fever-free for 24 hours.

Conjunctivitis: Symptoms usually include matting of the eye, inflammation and discharge from the eye. Child should be excluded from school until 24 hours after prescription medication has been started.

Hepatitis: Clearance by a physician. Mononucleosis: Clearance by a physician.

Skin Lesions

Impetigo: Return to school when under treatment

Ringworm: Return to school when under treatment

Scabies: Return to school when under treatment

Poison Ivy/Oak: Not contagious person to person

Pediculosis: See Head Lice Policy

Head Lice Policy

1. Identify infested children by individual cases. Throughout the year, any student suspected of having head lice will be examined by a staff member in the school office and if evidence of infestation is seen, re-examination by the Principal will be done. If one child in a classroom is found to be infested, the entire class will be screened.
2. Removal. An infested child will be removed from class and the parent will be called to take the child home for treatment. Care will be taken not to embarrass the child and to assure that no stigma is attached to him/her.
3. Return to school. The child may return to school as soon as the parent provides evidence of treatment, either a note from the parent describing the treatment, or a box top or package label from the product used. The child will be re-examined. A few nits (eggs) may still be seen even in an adequately treated child and are not evidence of continuing infestation if the child was properly treated. If the child has not been satisfactorily treated, admission will be refused.
4. Upon the third incidence of head lice within one school year, the student will not be allowed to attend school until proof of treatment of the recurring problem of head lice is obtained from the county health department.

Communication with Parents

It is the responsibility of the parent to notify and update address, email, phone or any emergency contact information on record with the school. Parents/guardians are able to update their contact information directly through FACTS. Sacred Heart School communicates with parents in a variety of ways depending on urgency and the need for privacy. In addition to telephone and mail, the following communication methods are used:

- The school website (www.shshattiesburg.com) contains the school calendar, cafeteria menu, forms and documents, and information regarding events. Parents are urged to familiarize themselves with the website and check it often for updates.
- Weekly newsletter emails are sent by the Advancement Office; Teachers and staff members send individual and group emails to parents.
- An automated calling system is used to notify parents of cancellation of school due to inclement weather or emergency situations and in cases of urgent reminders. Parents will receive a recorded message from the school to any contact numbers they have supplied to the school for this purpose.
- An automated text messaging system is used to notify parents of various announcements.
- The school maintains official Facebook, Instagram, Twitter and YouTube accounts. All comments and posts will be monitored by Sacred Heart Catholic School Administration and will be deleted if they contain inappropriate material. Refer to 'Conduct that Damages the School' for more details.
- **Families who do not have access to the internet or email should notify the office.**

Deliveries

Balloons and flowers sent to students will be held in the office until after recess. **Home lunches for students should be sent to school in the morning with the child. Late delivery of lunches will be during the student's lunch time only.** Parents should stop by the office for a visitors pass and deliver the lunch directly to the child in the cafeteria. Class time will not be interrupted for lunch delivery.

Emergency and Inclement Weather Procedures

It may become necessary for the Principal to cancel school or dismiss school early due to weather or an emergency situation. It is highly recommended that parents have a plan of action for students who may be dismissed. Sacred Heart will use an automated telephone system to alert parents of any changes or disruptions to the regular school day. Announcements will also be sent to area radio and television stations. In most instances, Sacred Heart will follow the decision of Hattiesburg area schools for early school closings.

Release of Students During Tornado Watches

Parents and guardians are advised that when a tornado WATCH is in effect during the school day, students will remain in their regular school settings, i.e., classrooms, cafeteria, etc. When a tornado WATCH is in effect at the conclusion of the normal school day, students will be released via regular dismissal procedures and transportation plans. **Sacred Heart follows site-specific instructions issued by the Emergency Management District, not those of the local or national media.** Parents and guardians are discouraged from coming to the school during tornado WATCHES.

Release of Students During Tornado Warnings

Parents and guardians are advised that when a tornado WARNING is in effect during the school day, students will be placed in the safest locations available at the school. **When a tornado WARNING is in effect at the conclusion of the normal school day, students WILL NOT be released from school until school administrators have received a cancellation notice for Sacred Heart School from the Forrest County Emergency Management office, and have notified all school faculty and staff of the decision to release students. Sacred Heart follows site-specific instructions issued by the Emergency Management District, not those of the local or national media.** Students may not leave school during a warning via any type of transportation plans (with parents, car pools, private vehicles, walking, etc.). **Parents and guardians should not come to the school during tornado WARNINGS.**

FACTS Student Information System (SIS)

All parents are given access to attendance, grades, assignment data and financial accounts through the FACTS Student Information System (SIS). A link to the [FACTS Family Portal](https://shshattiesburg.com) is provided on the school website at shshattiesburg.com.

Family Service Hours

Each registered family at Sacred Heart School is required to perform **15 hours of creditable service to the school each year. Families receiving financial assistance are required to perform 30 hours per school year.** This program is administered by the business office and administration. All service hours for the school year must be completed prior to May 10th of each year and recorded on the FACTS Family Portal. It is the family's responsibility to maintain the log of service hours.

Those families who do not fulfill their required service hours will be assessed a \$300 fee by the school at the end of the school year, and report cards will be held until the fee is paid. Families receiving financial assistance who do not perform service hours will lose eligibility for future financial assistance.

Service hours must directly benefit Sacred Heart Catholic School. (i.e. Girl Scout/Boy Scout leaders must be for a troop associated with the school.) Coaching recreational teams for leagues outside the school or volunteering at church do not count as service hours. While we encourage our parents and students to support their churches and applaud that effort, service hours are intended to create a volunteer base to assist the school in maintaining an affordable tuition rate. Service hours will be limited to creditable service in areas such as those listed below:

PTO Events	Classroom/Office Helper	Book Fair Volunteer
School Sporting Events	Field Trip Chaperone	General Maintenance
PTO Board	Fundraising	CYO Sports/Cheer Coach
Cafeteria Volunteer	Room Parent	Girl Scout/Boy Scout Leader

Note: All positions require a complete background check and Virtus training. The Catholic Diocese of Biloxi and Sacred Heart Catholic School requires volunteer drivers to have minimum insurance liability limits of \$100,000/\$300,000. A copy of a current "Declarations Page" of the insurance policy stating this coverage and a Volunteer Driver Information Form must be on file in the school office prior to any travel involving students. This form is available on the school website and must be updated as the policy renews.

Field Trips

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a fee may be requested from each student to help defray transportation or facility costs. If a child does not return a signed permission form by the stated deadline, he/she will not be allowed to attend the field trip. Verbal permission over the phone is not acceptable. Bag lunches will be available for purchase from the cafeteria for field trips. Students must ride the bus if bus transportation is being used for the field trip. Students may leave the field trip with their parents if they have a signed parent note to give to their teacher. **Payments made for field trips are generally remitted to a third party (museum, bus company, etc.), and are, therefore, not refundable.**

Students will not be allowed to participate in field trips if the student's FACTS or cafeteria account is delinquent (See "School-Wide Delinquent Payment Policies").

Parents who chaperone students on field trips are required to complete Virtus Safe Environment Training through Sacred Heart Catholic Church and all drivers are required to meet specific insurance requirements set forth by the diocese. Siblings or other children are not allowed to accompany students on field trips. Chaperone policies and field trip deadlines set by the teacher are strictly enforced. The supervising teacher is the final authority while students are on a field trip.

The "Walking Field Trip Permission Form" permits students to go on walking field trips throughout the downtown Hattiesburg area throughout the school year. These field trips are often impromptu additions to the curriculum, or they enable students to attend timely educational exhibits and events in the area. Parents agree to walking field trips via the online enrollment system each year. The Downtown Field Trip Permission Form grants permission for walking field trips only.

Parent Transportation for Events and Field Trips

Some events and field trips require parent volunteer drivers due to scheduling conflicts with the school bus. The Catholic Diocese of Biloxi and Sacred Heart Catholic School requires volunteer drivers to have minimum insurance liability limits of \$100,000/\$300,000. A copy of a current "Declarations Page" of the insurance policy stating this coverage and a Volunteer Driver Information Form must be on file in the school office prior to any travel involving students. This form is available on the school website and must be updated as the policy renews.

Fire and Severe Weather Drills

Sacred Heart has established procedures to ensure the safety of each student in the event of a fire or severe weather. Drills are held periodically during the year to ensure speed and efficiency in getting children to their assigned places of safety. Teachers will explain evacuation procedures to each child. Students must leave the classroom in orderly lines and walk to designated areas. Monitors will inspect all sections of the building to ascertain that all students have safely vacated the classrooms.

Gifts

Gifts should not be distributed between children in the school unless the entire class receives gifts (such as small party treats). Personal exchange of gifts should be done outside school time. Each homeroom focuses on a charity at Christmas, so the children do not exchange gifts at the Christmas party.

Illness and Injury

Parents are asked to inform the school of any serious or chronic ailments a student may have. A student may not attend class with any of the following symptoms: fever, undiagnosed rash, vomiting, lice, diarrhea, inflamed eyes and severe cold or sore throat. Students must be fever-free for 24-hours before returning to school. A fever is defined as 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally (Mississippi Department of Health). A reading of 100.4°F on a no touch thermometer is a fever.

In case of illness or injury at school, a student will be cared for temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the student will be taken by ambulance to the emergency room at a local hospital. Any costs will be the responsibility of the parents. (See Accidental Insurance section.) Remember, an emergency telephone number and the name of the student's family doctor must be on file at school.

Lockdowns

Lockdown drills are conducted throughout the school year, similar to fire drills. In the event of an external threat, all students will be brought into the school building from the common spaces on campus. The entire building will then be locked, no one will be allowed to enter the school, and the authorities will be called. Every effort will be made to contact parents and guardians as quickly as possible.

If there is an internal threat, students and teachers who are able to leave the building will travel to one of the following designated areas: Court Street Campus across Southern Avenue, Walnut Square Gifts located east of the school on Walnut Street toward downtown or the Hulett-Winstead Funeral Home property along Court Street. Those teachers and students remaining in the building will follow the external lockdown policy described above. The authorities will then be called. In either event, every effort will be made to contact parents and guardians as quickly as possible.

Lost and Found Items

Students should make every attempt to keep up with their personal belongings. All items brought to school should be clearly marked with the owner's name. The school assumes no responsibility for lost or stolen items. The lost and found area is located on the stage.

Medication

Students who are required to take medication which includes, but is not limited to the use of inhalers, epi-pens, and insulin during school hours must comply with the school's policy for the administration of medication. No student is permitted to keep medications with him/her during the day. Parents/guardians must complete an authorization form for the administration of all medication (prescription and non-prescription) and send the authorization to the office with the medication in its original container. All medications are kept in a secure area, and students are not allowed in this area to obtain medication and/or to administer medication to himself/herself without proper supervision. It is the responsibility of the student to come to the office to take medication as required. At the conclusion of treatment, all medications must be picked up, or they will be discarded.

Office Hours

The elementary school office is open from 7:30 a.m. until 3:30 p.m. Monday through Friday during the school year. Parents are urged to contact faculty, staff and administration during these hours for school business. **After-hours calls and texts to administrators, teachers and staff should be limited to emergencies.** Parents and other visitors are not allowed to enter the school building at any time without permission from the office.

Photo/Video Release & Permission to Publish

Sacred Heart School reserves the right to film or photograph students, unless otherwise directed by the parent. Members of the news media must obtain permission from the Principal before interviewing, photographing or filming students or personnel. Parents agree to "Permission to Publish" via the online enrollment system each year.

PLC Early Dismissal Days

On scheduled days, school will dismiss early for teachers to attend Professional Learning Communities (PLCs). After School Care is not offered on these days. Both campuses will dismiss at 1:10 p.m. Students who remain after 1:30 p.m. will be charged a late fee of \$10 for the first 5 minutes (to 1:35 p.m.) and \$1 per minute following until the student has been picked up. Parents will be given notice of the pickup time and will be required to sign it and pay the late fee that day.

Parent Teacher Organization (PTO)

The PTO at Sacred Heart is a very involved group of volunteers who work tirelessly to maintain and assist the school in providing quality education. Each parent is automatically a member of the PTO and should be active in all the functions. PTO maintains a Facebook page that is open to all parents.

Posters and Flyers

Posters and flyers may be displayed with the approval of the Principal, and students and staff members are encouraged to use the bulletin boards located throughout the building. Items should not be placed on painted doors, and students should use blue painter's tape to attach items to walls. Those who place the posters are responsible for their timely removal.

Safe Environment Training - Virtus

Adults are responsible for protecting children and for creating safe environments for them. Volunteers and employees of Sacred Heart Parish and School who have any involvement with children must attend a Safe Environment Training Session. All adult volunteers must attend a "Protecting God's Children" training class to participate in parish and/or school activities or be in a classroom.

The VIRTUS™ program, "Protecting God's Children," is used to train employees and volunteers. The session covers the scope and nature of child sexual abuse. It gives five specific steps adults can take to protect children. Parents must pre-register with the VIRTUS Program for the "Protecting God's Children" session. Information regarding the sessions is communicated to parents periodically through flyers, emails, and website posts, or it may be obtained from any school or church office.

School Parties

Each teacher organizes classroom parties to coincide with a season or as a curriculum theme. Every elementary classroom has two parties a year – Christmas and Valentine's Day. Room parents help organize these parties with prior approval from the classroom teacher.

Spirit Store

Sacred Heart Catholic School provides uniforms and spirit wear items to create a sense of pride, respect and affinity to the school. There are designated times when students are allowed to wear Crusader Blue or Spirit Wear items to school. These designated times are approved by the principals. Spirit Wear items are intended to be worn outside school hours at athletic and community events or for personal use. Approved Spirit Wear may be found in the Spirit Store located at the high school. Hours of operation are Monday through Friday, 9 a.m. until 2 p.m. when school is in session.

Technology in the Classroom

The vision of Sacred Heart is to provide students with the tools and abilities needed to become successful citizens in a global information society. With students as the primary recipients of the technology, the school's mission of integrating technology in the classroom allows instruction to move from a teaching-centered environment to a learning-centered environment. Sacred Heart Catholic School utilizes SeeSaw (PreK & K) and Google Suite for Education as communication and educational tools.

Elementary students may use Chromebooks in the classroom. If a Chromebook is lost or damaged, the student will be charged the full replacement cost.

Wireless internet access is available in addition to computer lab and classroom computers that are connected to the server. When using the internet for class activities, teachers will select materials for students that are age appropriate and relevant to the course objectives and monitor student work.

Tobacco and Alcohol Policy

Sacred Heart Catholic School is a tobacco-free and alcohol-free zone. All facilities, including all Sacred Heart athletic venues, are tobacco-free (this includes the use of vapes and e-cigarettes) and alcohol-free zones. According to MHSAA rule 5.1.7, no alcoholic beverages shall be sold or consumed at any MHSAA event. Sacred Heart Catholic School will have a zero-tolerance policy in regard to this rule.

In addition, this policy will remain in force at all events (unless prior approval is obtained from the pastor of Sacred Heart Catholic Church) held at the Sacred Heart Athletic Complex. Violators of this policy may be instructed to leave the property or banned from attendance at Sacred Heart Catholic School events for an extended period of time. Consequences for violations will be at the discretion of the Athletic Director, Administrator-on-Duty or Principal.

Use of the Telephone

The telephone is for business purposes. Therefore, the student's use of the telephone is limited. **Students may use the office phone only for emergency purposes and only with written permission from a teacher.** Students will not be disturbed during school hours to receive phone calls. Phone messages may be left with the office, and the students will be notified at the end of the day. The school office is not responsible for messages not picked up.

Visitors and Security

We are dedicated to keeping our schools as safe as possible for your child. Any parent wishing to visit the school is welcome; however, please arrange your visits ahead of time whenever possible. Remember that a visit for observation is not a time for conferencing with the teacher.

For the safety and security of students and staff, the elementary reception area door will be the only point of access to the building from the outside between the hours of 8 a.m. and 3 p.m. Anyone coming to the school should enter through the elementary reception area entrance and report directly to the receptionist. All visitors will be asked to sign in and out when coming to the school and will be required to wear a badge acknowledging that they have checked in with the office before proceeding to their destination in the building. Student visitors are not allowed.

ADMISSIONS

Admissions Priority

Priority for admission to Sacred Heart Catholic School is determined in the order described below:

1. Students currently enrolled at Sacred Heart Catholic School.
2. Siblings of students currently enrolled at Sacred Heart Catholic School.
3. Applicants who are parishioners at Sacred Heart, Holy Rosary, St. Thomas, and St. Fabian's churches and children of faculty members.
4. Catholic applicants from parishes other than those listed above.
5. Non-Catholic applicants.

A child must be four years of age on or before September 1 to enroll in Pre-Kindergarten; a child must be five years of age on or before September 1 to enroll in Kindergarten. All children must be fully potty-trained and be able to toilet independently prior to the beginning of the school year.

Admission to all grades will be determined by the Sacred Heart Catholic School Admissions Council. The council reviews individual Applications for Admission, teacher recommendations, grades, and standardized test scores to reach a decision. The Admissions Council reserves the right to test any student prior to admission to Sacred Heart Catholic School.* Parents are notified of the decision of the council by the Admissions Coordinator. Upon enrollment in Sacred Heart Catholic School the parents and child agree to abide by its rules and policies.

Steps for Admission

1. Submit an Online Application for Admission (<http://www.shshattiesburg.com/apply-admission/>) and the following items:
 - Certified state birth certificate
 - Applicable teacher recommendation forms from the student's current teacher(s)
 - Previous school year's report card. If applying for admission during the school year, the most recent report cards or progress reports should be submitted in addition to those from the previous year.
 - Transcript (students in grade 7-12 earning Carnegie units)
 - Course schedule for current school year (grades 7-12)
 - Most recent standardized test scores
 - \$35 non-refundable application fee
2. Admissions testing may be required.
3. Application is reviewed by Admissions Council.
4. Notice is given to parents of the council's decision.
5. Student is enrolled upon payment of the Registration Fee.

Policy Regarding Re-Admission of Students

Re-admission to Sacred Heart Catholic School is at the sole discretion of the School's Principal and the Admissions Council. The school reserves the right to refuse re-admission of any student for reasons including, but not limited to the following: lack of academic progress, discipline concerns, protection, safety, and well-being of the student body and/or faculty and staff.

Transfer Student Policy

Out-of-Town Transfers

Students transferring from a school outside the Hattiesburg area (outside a 30 mile radius of Sacred Heart Catholic School) may apply for admission at any time during the school year.

In-Town Transfers

Students from the local area (within a 30 mile radius of Sacred Heart Catholic School) may apply for admission at any time during the first semester. In-town transfer students must be approved by the Admissions Council prior to the end of the first semester.

Students from schools not accredited by the State of Mississippi:

Students applying for admission to Sacred Heart Elementary or High School from a school which is not accredited by the State of Mississippi Department of Education are subject to testing.* This includes students who wish to transfer from schools accredited by the Mississippi Association of Independent Schools.

Home-schooled students:

To apply for admission to Sacred Heart Catholic School, home-schooled students must meet the following requirements: The student must provide proof of enrollment in a national, regional or state accredited home-schooling program.

Documentation in the form of a transcript and/or grade report from the accredited program must be provided. Admissions testing* may be required.

*Sacred Heart Catholic School tests for grade and/or subject placement. Sacred Heart Catholic School does not test for Carnegie units. Standardized achievement test(s) or teacher-made special subject test(s) are used by the council to determine the appropriate placement of the student. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of each test, unless agreed upon by the parent and school officials.

Non-Discrimination Policy & Title IX Compliance

In compliance with Title VI of the Civil Rights Act of 1962 and Section 504 of the Rehabilitation Act of 1973, Sacred Heart School in Hattiesburg, MS assures that no one shall, on the grounds of race, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school.

Sacred Heart School is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in Federally-assisted education programs. Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Requirements for Enrollment

Upon acceptance to Sacred Heart Catholic School, the following items will be required for enrollment:

1. Withdrawal letter from previous school or preschool
2. Certificate of Baptism (Catholic students only)
3. Immunization certificate from the state of Mississippi Dept. of Health (Form 121). The following immunizations are required for all students:
 - a. DPT (Diphtheria, Tetanus, Whooping Cough)
 - b. Red Measles
 - c. Rubella
 - d. Polio
 - e. Mumps
 - f. MMR Vaccine. The MS State Dept. of Health enforces a 2nd dose MMR requirement.
 - g. Chicken Pox
 - h. Tdap (incoming 7th graders only)

The Diocese of Biloxi requires all students of Catholic schools to receive the immunizations mandated by the State of Mississippi for entry to school unless a student is entitled to a medical exemption. A medical exemption is allowed when a child has a medical condition that prevents the child from receiving a vaccine. No other exemptions will be allowed. The purpose of this policy is to fulfill Christ's commandment to "love one another" and uphold the sanctity of life by endeavoring to protect our students and families through immunization.

4. Copy of the child's social security card (optional)
5. A contract with FACTS tuition payment service or tuition paid in full.
6. Transcript Release form to be sent to previous school

TUITION, FEES AND FINANCIAL POLICIES 2023-2024

Registration, Technology and Building Fees are due annually and are non-refundable.

GENERAL FEES

Fee	Amount	Date Due	Notes
Registration Fee	\$300 per family \$400 per family \$500 per family	If paid by March 1, 2023 If paid by April 1, 2023 If paid by June 1, 2023	Paid online to complete the enrollment process; non-refundable fee; cannot be added to the monthly payment plan. * For new families, this fee is due within 30 days of receiving a letter of acceptance.
Technology Fee	\$150 per student	July 15, 2023	Non-refundable; Must be paid in full by due date.
Building Fee	\$500 per family	July 15, 2023	Non-refundable; May be paid in full by due date or added to FACTS and paid monthly with tuition.
Graduation Fee (12 th grade only)	\$300 Maximum	April 5, 2024	Covers costs associated with graduation, yearbook and class gift to the school; may be reduced by fundraising account balance for the class.

TUITION

Rate per student	Active Catholic Rate		Non-Catholic Rate	
	Yearly	Monthly (12 months)	Yearly	Monthly (12 months)
Pre-Kindergarten 4	\$ 6,450	\$ 537.50	\$ 7,500	\$ 625.00
First child, K-6	\$ 6,100	\$ 508.33	\$ 7,100	\$ 591.67
Second child, K-6	\$ 5,200	\$ 433.33	\$ 6,100	\$ 508.33
Third child, K-6	\$ 4,600	\$ 383.33	\$ 5,800	\$ 483.33
First child, 7-12th	\$ 7,100	\$ 591.67	\$ 8,100	\$ 675.00
Second child, 7-12th	\$ 6,100	\$ 508.33	\$ 7,050	\$ 587.50
Third child, 7-12th	\$ 5,600	\$ 466.67	\$ 6,600	\$ 550.00

Active Catholic Rate tuition applies to those families who meet eligibility criteria. To receive this rate for each upcoming school year, returning families must submit a Parish Verification Form to a parish priest **by March 15**. Tuition for late submissions will be prorated according to when it is received by the Sacred Heart Catholic School Business Office.

To calculate the total rate for children on both campuses, the oldest child at Sacred Heart is considered the "first child".

Tuition Payment Options: Each family must designate a payment option annually in FACTS (Tuition Management Company), including grant recipients and those with tuition plans through government programs (such as 529 plan). A non-refundable, annual enrollment fee to FACTS is automatically deducted from the bank account within 7-10 days of activation. The fee will be deducted from the bank account each year thereafter in July. A monthly \$25 late fee will be assessed on accounts 30 days past due.

Payment Options are:

1. Pay tuition and the building fee in full by July 15, 2023.
2. Pay ½ tuition and ½ building fee by July 15, 2023, and the balance of ½ tuition and ½ building fee by January 16, 2024.
3. Pay tuition in 12 monthly installments through automatic bank account debits. The first tuition payment for 2023-2024 will be debited on July 20, 2023, with each additional payment debited on the 20th of each month, ending with the June 20, 2024 payment. If the 20th of the month falls on a Saturday or Sunday, payment will be withdrawn on the following Monday.
4. Pay tuition in 10 monthly installments through automatic bank account debits. The first tuition payment for 2023-2024 will be debited on August 20, 2023, with each additional payment debited on the 20th of each month, ending

with the May 20, 2024 payment. If the 20th of the month falls on a Saturday or Sunday, payment will be withdrawn on the following Monday.

Tuition and Fee Requirements Upon Withdrawal: Tuition is non-refundable after the tenth day of the school year. In the event a student withdraws from Sacred Heart Catholic School during the school year, the family remains responsible for the full amount of tuition for the full school year. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees. All fees are non-refundable.

A withdrawal form must be completed in the Administrative Offices.

School-Wide Cafeteria Policies

Sacred Heart partners with MMI Dining to provide meals and snacks for all students and staff. Lunch menus and break items are posted on the school website at <https://www.shshattiesburg.com/cafeteria-menus>. Students pre-order entrée items in homeroom each morning and may purchase a la carte items in the cafeteria for breakfast, break (high school) and lunch.

Parents are encouraged to pre-pay for school meals on the FACTS account. Each day that the student buys something from the cafeteria, the amount of the purchase will be subtracted from the student's pre-paid account. Parents may monitor cafeteria accounts on the [FACTS Family Portal](#) >Financial>Pre-Pay Accounts>Select \$ amount to see history.

Cafeteria Account Balance Policies

Negative Balance less than \$25: Additional charges to account limited to breakfast/lunch (no snacks, ice cream, a la carte items). Account subject to a late fee.

\$25+ Negative balance: FACTS SIS disabled and account closed for additional charges. Student required to bring a lunch from home.

Students may pay cash for snacks and additional items with exact change, or change will be added to the lunch account for future purchases.

Pricing

Breakfast	A la carte pricing (\$1.25-\$3 per item)
Break	A la carte pricing (\$1.25-\$3 per item)
Lunch – Elementary	Hot Lunch \$5.75 Includes 1 Entrée, 2 sides and milk, juice or water Sader Sack \$5.75 Salad Bar \$5.75 Baked Potato Bar \$3.25 A La Carte items \$1.75-\$4.65 20 oz drink \$2.00 16.9 oz water \$1.25
Lunch – High School	Hot Lunch \$5.75 Includes 1 Entrée, 2 sides and 16 oz fountain drink, tea or milk Salad Bar \$5.75 Baked Potato Bar \$3.25 A La Carte items \$1.75-\$4.65 Fountain Drink \$1.75 20 oz drink \$2.00 16.9 oz water \$1.25

Financial Assistance

Financial aid is offered to those who could not otherwise afford a Catholic education. Grant applications are available during open registration at www.factstuitionaid.com. Financial Aid is limited to students entering kindergarten through 12th grade. It is not available for Pre-Kindergarten tuition and is not available for the first year of enrollment at Sacred Heart Catholic School. Financial aid is limited to tuition - Application, Registration, Building and other fees are not covered by financial aid.

School-Wide Delinquent Payment Policies

Returned Check Fee

All checks made out to the school for any purpose, returned by the bank unpaid for any reason, are charged an additional fee of \$40.00 per returned check. This includes payments for tuition, application or registration fee, cafeteria, class trips, classroom events, library book events, school purchases, etc. Repayment of returned checks and fees must be made with cash, certified check or money order.

After receiving two returned checks any further payments must be made with cash, certified check or money order. Sacred Heart Catholic School will no longer accept personal checks from a family with two returned checks.

Late Payments & Unpaid Balances

We anticipate that families will honor their commitment to make their Tuition Payment in a timely manner. If extenuating circumstances arise, we further anticipate that families will contact the Business Office. In the event that a family's commitment is not met, and pursuant to our fiduciary responsibility, we reserve the right to take appropriate measures.

- Accounts are considered delinquent once they are 30 days past due. This includes cafeteria accounts.
- A \$25 late fee per FACTS invoice will be assessed on accounts 30 days past due. This fee is automatically assessed in the FACTS system.
- Cafeteria accounts with a negative cafeteria balance will be charged up to a \$25 late fee in FACTS. Accounts are reviewed monthly.
- Students will not be allowed to attend school if an account is 30 days past due. Parents must make alternate arrangements for their child's education or pay the past due account balance.
- Report cards will be held and access to FACTS SIS denied for any student with a delinquent account.
- Students will not be allowed to participate in extracurricular activities such as field trips, school-sponsored trips and early checkout for sporting events if the account is delinquent.
- Students will not be allowed to try-out or practice in sports or participate in summer camps/activities until registration fees have been paid for the applicable year and all other fees and tuition are considered current.
- All account balances, including graduation fees and Family Service Hours, must be paid in full by the end of the last full day of senior classes for a student to participate in graduation and to receive a diploma.
- Delinquent payments may result in being required to pay the following year's tuition and fees in advance.

Tuition Requirement

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

Elementary School Curriculum

Art	Mathematics	Science
Computer	Music	Social Studies/History
English	Physical Education	Spanish
Handwriting	Reading/Phonics	Spelling/Vocabulary
Library	Religion	

Academic Grading Scale

Sacred Heart Catholic School uses the following grading scale (beginning August 1, 2019). This grading scale is not retroactive.

93-100	A	4.0
90-92	A-	3.5
85-89	B	3.0
80-84	B-	2.5
75-79	C	2.0
70-74	D	1.0
0-69	F	0

Prior to August 1, 2019, Sacred Heart Catholic School used the grading scale listed below.

A	93-100	4.0
B	85-92	3.0
C	75-84	2.0
D	70-74	1.0
F	69 or below	0

When a student transfers to Sacred Heart, a grading scale from the transferring school will be used to convert to a four-point scale. Every effort will be made to obtain a copy of the grading scale. If after numerous attempts, a grading scale cannot be obtained, then numeric grades will be converted to Sacred Heart's grading scale.

Grading Scale for Special Classes

Grades will be awarded according to the following grading scale for elementary special classes (Music, PE, Computer, Art and Spanish):

90-100	E	Excellent
80-89	G	Good
75-79	S	Satisfactory
70-74	N	Needs Improvement
0-69	U	Unsatisfactory

Arts Integrated Curriculum

Sacred Heart Catholic School utilizes an arts integrated curriculum in PreK through 12th grades. By using art as a vehicle to promote a higher quality of instruction and learning for all students in all areas of the curriculum, students are introduced to visual art, music, drama and dance. Additionally, Sacred Heart hosts a variety of highly qualified visual, dramatic, musical and creative movement artists who bring their creativity and knowledge to students, teachers and families.

Dyslexia Screening

All kindergarten and first grade students are screened for dyslexia each year. Parents are notified of screening results and resources for additional support services if needed.

Grade Calculation

Semester and final averages are calculated according to the formula below:

$\begin{aligned} &\text{Quarter 1 Average (50\%)} + \text{Quarter 2 Average (50\%)} \\ &= \\ &\text{Semester 1 Grade} \end{aligned}$	$\begin{aligned} &\text{Quarter 3 Average (50\%)} + \text{Quarter 4 Average (50\%)} \\ &= \\ &\text{Semester 2 Grade} \end{aligned}$
$\begin{aligned} &\text{Semester 1 Grade (50\%)} + \text{Semester 2 Grade (50\%)} \\ &= \\ &\text{Final Grade} \end{aligned}$	

Progress Reports

Information regarding student progress is available online on FACTS SIS. (Printed Progress Reports are not sent home.) Parents are urged to monitor the academic progress of their child(ren) on a regular basis. The mid-point of each quarter is noted on the school calendar as a "Progress Check Date."

Report Cards

Grades for each quarter are available on FACTS SIS for viewing at the end of each quarter. Report cards will be mailed to parents at the end of the year. Report cards will be held and access to FACTS SIS denied - at the end of each quarter or the end of the school year - for any student whose parents are delinquent in fees, tuition, cafeteria and other account charges. See individual sections for more information.

Promotion

Elementary students at Sacred Heart Catholic School are promoted to the next grade level, if they receive passing marks in their subjects.

Retention

Students at Sacred Heart Catholic School are retained at the end of the year if they are not passing Reading or when two subjects receive failing marks (F). Sometimes a decision to retain a student is made due to a child's development. Some children need an extra year to build their skills. These children are often not failing, but need the extra year to build confidence and avoid a sense of frustration. These decisions are made by the teacher and Principal with input from the parent. The decision of the Principal is final.

Tutoring

Teachers provide tutoring to students who need additional assistance in subject areas. Scheduled opportunities for tutoring are communicated through classroom reminders and information. Private tutoring may be arranged by contacting the classroom teacher or the principal.

Standardized Tests

Elementary school students in Kindergarten through 6th grades take the Iowa Tests of Basic Skills annually. Refer to the school calendar for dates.

Teachers

All teachers at Sacred Heart School are fully certified professionals. They are highly educated, dedicated men and women. Class size is in conformity with the State Department of Education. Assistant teachers are assigned to Pre-K, kindergarten and first grade. The University of Southern Mississippi and William Carey University also assigns student teachers to Sacred Heart for professional development.

Homework

Homework is an extension of the learning that takes place in school. Parents can help their children by arranging a quiet, comfortable place for their students to work and by seeing that assignments are completed and put back in the book bag. Turning in homework is a very important part of each student's grade. **Activities such as cold reads should be strictly an activity between the teacher and student in the classroom, and no preparation should be done prior to the read.**

Withdrawals and Transfers

If a student is planning to withdraw from school or transfer to another school, the student's legal guardian must contact the Principal. All debts to the school must be cleared and textbooks returned before the student can officially withdraw. A clearance form will be issued when these requirements are met. The student's records will be forwarded to the next school upon receipt of a request from the new school. The parent may not take the cumulative folder to the new school.

ATTENDANCE

Attendance Policy for PreK – 6th Grade

The Mississippi Compulsory School Attendance Law (37-13-91) requires all children who have attained or will attain the age of 6 years on or before September 1 of the calendar year to be in regular attendance at school. The law also requires that the Principal report immediately to the local truancy officer any compulsory school-age child who has not enrolled within 15 calendar days after the first day of the school year.

Students are expected to be present and on time all days when school is in session as in accordance with the Mississippi Compulsory Attendance Law. Parents should call the school office before 8:30 a.m. to notify the school of a student's absence.

Definitions:

Tardy — A student is considered to be tardy if he or she is not in the designated class when the tardy bell rings.

Absent — A student is considered to be absent if he or she is not in the designated class 30 minutes after the tardy bellings.

Truant — A student is considered to be truant if the parent/guardian was not aware the student was absent or the reason for the absence is not a valid excuse for temporary nonattendance according to the State's Compulsory Attendance Law. Valid excuses for absences include the following:

- Illness or injury that prevents that student from being physically able to attend school.
- Isolation ordered by the county health officials or the State Board of Health.
- Death or serious illness of a member of the immediate family (defined as parents, grandparents, brother, sister, including stepbrother and stepsister).
- Required appearance in court or an administrative tribunal.
- Observance of a religious event.
- Educational opportunities approved by the Principal prior to the absence.

Upon the child's return to school after an absence, he/she will be required to present a written excuse signed by his/her parent, guardian or physician to the high school office. Additional verification may be required if it is deemed appropriate.

The following procedure will be used to notify parents of excessive unexcused absences:

Fifth (5th) unexcused absence: Parent(s) will receive official notification of the student's unexcused absences.

Tenth (10th) unexcused absence: The parent and student will be required to attend a meeting with the Principal and the teacher regarding the student's unexcused absences.

Twentieth (20th) unexcused absence: The Attendance Review Committee will meet and make recommendations as to whether the student will be retained.

Check Out Policy

Only the legal guardian or other person designated by the legal guardian may check a student out of school during school hours. The person checking a student out is to report to the Elementary School Office.

Under no circumstances is a student to be taken out of school without official clearance. According to the Mississippi Department of Education, a child must attend school a minimum of 330 minutes of instruction per day to be considered "present". Your child must be in school for 5.5 hours in one day or will be considered "absent" for the day even though your child came to school for 1.5 hours. Therefore, it is imperative that early checkout be

limited to emergency situations only. A calendar is provided in this handbook to assist parents in making timely doctor appointments, etc. Students who are excessively late for classes or check out early may risk not receiving credit no matter what grade they have earned.

Late Arrivals

Tardiness to school is serious and will result in consequences. Excessive tardiness will not be tolerated.

Late arrivals (after 8:00 a.m.) are to enter through the elementary school office and MUST be accompanied by their parent or guardian to have their names removed from the absentee list. No student may be admitted into the building after 8:00 until all prayers, pledge, and announcements have been made for that morning. These students must remain in the “Tardy Holding” area (outside Mrs. Bennett’s office) with their parent or guardian until the Principal or other designee comes to escort them to class. No student will be admitted into class until their parent or guardian has cleared them from the absentee list. No student may go to class without being escorted by the Principal or other designee. There are no exceptions. **After three late arrivals, and each subsequent tardy incurred, the tardy student may lose ten minutes of recess.**

Make-Up Work

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student’s return to school. If the dates of a student’s absences are known in advance, the teacher should be notified and planned assignments may be given. Parents may call the office before 9:00 a.m. the day of an absence to request that make-up work be collected for a student. The work will be available after 2:30 p.m. in the office, or it may be sent with a designated student.

Students will be allowed the same number of days absent from a class to make up the missed work from a class. Penalties for late work after the allowable number of days will be determined by the teacher, as outlined in classroom policies at the beginning of the year.

Attendance during exams is mandatory. Absences due to anything other than illness will not be considered for exam rescheduling unless authorized by the Principal. For preparation purposes, the teacher must be notified prior to the exam in question. If a student misses the day of the exam, and/or three or more days prior to a scheduled exam due to illness, the student will be allowed to take the exam at an alternate time. The teacher, Principal and student will decide an appropriate day and time for the exam.

ARRIVAL & DISMISSAL PROCEDURES

Arrival

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students arriving after 8 a.m. or students who are not in their homeroom by 8 a.m. will be considered tardy.

Upon arrival, students must remain in supervised areas. The following schedule lists times and designated areas for students prior to 8 a.m.:

- | | |
|-----------|--|
| 7:00 a.m. | Cafeteria opens for breakfast. Students are not allowed on campus prior to 7 a.m. Arriving students must remain in cafeteria until 7:30 a.m. |
| 7:30 a.m. | Carpool begins at 7:30 a.m.
Students may enter the building.
<u>Pre-K through 4th Grade:</u> Students enter the building through the gym doors upon arrival, and sit outside their classroom until 7:45 a.m.
<u>5th and 6th Grade:</u> Students enter the modular building without entering the main building. From carpool, 5 th and 6 th graders should walk along the sidewalk next to the gym (on Southern Avenue), and enter the gate near the elementary school office. |
| 7:50 a.m. | First Bell
Students should be in classrooms. |
| 8:00 a.m. | Final morning bell
Students must be in homerooms for prayer and announcements.
Students are considered tardy after this bell and must report to the office for admission to class. |

All students eating breakfast may go straight to the cafeteria. Breakfast will be served between 7:00 and 7:45 a.m. When students finish breakfast, they are to go to the hallway outside their classroom until their teacher opens the door for admittance. A teacher will be responsible for making sure a child leaving the cafeteria moves to their hallway after breakfast. For your child's safety, no student should be dropped off at school earlier than 7:00 a.m. There is no one on duty to supervise students in the school before 7:00 a.m.

Dismissal

The Administration of Sacred Heart School and the Forrest County Sheriff's Department have developed rules for dismissal to ensure safety for all students and avoid confusion. There are two options for pick up: you may park IN THE PARKING LOT and go to your child's classroom, or you may go through the carpool line on Walnut St.

Walker Option

Keeping the safety of our walkers in mind, Sacred Heart Catholic School has made changes to the "walker" option. The parking lot will have one entrance into the parking lot from Walnut Street and one exit onto Southern Avenue. Exiting onto Southern Avenue will be a right turn only toward Court Street. Students and their parents will walk across the street using the crosswalk to enter the school as usual. This will keep our walkers safe and aid in the flow of carpool traffic. Signs are posted as reminders.

Rules for Walkers:

1. Entry to the parking lot is through the Walnut Street entrances only. To exit the parking lot is a RIGHT TURN ONLY onto Southern Avenue towards Court Street.
2. Please DO NOT come to the classroom before 3:00 p.m. The teachers are trying to close the day and it is very distracting to have parents arrive early.
3. There are NO DISMISSALS between 2:30 and 3:00 p.m.

4. Please do not send a sibling to the classroom; teachers can only dismiss students to their parents or other adult designee.
5. Parents are to enter through the gate at the bottom of the front steps. We are no longer allowing traffic through Mrs. Bennett's office.
6. Please DO NOT walk to the carpool area to pick up your child. You must pick up all walkers from the classrooms.

Carpool Option

The carpool line begins across Southern Avenue on Walnut St. near Hall Ave.

Rules for Carpool:

1. For the safety of our teachers and the children, cell phone use is not permitted in the carpool line. Violation of this policy may result in the driver no longer being able to use the carpool option of pickup.
2. Please wait your turn. Carpool begins across Southern Avenue on Walnut Street. DO NOT turn from Southern Avenue onto Walnut Street. You are cutting in line. We teach your children to be patient and take turns. Let's teach by example.
3. Do not make a U-turn on Walnut Street to go back to Southern Avenue. It is an illegal turn.
4. Do not get out of your car to put your child's backpack in the trunk. It stalls the flow of the line once the very brief light turns green. Teachers are on duty to assist with bags, projects, seatbelts, etc.
5. Do not park your car and get out going into the building while in the carpool line. There are signs posted on the street prohibiting parking from 7:30 a.m. to 3:30 p.m. This violation may result in a ticket. If you need to get out, please pull past the carpool sign all the way down to the Parish Life Center or make the block and go into our parking lot.
6. Do not park your car across the street or in front of the church and walk across to get your child from carpool. It is extremely dangerous and adds to the confusion. We have only crossing guards on the "Walkers" side of the building.
7. Please do not start conversations with the teachers. Dismissal is not the time for conferences. Please call to schedule an appointment.
8. Please be courteous to the teachers on duty. They are trying to run dismissal as smoothly and safely as possible.

Violations of these rules may result in suspension of carpool privileges.

Saders After Hours Extended Care

Our extended care program, *Saders After Hours*, is specifically for Sacred Heart students in grades Pre-K to 6th grade. It is offered from 3:15 to 5:30 p.m. each full school day, for a fee of \$12 per day. Parents may choose to send their children to extended care any number of days during the week or use it on a drop-in basis. If at any time a student remains at school past 3:15 p.m., he or she will be sent to extended care.

Extended care students have snack at 3:30 p.m. and are involved in a number of activities including homework time, and outside and inside play time. Some activities are structured, while others are free play. Although there is time for homework, the extended care staff cannot guarantee all homework is completed or test preparation was done. Student behavior in extended care should follow the same expectations as during the school day. Multiple behavior incidences will quickly result in your child not being able to attend extended care.

Parents must come to the elementary office to pick up students from extended care, and all students must be picked up before 5:30 p.m. Students who remain after 5:30 p.m. will be charged a late fee of \$10 for the first 5 minutes (to 5:35) and \$1 per minute following until the student has been picked up. Parents will be given a notice of the pickup time, and will be required to sign it and pay the late fee that day. Three late fees result in the child being removed from the program. **Cell phone use by parents during pickup is not permitted.**

All extended care fees will be billed weekly, and fees must be paid within one week. **Report cards will be held and access to FACTS denied for any students whose parents are delinquent in extended care fees. Students with an extended care balance over \$100 will not be able to attend. Parents must make other arrangements for care.**

STUDENT CODE OF CONDUCT

School-wide Student Expectations

Each student at Sacred Heart High School shares the responsibility for creating and supporting a positive school climate that is conducive to teaching and learning. General rules of conduct and consequences apply when students are in attendance at all school functions and school-sponsored activities. These general rules of good conduct include:

- Do your best academically
- Be respectful of the rights, property, and time of others and of the school
- Always act in a safe and orderly manner
- Be responsible for yourself and your own actions
- Practice etiquette and good manners
- Whenever you are dressed in your school uniform, regardless of whether or not you are on campus, it is expected that you will behave in a way that is consistent with the general rules of conduct stated above and in doing so, will represent your school well.

Behavior

Inappropriate physical contact will not be tolerated. Physical or verbal fighting may result in suspension and/or dismissal. Public displays of affection will result in disciplinary action.

Cheating on an assignment or test will result in a zero (0) grade on the assignment or test, in addition to disciplinary action. The presence of a cell phone or electronic device during testing is considered cheating, regardless of its intended use.

Dishonesty including, but not necessarily limited to, forging parents' signatures, stealing, plagiarism or willful lying, makes a student subject to corrective action, including suspension and/or dismissal.

Disrespectful behavior toward any authority at Sacred Heart Catholic School will not be tolerated. Lack of cooperation and "answering back" are considered forms of disrespect.

Behavior during Announcements: Announcements are read over the intercom at various times of the day and posted on the classroom smart boards each morning during first (1st) period. No student is allowed to talk during announcements. Students are expected to assume a prayerful attitude during the prayer and stand and face the flag during the pledge. Students are responsible for being aware of all information communicated during any announcement and should show respect to the person making announcements and prayers.

Behavior in Church: All students are expected to recognize that a very valuable part of the curriculum at Sacred Heart Catholic School is of a religious nature. It is important that all students show reverence during Mass and other religious activities. Any student who is disrespectful during Mass or any other religious activity can expect consequences. Specific expectations of students will be discussed in religion class and during school assemblies.

Behavior during Assemblies: All students are expected to remain quiet and pay attention during all school assemblies, showing respect for the speaker by sitting with good posture, facing the speaker at all times.

Non-School Related Conduct/Governance Policy: The school has the authority to discipline, suspend or expel students for misconduct while not on school property or at activities other than school sponsored events. Sacred Heart Catholic School students represent a long tradition of high values and morals. Any behavior that may be considered detrimental to the welfare of other students and/or teachers, or is detrimental to the reputation of the school is cause for discipline at school.

Bullying

DIOCESAN GOVERNANCE #30 (REVISED) HARASSMENT/BULLYING – STUDENTS

It is the policy of the Catholic Church in the Diocese of Biloxi that the school environment be a Catholic, Christian community that reflects Christ-like care and concern. Harassment of others, whether based upon gender, color, race, age, national origin, disability, or otherwise, is disruptive and immoral and will not be tolerated. Further, harassment or bullying of anyone will not be tolerated.

Harassing behavior is any pattern of gestures or written, electronic or verbal communication, or any physical act or threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiation characteristic that:

- a) Places a student in actual or reasonable fear of harm to his or her person or damage to his or her property, or
- b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's performance, opportunities or benefits.

Bullying is a form of harassment.

Mississippi Code Ann. § 37-7-301-e allows schools to discipline for misconduct that takes place in the school, on school property, on the road to and from school, on any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct, in the determination of the superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole.

Notification of Harassment:

Each school in the Catholic Diocese of Biloxi will make every reasonable effort to ensure that no student is subjected to harassing behavior or bullying. Likewise, the school will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness, or person with reliable information about an act of harassing behavior or bullying. A school employee who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying should report the incident to the appropriate school official.

Any incidents of harassing behavior or bullying should be reported to the appropriate school official within five days of the alleged incident.

- a) If the perpetrator is a teacher, other school employee, parent, or student, the student alleging harassment or bullying should notify the principal. The principal should, in turn, notify the Pastor or Lead Pastor (if the school is an Inter-Parochial school) and the diocesan superintendent of schools.
- b) If the perpetrator is a principal, the student alleging harassment or bullying should notify the Pastor or Lead Pastor (if the school is an Inter-Parochial school) and the diocesan superintendent of schools.

Investigation:

All reported incidents of harassing behavior or bullying will be investigated by the appropriate authority, keeping in mind that the accused is innocent until proven guilty. When necessary, however, interim measures may be taken during the investigation to ensure the safety and well-being of students up to and including those listed in the "Remedies" section of this document.

Remedies:

Subject to the outcome of the investigation, an appropriate remedy will be developed based upon the facts uncovered. The remedy fashioned should be intended to ensure that such harassment does not occur in the future.

- a) Potential Remedies if Perpetrator is Student:
 - i) Discipline will be administered through the appropriate steps on the discipline ladder.
 - ii) Out of school suspension
 - iii) Expulsion
- b) Potential Remedies if Perpetrator is Employee (including Principal):
 - i) Reprimand or any other appropriate penalty
 - ii) Demotion
 - iii) Transfer
 - iv) Suspension with or without pay
 - v) Termination
- c) Potential Remedies if Perpetrator is Parent or Other:
 - i) Barring from school premises.

The decision and/or penalty is subject to a right of appeal by any person involved, as provided by Diocesan Governance #9, to the extent to which that policy is applicable.

Cell Phones

CELLULAR PHONE POLICY – DIOCESAN GOVERNANCE NUMBER 40

Approved May 2015; Implemented August 2015

Diocesan schools prohibit the use of all personal telecommunications phones, including cellular phones, by its students during the school day. Some restrictions also apply to faculty. In general, the normal school day is defined as starting in the morning hours and ending in the afternoon hours or earlier depending on the bell schedule. This policy may apply to field trips, retreats and other activities at the discretion of the school administration.

Students

Students shall be allowed to possess such phones as cellular phones, but the following conditions must be strictly adhered to:

1. Cellular phones may be used only before and after the school day as defined above.
2. Cellular phones must be turned into teachers upon arrival to school.
3. Cellular phones must be in the silent or off mode during school hours.
4. Students are banned from carrying cellular phones on their persons and/or in their clothing apparel. Cellular phones are not allowed in the student's school bag, gym bag or purse, et cetera.
5. Diocesan schools are not responsible for the loss of, damage to, or theft of cellular phones brought on campus.

The following consequences will follow for any student violating the above conditions:

1. The first violation will result in a conduct detention. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the student after five (5) consecutive days from the infraction, provided that the student arrives in person to retrieve it.
2. A second violation will result in a one-day in-school-suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of fifteen (15) consecutive days, providing the parent/guardian and student arrive in person to retrieve it.

3. A third violation will result in a one (1) to three (3) day in-school-suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of thirty (30) consecutive days. The student will lose the right to bring and possess a cellular phone on the school campus for the remainder of the school year. The parent/guardian will be informed that the next violation may result in the student being asked to withdraw.
4. A fourth violation may result in the student being asked to withdraw from the Diocesan school or be subjected to expulsion.
5. Any student attending Catholics schools may be subject to discipline if cellular or other electronic phones are used in any potentially harmful manner. This applies to any person in which the harm seeks to injure someone's reputation outside of the school environment. This can occur when the matter is brought on campus and interrupts the learning/teaching environment. A more severe discipline ladder than the one stated above may apply to these infractions.

Faculty/Staff

Faculty shall be allowed to possess such phones as cellular phones, but the following conditions must be strictly adhered to:

1. Cellular phones may be used only before and after the school day as defined in the first paragraph of this governance.
2. Cellular phones must not be used during class time or during duty time.
3. Faculty/Staffs' cellular phones will not be utilized by students.
4. Teachers may utilize cellular phones only in bona fide emergencies.
5. Faculty and Staff may carry cellular phones, but such phones must be in the silent mode.
6. Principal may designate those faculty/staff members who may have discretionary use of their cellular phone when away from the teaching and learning environment.

*Where there are no lockers for students, the principal must develop a plan for collection and dissemination of cellular phones for beginning and ending of school day.

NOTE: This policy is not limited to cellular phones but other communication phones as well such as iPads/iPods, laptops, watches, et cetera, that can be used for emailing, texting, or any other way not yet known by electronics, digital, either wireless or hardwired. (Amended 10/5/2015: See "Use of Technology for Educational Purposes" below.)

Questions regarding the Diocesan Cellular Phone Policy should be directed to Superintendent of Schools, Diocese of Biloxi, 1790 Popp's Ferry Road, Biloxi, MS 39532; Phone: 228-702-2130.

At Sacred Heart Catholic School, the following definitions and further explanations of the cellular phone policy apply:

1. The "school day" is defined as 7 a.m., or upon entering the school building, until 3:15 p.m., or upon exiting the school building.
2. Students may not possess a cellular phone while on field trips, retreats and other activities without specific permission from the school principal.
3. "Conduct detention" for the first violation is defined as one infraction.
4. All confiscated cellular phones will be retained in the Principal's office for the required number of days, which will include school days only. It is the student's responsibility to retrieve the phone from the Principal's office at 3 p.m. on the last day of the confiscation period.
5. All outside communication with parents and other adults during the school day must be conducted through the office. Students will not be disturbed during school hours to receive phone calls. Phone messages may be left with the office, and the students will be notified at the end of the day. The school office is not responsible for messages not picked up by students.

Use of Technology for Educational Purposes

All rules of this policy apply to school-owned electronic devices and personal electronic devices.

Sacred Heart Catholic School has received permission from the Diocese of Biloxi for the use of certain technology devices for educational purposes in grades 5 through 12. Students may bring a laptop, tablet, iPad, E-reader or similar device to school for use in the classroom under teacher supervision. The following rules govern the use of these devices:

1. A student's parent or guardian must sign an agreement form authorizing the use of such devices, agreeing to the rules of the policy, and releasing the school and the school's employees from any responsibility for the use, misuse, damage or loss of the device or any of its components.
2. The Principal has the right to refuse or revoke the use of technology by any student due to discipline history or disciplinary actions.
3. The school will issue a user permit decal to each student submitting a signed agreement form. The agreement will be in effect until revoked by the school. The decal must be placed on the device.
4. The student will turn the device on and use it only under supervision of the teacher and only for educational purposes.
5. The device may not be used at any other time during the day, other than during a class requiring its use and under teacher supervision.

Classroom Rules

Each teacher has his or her own classroom rules. These rules are explained to the students on the first day of school. These rules are an extension of the Sacred Heart School handbook. Infractions of these rules may result in punishment ranging from written work; calls to, notes to or conferences with, parents; detention; in-school suspension; out-of-school suspension and expulsion.

Computer Lab Access

Students are only allowed to use the computer lab, library or classroom computers when a faculty member or other school employee is present.

Electronic Access Policy - Acceptable Use (See Release Forms in Back of Handbook)

These guidelines are provided so that you are aware of the responsibilities. In general, this requires efficient, ethical, and legal utilization of the electronic resources for educational purposes consistent with the educational objectives of Sacred Heart School. NO personal software will be used in the computer lab/library. The following list includes, but is not limited to, the uses of the School that are considered unacceptable:

Personal Safety: Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. Users will promptly disclose to school personnel any message they receive that is inappropriate or makes them feel uncomfortable. No student may access any social networking site while at school.

Illegal Activities: Users will not attempt to gain unauthorized access to another user's account. Users will not make deliberate attempts to disrupt the school's computer system. Vandalism will result in the cancellation of user privileges, disciplinary action, and/or financial restitution paid by the user and/or parent. Vandalism also includes any malicious attempt to harm or destroy equipment, materials, or data of any user.

Conduct That Damages the School

Sacred Heart Catholic School is considered a family. We work very hard to provide the highest level of academics and to form intentional disciples of Jesus Christ. The education of a child is a partnership between parents and the school. If, in the opinion of the school administration, that partnership is irreparably broken, parents may be required to withdraw their child(ren) from our Catholic school. This conduct includes, but is not limited to, physical behavior, social media activities, internet posts and interaction with local and national media. There are channels to discuss issues that may arise. Social media is not the appropriate forum and only serves to damage the school and the relationship between all parties.

Drug/Alcohol Policy

DRUG FREE/ALCOHOL FREE ENVIRONMENT, STUDENTS – Diocesan Governance, Safety No. 3
Approved September 2011; Amended August 2014

The schools of the Catholic Diocese of Biloxi are committed to doing whatever is necessary to ensure that students, both at school and at school sponsored activities, enjoy a drug-free/alcohol-free environment. Therefore, the administrator of each school reserves the right to:

- confront students if there is reasonable suspicion of possession or use of illegal drugs or alcohol
- search students' lockers, personal belongings, cars and persons
- use drug-sniffing dogs on campus
- call upon the police for assistance
- require drug testing of students in accordance with the following policy, Safety No. 3 ADDENDUM

Any evidence of possession with intent to sell and/or distribute or transfer of drugs and/or alcohol on the school grounds or at a school sponsored activity shall warrant suspension or possible expulsion. Additionally, any evidence of sale and/or distribution shall result in student(s) being reported to the local law enforcement agency and shall warrant suspension or possible expulsion.

DRUG FREE/ALCOHOL FREE ENVIRONMENT, STUDENTS – Diocesan Governance, Safety No. 3 ADDENDUM
Approved August 2014

CATHOLIC DIOCESE OF BILOXI SCHOOLS SUBSTANCE ABUSE PROGRAM

Philosophy: The Catechism of the Catholic Church states that: The political community has a duty to honor the family, to assist it, and to ensure especially ...the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc. The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practices gravely contrary to the moral law.

Objectives:

- Ensure the health and welfare of all participants is maintained
- Provide institutional confidence for parent(s)/guardian(s), students, and community
- Create an atmosphere conducive to the teaching and learning environment
- Establish a school culture which will bring pride and enthusiasm to the institution

Goals:

- Define Drugs
- Define Drug Abuse
- Describe adverse implications of drug abuse (Human)
- Describe adverse implications of drug abuse (Society)
- Define roles of administration, parent(s)/guardian(s), and students

Screening Policy and Procedure

Policy: As a condition of enrollment, all students enrolled in grades seven through twelve within the Diocese of Biloxi may be subjected to drug and alcohol screening to determine if a student is using drugs or alcohol. Aside from being illegal for minors to consume alcohol and the illegal nature of using drugs or prescription medications without or inconsistent with a prescription, it is recognized the use of such substances poses a health risk to students using the substances and poses a safety risk to students around them. Furthermore, it detracts from an atmosphere conducive to learning and undermines the school culture to bring pride and enthusiasm to the institution. Any use of drugs, improper use of prescription medications or the use of alcohol shall be considered drug abuse and a violation of this policy. Therefore, as a condition of enrollment, students and parent(s)/guardian(s) shall have consented to potential screening pursuant to the policy of the Diocese of Biloxi and the Department of Education.

Parent requested Screening: At this time, there will be no random screening for drugs and alcohol within the Catholic Diocese of Biloxi. However, parents may voluntarily request a screening at any time and must contact the principal of the school. Parents must agree to the following:

- Screening will consist of hair analysis or saliva swab for drugs and breathalyzer for alcohol
- Breathalyzer or urinalysis is at principal's discretion and can be done on or off-site
- Hair sample or saliva swab must be collected by school and sent to an approved local drug screening company
- Results must be shared with only the principal of the school where child attends
- Costs for voluntary screening must be borne by parents

All parties must agree to the strictest of confidentiality and should sign an agreement to that effect.

Reasonable Suspicion Testing: In addition, a student will be required to submit to an immediate drug screening from a designated drug screening facility if

- the student has been found with drugs on her/his person or in or among her/his property or if
- there is reasonable suspicion, which is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that the student has drugs or alcohol in her/his system. Reasonable suspicion may be based upon, among other things:
- conduct that indicates the presence of drugs or alcohol in an individual's system, including affected behavior, speech, and/or body odors; and,
- other behavior that would indicate that an individual is in other than a sober and reliable state, free from the influence of drugs and/or alcohol.

Scope of Screening: Each school within the Diocese of Biloxi will utilize the services of an approved local drug screening company unless otherwise notified by the Diocesan Department of Education, screening will consist of breathalyzer (for alcohol) and/or hair analysis (for drugs). These tests will include, but may not be limited to determination of the presence or absence of alcohol, or drugs, including, but not limited to, methamphetamines, cocaine, opiates, phencyclidine, cannabinoids (marijuana and hashish) and prescription narcotics.

Consequences for Positive Test Results: First Offense: Student shall:

- participate in a parent(s)/guardian(s) conference with the principal or principal designee;
- reimburse the school for all costs relating to the positive drug test;
- sign a conduct agreement for a prescribed period of time;
- undergo assessment and comply with the recommendations made in connection therewith;
- submit to regular testing for a prescribed period of time at the expense of the student and parent(s)/guardian(s); and,

- submit to a drug test at the beginning of the following school year at the expense of the student and parent(s)/guardian(s).

Second Offense: Student shall be suspended and referred to the school’s Discipline Review Committee (“DRC”) for disciplinary action. The DRC has discretion to recommend dismissal or to consider alternative disciplinary measures which will include those items listed in the **First Offense** section above and additional steps to ensure the student is receiving appropriate counseling and treatment.

Third Offense: Student shall be dismissed from the attending school.

Non-Punitive Nature of Policy: No student will be penalized academically nor be banned from participating in extracurricular activities for a first offense so long as the parent(s)/guardian(s) and student agree to the steps outlined under the First Offense section above. A student may be penalized for a subsequent offense, in accordance with the foregoing. The results of drug and alcohol screenings pursuant to this policy are considered confidential information and will be documented in a file separate from the student’s academic records unless required by state or federal law. Access to the results and files will be restricted to the following individuals:

- the student and parent(s)/guardian(s)
- the principal
- the principal’s designee
- members of the DRC, if circumstances require such disclosure
- the superintendent
- the superintendent’s designee
- members of the Diocesan School Advisory Council, if circumstances require such disclosure
- the bishop of the Catholic Diocese of Biloxi
- the bishop’s designee(s)
- the diocesan attorney

Information regarding results of drug or alcohol screenings must be safeguarded and treated as confidential, and it shall not be disclosed to any third party, including, but not limited to criminal or juvenile authorities except in cases of legal compulsion by subpoena or other legal process or otherwise required by law.

Positive Test Results in Connection with School Events: The foregoing **Consequences for Positive Screening Results** and **Non-Punitive Nature of Policy** sections will apply to any student who tests positive in any reasonable suspicion drug screening. The foregoing sections will also apply to any test taken in connection with suspected use of drugs or alcohol at or during school, or in connection with any school activity or event. Any student who is found in possession of drugs or alcohol either on their person or among their property whether or not they test positive shall be subject to the same progressive discipline identified above. The foregoing sections will not apply in the case where there is evidence of the student selling and/or distributing drugs or prescription medications or evidence of intent to sell and/or distribute.

Refusal or Improper Attempts to Avoid Detection: Any student who is selected for testing on the basis of reasonable suspicion who refuses or who attempts to avoid detection for drug use through the use of a masking agent, adulteration of a sample, or other act to avoid detection (including missing school for an extended period of time without providing a documented valid excuse), shall

- be deemed to have tested positive for purposes of the foregoing **Consequences for Positive Drug Screening** section and may
- be subject to additional discipline, including possible dismissal from the school. In the case of a student who has a condition where there is no hair growth, complete hair loss or if a student has a cleanly shaven body, the school may obtain samples using alternative methods, including, saliva, urine or blood.

Communicative Actions through Social Media or Other Methods: All screening results (whether positive, negative or a refusal) shall be treated as confidential and shall only be made known to and/or accessed by those identified in this policy. Any violation of this policy by an individual using social media or other forms of communication will be dealt with as a breach of this provision and any such person shall be subject to discipline, including suspension and/or dismissal from the school (if a student) or suspension or termination (if a staff member). Confidentiality must be adhered to even by the student. Any person, including the student being screened, who is found to be using social media or other forms of communication regarding screening results or rumors regarding test results will be deemed to be in violation of this policy and subject to discipline.

Policy May be Superseded by Prior Knowledge or Criminal Charges: This policy is intended to bring awareness to parent(s)/guardian(s) and the policy recognizes that a student's parent(s)/guardian(s) may not be aware that a student is engaging in the use of drugs and/or alcohol. As such, this policy is intended to give parent(s)/guardian(s) the opportunity to work with the student and to take corrective action before the student's academic or attendance record is impacted by drug or alcohol use. If it is learned that parent(s)/guardian(s) knew of prior incidents of drug or alcohol use, then such knowledge will be considered in determining the progressive steps of this policy.

If criminal charges are brought against a student relating to the possession or use of drugs, prescription medications or alcohol, then this policy will supersede **Governance 12** entitled **GOVERNANCES, CRIMINAL CHARGES – STUDENT**. However, if criminal charges are brought against a student relating to the sale of drugs or prescription medications, then this policy will be superseded by **Governance 12** entitled **GOVERNANCES, CRIMINAL CHARGES - STUDENT**.

Items Prohibited From School

Items including but not limited to valuable jewelry, large sums of money, toys, laser pointers, cameras, and electronic games should not be brought to school. Students may not bring pets or other animals to school without permission from the Principal. Balloons and flowers sent to students will be held in the office until after recess. Gifts should not be distributed between children at school unless the entire class receives gifts.

Lost and Found Items

Students should make every attempt to keep up with their personal belongings. All items brought to school should be clearly marked as to the owner. The school assumes no responsibility for lost or stolen items. There will be a lost and found area on the stage. This area will be cleaned out monthly, so please check here if your child is missing an item. Items not claimed by the end of the school year will be donated to the St. Vincent De Paul Society.

Non-School Related Conduct/Governance Policy

The school has the authority to discipline, suspend or expel students for misconduct while not on school property or at activities other than school sponsored events. Sacred Heart Catholic School students represent a long tradition of high values and morals. Any behavior that is detrimental to the reputation of the school is cause for discipline at school.

Photography & Videos

All forms of photography and video by students during the school day must be approved by the Principal. In addition, the student must obtain the consent of all persons involved. Photographing, recording, transmitting, displaying, sharing or printing images of other individuals without consent is a violation of school policy. Violations of this policy will result in disciplinary and/or legal action.

Safety of Students and Faculty

The Principal may suspend or expel a student for conduct which threatens the safety of the student or others, or which is seriously disruptive of normal activities of the school. In the event of suspension, quarter grades in Citizenship and subjects missed will be affected.

Search

When the Principal or a teacher has probable cause, the school official has a legal right and responsibility to search the student, desks, book bags, purses, pockets, shoes, etc. for any item specifically prohibited by the school. The school also has the right to use a metal detector for illegal items brought into the school.

Textbooks

Students are held responsible for all textbooks issued to them. Textbooks must be covered at all times. Uncovered textbooks will result in the students being assessed a textbook fine of \$1 per incidence (provided that no damage is noted to the textbook cover), and the student will receive an infraction. All fines must be paid before a final report card is given.

It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

Tobacco Policy

The use, possession, or transfer of any tobacco products on school grounds or at school sponsored activities is expressly forbidden. Students under eighteen years of age should remember these activities could also incur legal penalties. Parent contact and automatic suspension will result.

Weapons

A student who brings a "weapon" on a school campus shall be expelled. The definition of a "weapon" is made at the discretion of the Principal. For example, pocket knives are seen as "weapons" and are not allowed on campus. Possession of drugs and/or weapons will automatically result in expulsion for one calendar year from any state accredited school. The police will be involved in cases involving drugs (Diocesan Policy, Safety, #3).

DISCIPLINE

The Principal has the primary responsibility for the regulation of student behavior. The violation of the rules of conduct established at the school will subject the student to corrective measures or procedures. Sacred Heart School does not use corporal punishment as a means of discipline.

Levels of Discipline

When any student infringes upon the rights of others to learn and teach, then they will be subject to discipline consequences that may involve:

- Reprimand
- Office referral with notice or phone call to parents
- Detention assigned by teachers (morning/afternoon)
- In-school suspension
- Out-of-school suspension – student is not allowed to attend any school functions while suspended
- Expulsion from Sacred Heart School

Office Referrals

Students will be sent to the Principal for more severe or excessive behaviors. The types of behavior for office referrals include but not limited to:

- Violence – fighting or threats
- Hazing
- Harassment or bullying
- Possession of drugs, alcohol, tobacco, or paraphernalia
- Stealing, lying, or cheating
- Leaving campus
- Defacing property – including textbooks
- Severe disrespect to another

Depending on the seriousness of the offense and the previous disciplinary record, a student may be referred to appropriate youth services. If a student is suspended from school, he/she may be required to receive an assessment or services by a professional counselor or agency before being re-admitted to school.

Students with three or more office referrals may not be allowed to participate in field trips or other special activities.

A parent/legal guardian of a SHS student shall be responsible financially for his/her child's destructive acts against school property or persons. This includes broken windows during recess and/or extended care.

By the enrollment of your child in Sacred Heart School you agree to abide by its rules and policies.

Fifth and Sixth Grade Discipline

Fifth and sixth grade teachers use an "Infraction" sheet to keep parents aware of any schoolwork or behavior problems that may arise. Reasons for infractions include, but are not limited to: no homework, incomplete homework, behavior violation or dress code violation. A parent/Teacher/Principal conference will be scheduled for any student receiving 5 or more infractions during any quarter. A conference also may be scheduled for any student repeatedly failing to have infraction signed within 1 school day.

Suspension

Suspension is the result of behavior that has necessitated temporary removal from school, school activities and school grounds. **A student suspended from school is not allowed to participate or attend any school-sponsored function during the time suspended.**

The number of suspension days given is at the discretion of the Principal. In some incidences, a student is suspended out-of- school indefinitely until an investigation is completed. Parents may need to enroll their child in another educational program, so as not to lose contact hours required with the state school attendance laws. A time for concern would be a suspension beyond one week. If a student is suspected of a crime off campus, the student will be indefinitely suspended until the police investigation is completed.

A suspended student will receive grades for all assignments and tests completed while out or upon returning. The number of days given to make up assignments will equal the number of days of the suspension.

Returning after Suspension

A conference with the Principal will be held at 7:30 a.m. on the day of the student's return to Sacred Heart. It will be necessary that one or more parents/guardians attend this conference.

If a student is allowed to return to school after an indefinite suspension, the grades earned and the attendance marks recorded from another school will be added into the student's pre-suspension grades. However, an indefinite suspension does not guarantee re-admittance to Sacred Heart Catholic School. Sometimes expulsion follows. Parents need to take the responsibility for continuing the child's education after suspension.

Suspended students are not guaranteed re-admission to Sacred Heart Catholic School the following school year. Students attend Sacred Heart Catholic School at the will and pleasure of the Principal. The Principal will determine if a student's circumstance warrants an Application for Admission to re-enroll in Sacred Heart Catholic School. The application will be reviewed by the Admissions Committee, as stated in the school's Admissions Policy, and a student interview with the committee will be required.

Expulsion

Expulsion requires that a student be dismissed from Sacred Heart Catholic School, and the expulsion reflected on the student's permanent record. For appeal of an expulsion, see "Appeals Process" section below. Reasons for expulsion include but are not limited to the following: habitual violation of the code of conduct by the student, serious threat by the student to the safety of others, threat to the religious convictions of the school, or conviction of an off-campus crime.

A student expelled from Sacred Heart Catholic School is not allowed to attend any school-sponsored function. Expelled students do not qualify for re-admission to Sacred Heart Catholic School.

Appeals Process

Decisions of the Principal are final. No appeals of Principal's decisions can be made to the Sacred Heart Catholic School Advisory Council. Appeals to the Diocesan School Advisory Council are for cases of expulsion only.

SACRED HEART ATHLETICS

Elementary students are encouraged to play recreational sports in local leagues to prepare them for competition at the junior high and high school level. Sacred Heart students may also participate in CYO Youth Sports throughout the year. Registration is announced on the school website and through flyers sent home.

Students are eligible to participate in official school sports at the 7th grade level, with the exception of Archery and Lacrosse, which are available for 4th-12th grade students. Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

The Director of Athletic Programs will administer the rules and regulations of athletic programs. In addition, coaches, student-athletes and parents must adhere to the policies and guidelines of the Mississippi High School Activities Association, Mississippi Board of Education and the Diocese of Biloxi.

General Participation Requirements

- No more than five (5) unexcused absences per semester.
- No Out of School Suspensions for the current and previous semester.
- All fees and accounts must be current.
- Eligibility for the next school year's events requires the student is pre-registered and all fees are current.

Academic Eligibility Requirements

To fully participate in athletics, a student must have a passing grade (70 or higher) in each class.

Eligibility will be determined at the end of each quarterly grading period. A student who has a grade lower than 70 will be put on Academic Watch. He/she will have 10 academic days to improve his/her grades. At that time, all grades must be at least a 70 for the student to be removed from Academic Watch. He/she will be allowed to practice and play while on Academic Watch but must have a plan with the coach and teacher as to how grades will be improved.

Any student who does not improve his/her grades after 10 days will be placed on Full Academic Probation until the end of the quarter. A student who is on full probation (grade lower than 70) will be allowed to try-out for a team and practice but cannot compete in contests or travel with the team to away contests. Parents of the student are encouraged to communicate with the athletic director, coach and teacher(s) to develop a plan for that student's academic improvement.

Eligibility in the Fall will be determined by the final cumulative grades in each subject from the previous school year. Eligibility in the Spring will be determined by the semester final cumulative grades in each subject from the previous semester.

Crusaders Fight Song

Cheer! Cheer! Crusaders, true!
Raise the Sacred Heart banner of blue
– Honor, Faith, and Loyalty,
Lead our team to VICTORY!
VICTORY!
Whether odds be great, or small,
Sacred Heart will win over all!
Fight with might, And for right!
March onward to victory!
SADERS!

The goal of our policy is to keep all student grades high, not to punish. Academics are the number one priority at Sacred Heart Catholic School. Sports and other school-related, after-school activities are a privilege and a reward for academic success.

Other Requirements

Each student athlete must submit the following items before participation in any sport is granted:

- Annual physical examination
- Pre-participation and consent form from parent/guardian
- Completion of MHSAA's Star Sportsmanship online course

Students will not be allowed to try-out or practice in sports until registration fees have been paid for the applicable year and all other fees and tuition are considered current.

Extra-Scholastic Sports Participation

Membership on or participating in extra-scholastic sports (teams outside the school athletic program) is discouraged for members of the school teams in season. The scholastic and school athletic demands on a Sacred Heart athlete's time are great. Additional outside activities serve only to detract from a student's physical and academic development. Students should be careful not to overextend themselves in their daily activities.

If a student wishes to compete in outside play, he/she must first get written permission from the junior/high school coach and Principal/Director of Athletic Programs. The MHSAA recommends that outside play, such as church league and recreational play in other sports should have the cooperation of the coach and school, as long as it does not conflict with practice or games being played during the high school season.

In-Season Independent/Club Team Sport Participation

School personnel cannot coach an independent team during the school year. The definition of school personnel includes para-professional coaches, managers or any volunteer who works with students of Sacred Heart athletics.

60% Rule

Sacred Heart follows the 60% rule as stated in the MHSAA rule book. This rule states that no outside team can be made up of more than 60% of the number of positions in that sport from one school. The rule will be interpreted as three players for basketball, five for baseball or softball, and seven for soccer. If a student attends Sacred Heart Catholic School and is found to be on a team with more than 60% of its members from Sacred Heart, all team members will be declared ineligible for participation for all sports for the remainder of the school year. This rule does not apply to summer league play. Independent teams may participate in summer league post-season play through August.

Prayer

All athletic events hosted by Sacred Heart should begin with prayer and team prayers should always conclude with "Sacred Heart of Jesus/Guide Us and Protect Us."

Tobacco and Alcohol Policy

Sacred Heart Catholic School is a tobacco-free and alcohol-free zone. All facilities, including all Sacred Heart athletic venues, are tobacco-free (this includes the use of vapes and e-cigarettes) and alcohol-free zones. According to MHSAA rule 5.1.7, no alcoholic beverages shall be sold or consumed at any MHSAA event. Sacred Heart Catholic School will have a zero-tolerance policy regarding this rule.

In addition, this policy will remain in force at all events (unless prior approval is obtained from the pastor of Sacred Heart Catholic Church) held at the Sacred Heart Athletic Complex. Violators of this policy may be instructed to leave the property or banned from attendance at Sacred Heart Catholic School events for an extended period of time. Consequences for violations will be at the discretion of the Athletic Director, Assistant Athletic Director, Administrator-on-Duty, Principal and/or the Principal.

DRESS CODE

Sacred Heart Catholic School students wear uniforms to provide a sense of pride and respect. Uniforms downplay materialism and eliminate problems associated with inappropriate attire in the academic setting. Much effort has been put into the decision-making process regarding the uniform styles, vendors and the dress code rules.

All Sacred Heart students are expected to follow the dress code from the first day of school. **We urge you to review the entire dress code prior to purchasing any items.** Students should arrive in uniform and remain in uniform for the duration of the school day, and should always be clean, neat and modestly dressed.

All dress code rules will be strictly enforced. Non-compliance with the dress code will result in disciplinary action, and may include a phone call to parents to deliver appropriate apparel.

All uniform items must be in the style specified by the school and new items must be purchased and monogrammed from the school-approved vendor listed below, unless otherwise noted. Unlawful use of the school logo is prohibited. Items monogrammed by other vendors may not be worn.

Uniforms & Accessories

404 22nd Ave.

Meridian, MS 39301

601-693-5331

[Online Store](#) (password: crusaders)

On-site uniform sales are conducted several times a year. Check the school website for dates and times.

Used uniform items may be purchased at **The Crusader Closet**, located on the high school campus. Donations are accepted throughout the year.

Sacred Heart spirit wear, school sweatshirts and quarter zip pullovers may be purchased in the **Sacred Heart Spirit Store** located at the high school. Hours of operation are Monday-Friday, 9 a.m. to 2 p.m. (when school is in session).

Questions? If you have questions regarding uniforms, please email the school at office@shshattiesburg.com. Questions will not be answered on social media.

THE PRINCIPAL HAS THE RIGHT TO AMEND ANY PART OF THIS DRESS CODE.

2023-2024 SACRED HEART CATHOLIC SCHOOL DRESS CODE – GRADES PREK-6

Item	Girls	Boys
Mass Uniform <i>Students must have all Mass uniform items to wear on Mass days and other occasions when representing the school. Students are expected to wear the entire Mass uniform for a full day of school or event when required.</i>	PreK-3rd Grade: <input type="checkbox"/> White, round-collared uniform blouse (long or short sleeve) <input type="checkbox"/> Plaid uniform jumper (with navy or black shorts underneath at a length that will not show) 4th-6th Grade: <input type="checkbox"/> Crusader Blue uniform polo (60/40 blend or dry-fit) <input type="checkbox"/> Plaid uniform skort Mass outerwear is limited to navy school uniform sweatshirt, uniform sweater or quarter zip pullover , worn over uniform.	<input type="checkbox"/> Crusader blue uniform polo <input type="checkbox"/> Gray uniform pants . <u>No other styles permitted.</u> <input type="checkbox"/> Solid black or gray belt <input type="checkbox"/> Mass outerwear is limited to navy school uniform sweatshirt, uniform sweater or navy quarter zip pullover , worn over uniform.
Regular School Day Uniform	<input type="checkbox"/> Crusader blue monogrammed uniform polo (60/40 blend or dry-fit) <input type="checkbox"/> White round-collared uniform blouse (long or short sleeve) <input type="checkbox"/> PreK-3rd Only: Plaid uniform jumper (with white blouse only) <input type="checkbox"/> 4th-6th Only: Plaid uniform skort , hemmed 2" from the top of the knee when standing <input type="checkbox"/> Plaid uniform shorts , hemmed 2" from the top of the knee when standing <input type="checkbox"/> Gray uniform pants may be worn on any day other than Mass day during cold weather. <u>Must be uniform pants or shorts. No other styles will be permitted.</u> <input type="checkbox"/> Solid black or gray belt if there are belt loops. PreK/K only: If belt loops have been removed, no portion of the original belt loop should be visible. <input type="checkbox"/> Mass uniform may also be worn on a regular school day.	<input type="checkbox"/> Crusader blue monogrammed uniform polo . Must be worn tucked <input type="checkbox"/> Gray uniform pants or shorts with a solid gray or black belt if there are belt loops. PreK/K only: If belt loops have been removed, no portion of the original belt loop should be visible. <u>Must be uniform pants or shorts. No other styles will be permitted.</u> <input type="checkbox"/> Mass uniform may also be worn on a regular school day.
Shoes	<input type="checkbox"/> Any white, gray, navy or black tennis shoe , with accent colors of white or black only; No high-tops. No patterns. May be purchased from any retailer. <input type="checkbox"/> K-6: Navy and white saddle-style Keds may be worn. <input type="checkbox"/> Pre-K: A Velcro-closure shoe is required. <u>Navy Velcro "Mary Jane" style shoes are allowed.</u>	<input type="checkbox"/> Any white, gray, navy or black tennis shoe , with accent colors of white or black only; No high-tops. No patterns. May be purchased from any retailer. <input type="checkbox"/> Pre-K: A Velcro-closure shoe is required.
Socks/Tights	<input type="checkbox"/> White, gray, navy or black socks. Must cover ankle. <input type="checkbox"/> Plain black or navy tights during cold weather; no patterns; worn without socks; no leggings	<input type="checkbox"/> White, gray, navy or black socks. Must cover ankle.
Outerwear	Students may wear the following outerwear items on regular school days: <ul style="list-style-type: none"> <input type="checkbox"/> Navy school sweatshirt with pocket logo (SH Spirit Store) <input type="checkbox"/> Navy monogrammed quarter zip pullover (SH Spirit Store) <input type="checkbox"/> School-approved spirit wear sweatshirts and jackets. (Items sold at SH Spirit Store or team fundraisers) No hoodies or oversized clothing. <input type="checkbox"/> Uniform sweater or uniform jacket 	
Hair	<ul style="list-style-type: none"> • Hair must be combed and clean each day for school. • No extreme hair colors or styles, colored hair extensions, or feather extensions of any color. • Girls may wear a ribbon or bow as a hair ornament, in colors matching the school uniform (white, navy, red or plaid). • Barrettes, clips, headbands and ponytail bands should not contain any sequins, glitter or beading. No other hair ornaments will be permitted. 	<ul style="list-style-type: none"> • Hair must be combed and clean each day for school. • <u>Hair must be off the collar, above the ears and eyebrows.</u> • No extreme hair color, styles or extensions. No shaggy hairstyles or ponytails. • The Principal will be the judge of hair infractions.

2023-2024 SACRED HEART CATHOLIC SCHOOL DRESS CODE – GRADES PREK-6

Item	Girls	Boys
Other Concerns	<ul style="list-style-type: none"> • One ring only. No bracelets. • Post earrings may be worn, and should be limited to one earring in each earlobe. No dangling earrings. • Necklaces are limited to religious medals and crosses on a chain. No chokers. • Sweatpants or leggings are not to be worn under the uniform. • Fingernail polish should be limited to clear. No artificial nails. • No makeup or tattoos. • No long-sleeved shirts or turtle necks under short sleeved shirt. 	<ul style="list-style-type: none"> • No bracelets or earrings. • Necklaces are limited to religious medals and crosses on a chain. No chokers. • No hair extremes (i.e. extreme hair styles/coloring, hair beads) • No long-sleeved shirts may be worn a undershort sleeved shirt. • No turtle neck shirts may be worn as part of the uniform. • Scarves may not be worn during the schoolday. • No caps, hats, or hoods worn in any schoolbuildings.
Out of Uniform Days	<p>Students may come out of uniform with a pass only, unless there is a school-wide special occasion announced by the Principal. If the student does not have a pass, the student must come to school in his/her regular uniform. Breaking rules will result in loss of privileges for future out-of-uniform opportunities. Listed below are restrictions for out-of-uniform days:</p> <ul style="list-style-type: none"> • No spaghetti straps or tank top shirts • Skirts and dresses cannot be more than four inches above the knee. • No hats worn in the buildings • No tight fitting shirts, no low-cut shirts, no gaping shirts • No holes in pants or torn clothes • No t-shirts with vulgarities, drug, alcohol, tobacco or political references. • No flip flops or shoes without backs. • If a student has physical education on an out-of-uniform day, that student must wear athletic shoes to school. • No out of uniform privileges on Mass days. <p>Parents, please consider the variety of activities in which your child is involved during the school day before your child chooses an “out-of-uniform” outfit.</p>	
Theme Dress Up Days	<p>Specific information and rules will be communicated to students and parents for themed dress up days.</p>	

2023-2024 SACRED HEART CATHOLIC SCHOOL DRESS CODE – GRADES 7-12

Item	Girls	Boys
<p>Mass Uniform</p> <p><i>Students must have all Mass uniform items to wear on Mass days and other occasions when representing the school. Students are expected to wear the entire Mass uniform for a full day of school or event when required.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> White monogrammed $\frac{3}{4}$" sleeve uniform blouse; worn untucked <input type="checkbox"/> Plaid uniform crossie; adjusted to fit blouse <input type="checkbox"/> Plaid uniform skort; <u>must be no more than three (3) inches above the knee when standing.</u> <u>Waistbands on skorts cannot be rolled up. Girls must wear shorts underneath if lining has been removed.</u> <input type="checkbox"/> Predictions (Payless.com) or Eastland "Sadie" (Shoe Station) black and white saddle oxford shoes with navy socks (<i>Shoes must be one of these styles.</i>) <input type="checkbox"/> Mass outerwear is limited to navy monogrammed quarter zip pullover (SH Spirit Store), to be worn over white blouse and crossie. This item is optional. 	<ul style="list-style-type: none"> <input type="checkbox"/> Monogrammed white oxford button down uniform shirt; long/short sleeve; must be worn tucked <input type="checkbox"/> Plaid uniform long tie or bow tie <input type="checkbox"/> Gray uniform pants with a black belt. <u>Must be uniform pants. No other styles will be permitted.</u> <input type="checkbox"/> Black loafers/dress shoes with solid black socks. <u>No other colors of shoes allowed for Mass.</u> <input type="checkbox"/> Mass outerwear is limited to navy monogrammed quarter zip pullover (SH Spirit Store) to be worn over white uniform shirt and tie.
<p>Regular School Day Uniform</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Crusader blue monogrammed uniform polo; may be worn untucked (60/40 blend or dry-fit) <input type="checkbox"/> Plaid uniform skort; <u>must be no more than three (3) inches above the knee when standing.</u> <u>Waistbands on skorts cannot be rolled up. Girls must wear shorts underneath if lining has been removed.</u> <input type="checkbox"/> The Mass uniform may also be worn on a regular school day. 	<ul style="list-style-type: none"> <input type="checkbox"/> Crusader blue monogrammed uniform polo; must be worn tucked <input type="checkbox"/> Gray uniform pants or shorts with a gray or black belt. <u>Must be uniform pants or shorts. No other styles will be permitted.</u> <input type="checkbox"/> The Mass uniform may also be worn on a regular school day.
<p>Shoes</p>	<p>Any white, black or gray athletic tennis shoe, with accent colors of white, gray or black only may be worn on regular school days. May be purchased from any retailer.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shoe must be an athletic tennis shoe; no high-tops, Vans, Converse or similar types; no patterns. <input type="checkbox"/> The laces must be in the same color scheme and traditionally tied. 	
<p>Socks</p>	<p>White, black or gray socks with athletic tennis shoes; must cover ankle.</p>	
<p>Outerwear</p>	<p>Students may wear the following outerwear items <u>with uniform shirt</u> on regular school days:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Navy school sweatshirt with pocket logo (SH Spirit Store); must fit appropriately <input type="checkbox"/> Navy monogrammed quarter zip pullover (SH Spirit Store) <input type="checkbox"/> Uniform sweater <input type="checkbox"/> Uniform jacket or athletic letter jacket <p><u>On Fridays, students may wear school-approved spirit wear sweatshirts and jackets.</u> No hoodies or oversized clothing. (SH Spirit Store or team fundraisers)</p>	
<p>Winter Items <i>December-February only</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Black or navy solid-color tights/leggings with skort; <u>no designs or patterns.</u> 	
<p>Jewelry, Etc.</p>	<ul style="list-style-type: none"> • <u>One</u> earring per ear is allowed and must be worn in the ear lobe. Earrings should be smaller than the size of a quarter in length or diameter. • Religious necklaces or medals only • No bracelets • One ring • No visible tattoos or body piercings. Any jewelry in piercings, other than an earring in the ear lobe, must be removed for school, school-sponsored events, or at any time the student is representing Sacred Heart. 	<ul style="list-style-type: none"> • Religious necklaces or medals only • No bracelets or rings other than a class ring • No visible tattoos or body piercings • Any jewelry in piercings must be removed for school, school-sponsored events, or at any time the student is representing Sacred Heart.

2023-2024 SACRED HEART CATHOLIC SCHOOL DRESS CODE – GRADES 7-12

Item	Girls	Boys
Hair/Grooming	No extreme hair color, styles or extensions; hair accessories to match uniform; makeup in moderation; muted nail colors. Nails should be of a moderate shape and length.	Hair should be neat, combed, and out of the eyes. <u>Hair must be off the collar, above the ears and eyebrows.</u> No extreme hair color, styles or extensions; No shaggy hairstyles or ponytails; Must be clean-shaven each day; No nail polish or makeup.
Out of Uniform Days	<p>Students may come out of uniform with a pass only, unless there is a school-wide special occasion announced by the Principal. If the student does not have a pass, the student must come to school in his/her regular uniform. Breaking rules will result in loss of privileges for future out-of-uniform opportunities. Students may wear free dress shirts with jeans or uniform skorts/pants/shorts on designated out of uniform days. The following rules apply:</p> <ul style="list-style-type: none"> • Jeans must fit properly, with no holes; no jeggings. • No hoodies or oversized clothing. • No tank tops, spaghetti straps or cold shoulder styles may be worn. No tight fitting shirts, low-cut shirts or shirts showing midriff are allowed. • No t-shirts with vulgarities, drug, alcohol, tobacco or political references. • Rubber flip flops, slides and slippers are not permitted. • No hats, caps or other headwear. 	
Senior Free Dress Fridays	<p>Seniors who have not received an infraction during the week may wear free dress attire on Fridays. Rules listed for out of uniform days apply, with the following allowances:</p> <ul style="list-style-type: none"> • Seniors may wear jeans, khakis or slacks of choice. No leggings, jeggings, pajama pants or sweatpants. • Girls may wear skirts or dresses no more than 3” above the knee when standing. • Girls and boys may wear shorts no more than 3” above the knee when standing. 	
Theme Dress Up Days	Specific information and rules will be communicated to students and parents for dress up days during Homecoming Week and Catholic Schools Week.	
PE Class Uniform	Students enrolled in Physical Education are required to wear a school-approved PE uniform for the class. Ordering instructions will be emailed to parents and students during the summer.	
Game Day Attire	For school athletic teams only. Mass uniform or game day shirt with school uniform skort/pants/shorts. All other dress code rules apply. Specific information will be sent through team communication.	

Prayers

Sign Of The Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Our Father

Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses, as we forgive those who trespass against us and lead us not into temptation but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners now and at the hour of our death. Amen.

Prayer Before Meals

Bless us O Lord, and these thy gifts, which we are about to receive, from thy bounty, through Christ, our Lord. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

Apostles' Creed

I believe in God, the Father almighty, creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day he rose again from the dead; he ascended into heaven and is seated at the right hand of the Father; from thence he shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

The Divine Praises

Blessed be God.

Blessed be His Holy Name.

Blessed be Jesus Christ, true God and true Man. Blessed be the Name of Jesus.

Blessed be His Most Sacred Heart. Blessed be His Most Precious Blood.

Blessed be Jesus in the Most Holy Sacrament of the Altar. Blessed be the great Mother of God, Mary most Holy.

Blessed be her Holy and Immaculate Conception. Blessed be her Glorious Assumption.

Blessed be the Name of Mary, Virgin and Mother. Blessed be St. Joseph, her most chaste spouse. Blessed be God in His Angels and in His Saints. Amen.

Anima Christi

Soul of Christ, sanctify me holy. Body of Christ, save me. Blood of Christ, fill me. Water from Christ's side, wash me. Passion of Christ, strengthen me. Good Jesus, hear me. Within your wounds, hide me. Never let me be parted from you. From the evil enemy, protect me. At the hour of my death, call me, and tell me to come to you that with your saints I may praise you through all eternity. Amen.

Prayer To The Holy Spirit

Breathe into me Holy Spirit, that all my thoughts may be holy. Move in me, Holy Spirit, that my work, too, may be holy. Attract my heart, Holy Spirit, that I may love only what is holy. Strengthen me, Holy Spirit, that I may defend all that is holy. Protect me, Holy Spirit, that I always may be holy.

Come, Holy Spirit

Come, O Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit, and they shall be created. And you shall renew the face of the earth. Let us pray: O God, who by the light of the Holy Spirit has taught the hearts of the faithful, grant that by the gift of the same Spirit we may be always truly wise and ever rejoice in his consolation, through Christ our Lord. Amen.

Hail Holy Queen

Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, thine eyes of mercy towards us and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God. That we may be made worthy of the promises of Christ. Amen.

Guardian Angel Prayer

Angel of God, my guardian dear, to whom God's love commits me here, Ever this day be at my side to light and guard, to rule and guide. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the holy sacrifice of the Mass throughout the world. I offer them for all the intentions of your sacred heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our bishops and of all the apostles of prayer, and in particular for those recommended by our Holy Father this month. Amen.

Prayer to the Sacred Heart of Jesus

O most holy heart of Jesus, fountain of every blessing, I adore you, I love you, and with lively sorrow for my sins I offer you this poor heart of mine. Make me humble, patient, pure and wholly obedient to your will. Grant, Good Jesus, that I may live in you and for you. Protect me in the midst of danger. Comfort me in my afflictions. Give me health of body, assistance in my temporal needs, your blessing on all that I do, and the grace of a holy death. Amen.

Prayer To Saint Michael The Archangel

St. Michael the Archangel, defend us in battle; be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do thou, O prince of the heavenly host, by the power of God, cast into hell Satan and all the other evil spirits who prowl about the world seeking the ruin of souls. Amen.

POLICY OF THE DIOCESE OF BILOXI REGARDING COMPLAINTS OF ABUSE OF MINORS AND VULNERABLE ADULTS

INTRODUCTION

- 1 Every person is created by God. God has given to each of us a dignity that must be respected. Therefore, the Catholic Church condemns all forms of abuse of people of all ages.
- 2 In regard specifically to minors, it is the policy of the Diocese of Biloxi that abuse of minors is totally reprehensible and intolerable behavior. Any such conduct is, by its very nature, completely contrary to Christian morality. Therefore, it is contrary to the duties and employment of all personnel serving within the Diocese. It cannot and will not be tolerated.
- 3 All who serve the mission of the Catholic Church within the Diocese of Biloxi must comply with all applicable local, state and federal laws regarding incidents of actual or suspected abuse of minors and with the provisions of this policy.
- 4 Through this policy, the Diocese of Biloxi takes steps to safeguard minors in the circumstances described in the following provisions. This policy establishes requirements and procedures in an effort to prevent sexual and other physical abuse of minors by personnel within the Diocese and to provide instructions to all personnel within the Diocese as to how to respond to complaints of abuse of minors, if any such complaints are received. Anyone accused of abuse of a minor or vulnerable adult retains all the rights afforded him or her by canon law or civil law.

DEFINITIONS

- 5 For the purpose of this policy only:

“sexual abuse” is the involvement with, use of, aiding, tolerating, condoning, employment of, or coercion of, of any minor to engage in sexual conduct, or having a minor assist, participate or cooperate with any –person to engage in any sexual conduct. Sexual conduct involves all acts of a sexual, lewd or lascivious nature contrary to the moral instruction, doctrines or canon law of the Catholic Church or otherwise unlawful, including but not limited to fondling and various acts of sodomy and intercourse, but also the creating, producing, distributing, or facilitating the distribution of any visual depiction of such conduct or behavior, whether simulated or actual; it expressly includes the creation or production of child pornography as well as the possession or viewing of child pornography except for the limited, legitimate purposes of disciplining or the reporting of such matters to authorities. Child pornography is not only a grave moral offense, it is also a criminal offense and is required by law to be reported to civil authorities.

“other physical abuse” is the intentional infliction of any physical injury or emotional injury provided that the latter is of sufficient magnitude so that it causes a deterioration in or endangerment to the minor’s health, moral or emotional well-being.

“Child pornography,” for purposes of this policy, is the production or possession of child pornography shall be considered sexual abuse of a minor. Possession or production of child pornography is not only a grave offense of children; it is a criminal offense and is required by law to be reported to civil authorities.

“supervisor” is the pastor of a parish, the principal of a school, or the director/head of a diocesan office or agency or an affiliated corporation.

“minor” is any individual under the age of eighteen years; this term also includes any individual under the age of twenty years who is currently enrolled as a student in a school of the Diocese of Biloxi or an individual who is a vulnerable adult.

“vulnerable adult” is a person eighteen years of age or older who is significantly impaired in the ability to, or otherwise unable to, protect his or her own rights, interests and/or vital concerns and who cannot readily seek help without assistance because of a physical, mental or emotional impairment.

“clergy” refers to bishops, priests, and deacons.

“personnel” includes all persons, eighteen years of age and older, clergy, religious and lay, who participate in the work of the Diocese of Biloxi, whether full-time or part-time, paid or non-paid.

“Diocese of Biloxi” or “Diocese” includes the diocesan departments and administrative offices, together with all parishes and missions within the Catholic Diocese of Biloxi, and all schools, institutions, agencies, and other offices affiliated with, supervised, controlled or directed by any of the diocesan departments and administrative offices or parishes or missions within the Catholic Diocese of Biloxi.

“Bishop” is the Bishop of the Catholic Diocese of Biloxi as appointed in accord with Church law and includes any individual lawfully exercising oversight of the Diocese in accordance with Church law, whether under the title Bishop, Administrator, Apostolic Administrator, or otherwise.

DUTY TO DISTRIBUTE

- 6 A copy of this policy will be sent by the Diocese of Biloxi to all clergy, school principals, religious, seminarians, diocesan office directors, parish directors of religious education, parish youth ministers, social service centers, and administrators of housing locations. They are obligated by this policy to distribute this policy to all employees whom they supervise or with whom they serve, as well as all volunteers whom they supervise or with whom they serve.
- 7 On site audits will be conducted at parishes and schools to ensure the policy has been distributed in accord with paragraph six. It is not necessary to reissue the policy to personnel who have already received it. It is necessary to make certain that all new personnel have received a copy of the policy.

EDUCATIONAL PROGRAMS

- 8 It is recommended that all clergy, seminarians, religious, employees and volunteers participate in a Safe Environment Training every 5 years. This training can take place at the Diocesan, school or parish level or at seminaries. Training is also available on the Diocese of Biloxi web site through Catholic Mutual.

OBLIGATION TO REPORT

- 9 Any person who has actual knowledge of or who has reasonable cause to suspect an incident of sexual or other physical abuse of a minor by any personnel of the Diocese of Biloxi shall comply with all applicable reporting requirements of local, state and federal laws (unless to do so would violate the priest-penitent privilege of the sacrament of confession), and shall also report to the Diocese as follows:
- 10 A verbal report shall be immediately communicated to the supervisor unless the supervisor is the subject of the complaint, in which case the report shall be made as provided in paragraph eleven. The supervisor shall comply with the reporting requirements of local, state and federal laws and will also report immediately as directed in paragraph eleven. Within a reasonable time, a written report will be submitted. The reference to the report in paragraph eleven includes both the verbal and written report. A request for anonymity on the part of any person reporting an allegation of abuse who does not wish to have his or her identity revealed will be honored to the extent allowed by law.

11 If the complaint is made against a bishop, priest, deacon or religious, the report is to be made to the Vicar General of the Diocese of Biloxi and/or any person or authority provided for in ecclesiastical or civil law. The Vicar General will also be responsible for any reports that are not covered by the following personnel:

If the complaint is made against personnel of a school, the report is to be made to the Superintendent of Catholic schools of the Diocese of Biloxi.

If the complaint is made against personnel involved in youth ministry, the report is to be made to Director of Youth Ministry of the Diocese of Biloxi.

If the complaint is made against personnel of Catholic Charities of South Mississippi or any housing corporations sponsored by the Diocese of Biloxi, the report is to be made to the Executive Director of Catholic Charities of South Mississippi.

If the complaint is made against personnel involved in parish religious education, the report is to be made to the Director of Religious Education of the Diocese of Biloxi.

All reports are to be given to the Vicar General who will initiate an investigation of the complaint with the advice of the consultative committee as provided for in paragraph fourteen.

In the event that any of the above-named individuals are not available, the Bishop may appoint a person to act in the person's absence.

12 A person may also lodge a complaint of sexual abuse or other physical abuse of a minor by contacting one of the following: his/her parish priest, the local dean, the Director of the Office of the Permanent Diaconate of the Diocese of Biloxi, or the Vicar General directly. All priests and deacons are to communicate promptly any complaint received of sexual or other physical abuse of a minor to the Vicar General.

13 The Vicar General shall immediately consult with, and seek direction from, the diocesan attorney on reporting and complying with applicable law.

THE CONSULTATIVE COMMITTEE

14 The Bishop will appoint five to seven individuals to serve as members of a consultative committee.

The consultative committee will advise the Vicar General in the conduct of the investigation. The consultative committee may include mental health or social services professionals, parents, religious, and clergy. The committee has no role in the actual investigation of the complaint, but shall serve to advise the Vicar General, who is responsible for directing the investigation.

15 Upon receipt of a complaint of sexual abuse or other physical abuse of a minor, as provided for in paragraph eleven, the Vicar General shall promptly convene the consultative committee. The Vicar General will direct the investigation of the complaint and must seek the advice of the consultative committee in accord with the following procedure:

- a) The consultative committee will meet for an initial conference as soon as reasonably practical to discuss what investigation, if any, is needed.
- b) The initial conference of the consultative committee may take place in person or by telephone.
- c) Within a reasonable time, the consultative committee will make written recommendations to the Vicar General regarding the aspects of the matter, including, but not limited to:

- i) If there is no legal obligation to report the complaint to civil authorities, the committee will advise whether or not to report the matter to civil authorities. The committee should weigh and respect, among other factors depending on the situation, the desires of the victim(s) as to the reporting of the incident(s), taking into consideration the right of the victim(s) to privacy and the present status and circumstances of the subject of the complaint.
 - ii) Whether to suspend, terminate, or take other appropriate personnel action regarding the subject of the complaint.
 - iii) Whether to hire an investigator to conduct an independent investigation.
 - iv) Whether to hire a psychiatrist, psychologist, or other mental health professional to meet with the alleged victim(s) and/or subject of the complaint and/or witnesses.
 - v) Whether to recommend treatment for the alleged victim(s) and the subject of the complaint.
- d) The Vicar General will follow all other pertinent provisions of this policy in matters dealing with allegations of sexual or other physical abuse of minors.

INVESTIGATION

ALLEGATIONS AGAINST DIOCESAN PRIESTS AND DEACONS

16 Due to the canonical relationship which diocesan priests and deacons have with the Diocese, if a complaint of sexual or other physical abuse is made against a diocesan priest or deacon, an investigation shall be made in accord with the policy pertaining specifically to diocesan priests and deacons which follows:

- a) When the Vicar General receives a complaint against a diocesan priest or deacon, he will seek the guidance of the consultative committee and will investigate promptly. He may do this personally, or he may request other priests, deacons, religious or laity, including persons not in the employ of the Diocese, to conduct this investigation under his direction and coordination. This investigation may include speaking with the subject of the complaint, the alleged victim, the family of the alleged victim (if appropriate), and other appropriate persons, whenever possible.
- b) If the complaint implicates a significant moral or legal doctrine, and if the priest or deacon admits the allegations, or if the allegations are established, he is to be permanently removed from active ministry. No priest or deacon who has committed an act of sexual abuse of a minor may be transferred for a ministerial assignment in another diocese.
- c) If the priest or deacon denies the complaint, but the complaint implicates a significant moral or legal doctrine, and the evidence warrants it, the priest or deacon is to participate in a professional, independent psychological evaluation with a professional selected by the bishop as soon as possible. Further decisions regarding his ministry are to be made after receiving the results of this evaluation.
- d) If the circumstances warrant, the priest or deacon may request an administrative leave of absence which the Bishop of the Diocese of Biloxi may accept. If the circumstances warrant, the Bishop of the Diocese of Biloxi may impose, with or without the concurrence of the priest or deacon, an administrative leave and/or limitation or revocation of ministerial faculties, pending the outcome of the internal investigation and any independent investigation. An administrative leave may be imposed only after the Bishop speaks with the accused priest or deacon. Such action does not imply guilt on the part of the accused priest or deacon.
- e) After completion of the internal investigation as established herein, the Vicar General shall make a determination about the validity of the allegation and shall make a written report with recommendations to the Bishop.
- f) The Vicar General is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the Bishop.
- g) Treatment is to be provided for the subject of the complaint as deemed appropriate by the Bishop.

ALLEGATIONS AGAINST PRIESTS, DEACONS, MEN AND WOMEN WHO BELONG TO RELIGIOUS INSTITUTES SERVING IN THE DIOCESE OF BILOXI

17 Due to the canonical relationship which members of religious institutes have with the Diocese of Biloxi, if a report alleges sexual abuse or other physical abuse of a minor by a man or woman, clerical or lay, who belongs to a religious institute, an investigation shall be made in accordance with the policy pertaining specifically to them which follows:

- A. When the Vicar General receives a complaint against a member of a religious institute, he will notify the superior of the religious institute that a complaint against one of its members has been received and request cooperation of the religious institute in the investigation. He will also seek the guidance of the consultative committee and will investigate promptly. He may do this personally, or he may request other priests, deacons, religious or laity, including persons not in the employ of the Diocese, to conduct this investigation under his direction and coordination. This investigation may include speaking with the subject of the complaint, the alleged victim, the family of the alleged victim (if appropriate), and other appropriate persons, whenever possible.
- B. If the complaint implicates a significant moral or legal doctrine, and if the religious admits the allegations, or if the allegations are established, he/she is to be removed immediately from active ministry.
- C. If the religious denies the complaint, but the complaint implicates a significant moral or legal doctrine, and the evidence warrants it, the religious is to participate in a professional, independent psychological evaluation as soon as possible. Further decisions regarding his/her active ministry within the Diocese of Biloxi are to be made after receiving the results of this evaluation.
- D. If the circumstances warrant, the religious may request an administrative leave of absence which the Bishop of the Diocese of Biloxi may accept. If the circumstances warrant, the Bishop of the Diocese of Biloxi may impose, with or without the concurrence of the religious, an administrative leave and/or limitation or revocation of ministerial faculties, pending the outcome of the internal investigation and any independent investigation. An administrative leave may be imposed only after the Bishop speaks with the accused religious and the superior of the religious institute. Such action does not imply guilt on the part of the accused religious.
- E. After completion of the internal investigation as established herein, the Vicar General shall make a determination about the validity of the allegation and shall make a written report with recommendations to the bishop.
- F. The Vicar General is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the Bishop.
- G. Treatment is to be provided for the subject of the complaint as deemed appropriate by the Bishop.

ALLEGATIONS AGAINST OTHER PERSONNEL

18 If a complaint of sexual or other physical abuse of a minor by any personnel of the Diocese of Biloxi is presented (other than against a priest, deacon or religious as provided above), the Vicar General shall conduct an investigation as follows:

- A. The Vicar General will seek the guidance of the consultative committee and will investigate promptly. He may do this personally, or he may request priests, deacons, religious or laity, including persons not in the employ of the Diocese, to conduct this investigation under his direction and coordination. This investigation may include speaking with the subject of the complaint, the alleged victim, the family of the alleged victim (if appropriate), and other appropriate persons, whenever possible.
- B. Other appropriate action may be taken to protect the alleged victim(s), subject of the complaint, or other affected persons during the investigation.

- C. If the Vicar General deems it appropriate, the subject of the complaint will be immediately relieved of any position in the Diocese of Biloxi and placed on administrative leave, pending the outcome of the internal investigation and any outside investigation. Administrative leave does not imply guilt on the part of the accused person.
- D. The Vicar General is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the Bishop.
- E. After adequate and appropriate investigation, the Vicar General shall make a determination about the validity of the complaint and take appropriate action.
- F. Any personnel who admits to, does not contest, or is found guilty of sexual abuse or other physical abuse of a minor shall be immediately terminated from employment, or service, or any position of responsibility within the Diocese.

MEDIA CONTACT AND INQUIRIES

19 Any media contact or inquiries regarding an incident of sexual abuse or other physical abuse of a minor by personnel of the Diocese of Biloxi must be directed to the Diocesan Director of Communications.

20 Within the confines of respect for the privacy of the individuals involved, the Diocese of Biloxi pledges itself to deal as openly as possible with the members of the Church and the broader community about any incident of sexual abuse or other physical abuse of a minor.

RECORDS

21 Records maintained by the Vicar General concerning each occurrence reported, the investigation, and the results of the investigation, shall be placed in a sealed envelope marked "confidential" and held in a locked file cabinet. The Vicar General shall maintain the files, under seal, with access limited to the Bishop of the Diocese of Biloxi, the Vicar General, and the diocesan attorney.

Revised January, 2019