



SCHOOLS OF THE

SACRED HEART

ACADEMY OF THE SACRED HEART | BERCHMANS ACADEMY

ACADEMY OF THE SACRED HEART

BOARDING SCHOOL RULE

2014-2015

Rule Changes

RULE AND PLAN OF STUDIES CHANGES

The administration reserves the right to waive or amend any and all regulations, policies, and practices stated in the *Rule and Plan of Studies*. Faculty, staff, parents, and students will be notified promptly, in writing, of changes which may affect them.

For many years, the regulations of all Sacred Heart schools and their shared curriculum were contained in a book, *Rule of the School and Plan of Studies of the Society of the Sacred Heart of Jesus*. As the Society of the Sacred Heart grew and schools in certain countries had to follow prescribed curriculums, the book was entitled *Spirit and Plan of Studies in the Society of the Sacred Heart of Jesus*. In most recent years, the regulations of the school have become a “handbook” and the *Plan of Studies* a curriculum guide. As we began our 193ed year as a school in 2014, we returned to the original language. Here, within this book, you will find the *Rule of the School*, policies and regulations which are to be followed, and the *Plan of Studies*, the academic program of the school. A handbook is a set of guidelines to be followed, whereas a *Rule* is meant to be a way of life. A curriculum guide spells out courses to be taken, but a *Plan of Studies* expresses not only the courses to be studied, but the manner in which students will be taught, guided, evaluated, and formed. What has never changed at Sacred Heart is that our education is more than a prescribed curriculum. The courses, the daily life, prayer and play, every aspect of a student’s life forms a *plan* for how we seek to help that student learn of God’s love for him or her, and become the unique person God created him or her to be.

From the 1904 edition of *Rule of the School and Plan of Studies of the Society of the Sacred Heart of Jesus*:

“Wise laws, well kept, insure peace and prosperity. Happy and blest by God as the large family of the children of Sacred Heart have been in the past, those of the present day will be equally so if they keep their School Rule which has been drawn up that they may know what is expected of them and what they may expect, that is: what duties they have to perform, what faults to avoid, and what rewards are in store for good conduct and success.”

BOARDING SCHOOL

PARENT/STUDENT RULE AND PLAN OF STUDIES

2014-2015

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This handbook is a supplement to the Parent/Student Rule and Plan of Studies. The information and policies contained in both documents apply to boarding students.

SCHOOLS OF THE SACRED HEART AT GRAND COTEAU

MISSION STATEMENT

The mission of the Schools of the Sacred Heart at Grand Coteau is to make the future noble by forming the minds and hearts of young people in a challenging and innovative academic environment that reflects the aims and ideals of the Sacred Heart.

Schools of the Sacred Heart at Grand Coteau, founded in 1821, is a Catholic independent college preparatory school composed of two single gender schools, the Academy of the Sacred Heart and Berchmans Academy of the Sacred Heart. Enriched by a tradition of educational excellence that focuses on the spiritual, intellectual, emotional, social, and physical development of each individual, Schools of the Sacred Heart at Grand Coteau prepares students to become confident, faith-filled, and effective leaders committed to the service of others. The school offers students the experience of an innovative and challenging curriculum within a single gender environment. All twenty-two Sacred Heart Schools in the United States adhere to the following goals:

- To educate to a personal and active faith in God
- To educate to a deep respect for intellectual values
- To educate to a social awareness which impels to action
- To educate to the building of community as a Christian value
- To educate to personal growth in an atmosphere of wise freedom.

As a member of the Network of Sacred Heart Schools, Schools of the Sacred Heart at Grand Coteau also abides by the following Foundational Principles from the *Goals and Criteria for Sacred Heart Schools in the United States*:

1. In the *Goals and Criteria*, the Society of the Sacred Heart defines the mission of the school as part of the Society's educational mission in the Catholic Church.
2. Each school is accountable to the Society of the Sacred Heart Commission on Goals for adherence to the *Goals and Criteria*.
3. Each school's Board of Trustees and Administration establish and uphold policies that are consistent with the *Goals and Criteria*.
4. The school allocates its resources to support each Goal and its Criteria.
5. The school is in compliance with professional standards as stated by accrediting agencies.

HISTORY

The Schools of the Sacred Heart at Grand Coteau is the oldest independent school in Acadiana. Its philosophy emanates from the educational tradition begun in France in 1800 by St. Madeleine Sophie Barat and brought to America in 1818 by St. Philippine Duchesne. Founded in 1821 by Mother Eugénie Audé and Sister Mary Layton, at the direction of St. Philippine Duchesne, the school is listed in the National Register of Historic Places as the second oldest institution of learning west of the Mississippi River and second oldest institution of learning in the state of Louisiana. The main building dates back to 1830 and the campus extends over 250 acres. The school offers a challenging curriculum, and the students are encouraged not only to acquire the basic skills to continue their education, but also to gain a love of learning and the ability to apply their knowledge to moral, intellectual, and social questions. While focusing on the individual, the school endeavors to provide opportunities for students to develop a concern for others through the sharing of experiences by students and faculty from diverse cultural, ethnic, religious, and socio-economic backgrounds.

Schools of the Sacred Heart at Grand Coteau employs highly qualified professional educators and a competent staff who are committed to the philosophy of Sacred Heart education as expressed in the *Goals and Criteria for Sacred Heart Schools in the United States*. These goals express the philosophy of the Sacred Heart schools in the United States, and indeed throughout the world. Schools of the Sacred Heart at Grand Coteau is an independent school, governed by a Board of Trustees who make a formal commitment to promote the values of Sacred Heart education. Trustees are accountable to the Society of the Sacred Heart for the implementation of the *Goals and Criteria for Sacred Heart Schools in the United States* through a formal evaluation cycle coordinated by the Sacred Heart Commission on Goals (SHCOG).

Students, faculty and staff, alumnae, trustees, and parents participate actively in the United States Network of Sacred Heart Schools through the Student Exchange Program and Summer Service Projects, Network Membership meetings, training for trustees, formal and informal visits to other Sacred Heart schools, professional development conferences, national and international alumnae/i gatherings, and support for international Sacred Heart projects.

Sacred Heart educators embrace this unique Sacred Heart philosophy and join the Religious of the Sacred Heart and alumnae/i of Sacred Heart schools throughout the world in a long and proud tradition of education.

SACRED HEART TRADITIONS

Schools of the Sacred Heart at Grand Coteau has maintained many traditional celebrations which are part of treasured heritage of children of the Sacred Heart.

These include:

Blue Ribbons/Pins: Blue ribbons are awarded to Academy of the Sacred Heart Upper School students and blue pins are awarded to Berchmans Academy of the Sacred Heart Upper School students for outstanding contribution to the life of the school through their loyalty, concern for others, responsibility, service, spirit, community building, and integrity.

Christmas at Coteau: An annual fundraiser which includes holiday lunches, shopping with numerous vendors, and a Saturday evening dinner and auction.

Closing Ceremonies: Younger students close their year in formal celebrations. Preparatory and Upper School students receive academic and other awards during their respective Prizes. II Scholastics celebrate at a special Mass, and IV Academics receive their diplomas at the end of Graduation Mass under the oaks. Parents and other guests are welcome to attend these celebrations.

Congés: On these "play days" at school, the older students have an opportunity to develop their skills of planning and implementing special events for the younger students.

Dancing with the Stars the Sacred Heart Way: An annual fundraiser that rivals the television program, *Dancing with the Stars*.

Family Congé: held annually in the spring, is a day of family fun with proceeds benefiting the school.

Father/Daughter: Students at the Academy of the Sacred Heart in grades 5-12 enjoy an evening of dancing with their fathers. Primary School students share a Mass and lunch with their fathers.

Father/Son: Students at Berchmans Academy enjoy a prayer service and meal with their fathers.

Goal Awards: Preparatory students who exemplify a particular Goal receive ribbons of various colors or pins; Upper School students receive certificates or pins.

Goûter: A French word meaning "to taste." Boarding students have goûter every afternoon after classes, and the entire school enjoys goûter on special occasions.

Honors Assemblies: Assemblies provide recognition of students achieving special academic and honors previously known as "Primes".

Liturgies: Students plan the liturgies which are held each week. Special liturgies include the Mass of the Holy Spirit, Feast of Mater Admirabilis, Feast of St. Philippine Duchesne, Feast of St. Madeleine Sophie Barat. Other liturgies commemorate special events or

occasions such as the Miracle at Grand Coteau, Black History Month, French Liturgy, Spanish Liturgy, May Crowning, First Communion celebration, etc.

Mater Admirabilis: “Mother Most Admirable.” The original Mater, a fresco painted by Pauline Perdreau, RSCJ at the Trinita dei Monti in Rome, represents Our Lady as a young girl. Mater’s feast is October 20.

Mother/Daughter: Academy of the Sacred Heart students enjoy Mass and brunch with their mothers.

Mother/Son: Berchmans Academy of the Sacred Heart students enjoy Mass and brunch with their mothers.

SOME IMPORTANT PEOPLE TO SACRED HEART

Mater Admirabilis: “Mother Most Admirable.” The original Mater, a fresco painted by Pauline Perdreau, RSCJ at the Trinita dei Monti in Rome, represents Our Lady as a young girl. Sacred Heart students around the world have had a special devotion to Mater since the mid-nineteenth century. Mater’s feast is October 20.

Society of the Sacred Heart: The religious community founded by St. Madeleine Sophie Barat was named for the Sacred Heart of Jesus and finds its inspiration in devotion to the Sacred Heart. The Feast of the Sacred Heart is celebrated on the first Friday after the octave of the Feast of Corpus Christi.

St. Madeleine Sophie Barat: Founded the Society of the Sacred Heart in France in 1800 and served as Superior General for 65 years. Her feast day is celebrated on May 25.

St. Philippine Duchesne: The Religious of the Sacred Heart who brought the Society of the Sacred Heart to America in 1818. She is considered the first missionary of the Society of the Sacred Heart. Philippine Duchesne visited the campus at Grand Coteau twice in her life. Her feast day is celebrated on November 18.

St. John Berchmans: On December 14, 1866, Blessed John Berchmans, a Jesuit scholastic who died in the early 17th century, appeared to a young Religious of the Sacred Heart, Mary Wilson, and cured her of a terminal illness. The miracle which occurred at Grand Coteau in 1866 was recognized by the Roman Catholic Church as the third miracle needed for John Berchmans canonization. His feast day is celebrated on November 26.

Mary Wilson: The Religious of the Sacred Heart who was miraculously cured of a terminal illness by Blessed John Berchmans on December 14, 1866. The infirmary in which she was healed is now a Shrine to St. John Berchmans.

Mother Eugenié Audé and Sister Mary Layton: The two Religious of the Sacred Heart who brought the Society of the Sacred Heart to Grand Coteau, LA in 1821.

Mother Aloysia (Mary Ann) Hardey: One of the first students to attend the Academy of the Sacred Heart in Grand Coteau. After becoming a Religious of the Sacred Heart, Mother Hardey made numerous Sacred Heart foundations in New York, Canada, and Latin America.

Mother Janet Erskine Stuart: The sixth Superior General of the Society of the Sacred Heart. Mother Stuart’s writings, educational philosophy, and vision continue to inspire Sacred Heart educators around the world.

UPPER SCHOOL PHILOSOPHY

The Upper School program is designed to educate the whole person as it provides for each student's intellectual, spiritual, moral, emotional, and social growth. The academic aspect of the total program offers a strong background in the liberal arts and sciences in preparation for college and for life. Co-curricular activities including opportunities in government, campus ministry, clubs, performing arts, and athletics allow the student to explore individual interests, develop leadership skills, and work cooperatively and collaboratively.

At Schools of the Sacred Heart at Grand Coteau, both the school and the student take on equal responsibility for the student's academic life. Recognizing each student's strengths and weaknesses, the school strives to be closely attentive to individual needs. Teachers use a broad range of instructional methods to accommodate the student's personal learning style and a variety of evaluative techniques to accurately assess academic progress. In cooperation with the school's efforts, each student accepts personal responsibility for learning, self-discipline, creativity, critical thinking, and habits of intellectual inquiry. The student learns in an atmosphere in which teachers not only impart information through traditional lectures, but also facilitate the acquisition of knowledge through projects, demonstrations, labs, cooperative learning, discussions, and interaction in the classroom.

In keeping with the goals of a Sacred Heart education, the school furnishes opportunities for the student to reflect upon and respond to God personally and communally. The student celebrates liturgies and feast days as a part of the school community and is offered the opportunity to participate in reconciliation services. Additionally, the student is encouraged to aid in the planning of these spiritual activities. Student ministers coordinate their efforts with the Campus Ministry staff to prepare annual retreats tailored for each grade level.

The student's moral development is fostered in an environment in which each one is taught to live the message of the Gospel. The student is exposed to issues of justice and confronted with the reality of the needy and of those who suffer injustice. Outreach programs call on the student to act on this insight through required service experiences in projects with the young and the old, the impoverished and the undereducated. By giving of oneself and by actively living one's faith in Jesus, the student realizes one's responsibility and efficacy for a wider community.

Upon entering the Upper School, the student is expected to assume responsibility for personal emotional growth. Encouraging maturation in this process, teachers are responsive to the student's needs and concerns. The guidance and counseling program in particular provides small group settings in which a student can explore personal gifts and goals.

Schools of the Sacred Heart at Grand Coteau also provides occasions for the student to grow socially. Activities at the school lend themselves to the development of life-long friendships. The student also has opportunities to interact meaningfully with faculty and administration through classes and in the school's co-curricular activities. Morning Assemblies, committees, clubs, and other organized groups give each student an opportunity to mature as a responsible Christian person.

With this multifaceted training, a graduate of Schools of the Sacred Heart at Grand Coteau leaves the school having gained many things: a personal and academic knowledge; the skills to continue learning; commitment to service; responsibility to act as a Christian leader; and the confidence in one's ability to be an effective agent of change in the local and wider communities. However, no student graduates as a finished product. Educators of the Sacred Heart: "bring up our children for the future not for the present.... So we must remember that it is better to begin a great work than to finish a small one.... A piece of finished insignificance is no success."

Janet Erskine Stuart, RSCJ
Superior General, Society of the Sacred Heart (1911-1914)

SACRED HEART TERMINOLGY

Little Oaks	Day Care, Ages Birth through Two
Pre-Primary	Preschool for Three through Five-Year-Olds
I Pre-Primary	Preschool for Three-Year-Olds/PreK3
II Pre-Primary	Preschool for Four-Year-Olds/PreK4
III Pre-Primary	Preschool for Five-Year-Olds/Kindergarten
Primary	Grades One through Three
I Primary	Grade One
II Primary	Grade Two
III Primary	Grade Three
Prep/Preparatory	Grades Four through Six
I Prep/Preparatory	Grade Four
II Prep/Preparatory	Grade Five
III Prep/Preparatory	Grade Six
Academic	Grades Seven through Twelve
I Scholastic	Grade Seven
II Scholastic	Grade Eight
I Academic	Grade Nine/Freshman Year
II Academic	Grade Ten/Sophomore Year
III Academic	Grade Eleven/Junior Year
IV Academic	Grade Twelve/Senior Year
Lower School	Elementary School (Grades Pre-K 3 through Six)
Upper School	High School (Grades Seven through Twelve)
Headmistress	Head of Schools of the Sacred Heart/President
Division Head	Principal
Dean of Students	Vice Principal of Student Affairs/Disciplinarian
RSCJ:	The initials stand for R eligieuses du S acr�-Coeur de J esus (Religious of the Sacred Heart of Jesus). The Society of the Sacred Heart was founded in France by Saint Madeleine Sophie Barat in 1800 (see page 7 for <i>History</i>).
Carnegie Unit:	Taken from the Carnegie Foundation for the Advancement of Teaching: “The unit was developed in 1906 as a measure of the amount of time a student has studied a subject. For example, a total of 120 hours in one subject - - meeting four or five times a week for 40 to 60 minutes, for 36 to 40 weeks each year - - earns the student one “unit” of high school credit” Schools of the Sacred Heart at Grand Coteau requires 28 Carnegie Units for graduation.

GENERAL INFORMATION AND POLICIES

ACCREDITATION AND MEMBERSHIPS

Schools of the Sacred Heart at Grand Coteau is approved by the Louisiana State Department of Education and accredited by the Independent Schools Association of the Southwest, and AdvancED (formerly SACS – Southern Association of Colleges and Schools). Schools of the Sacred Heart at Grand Coteau is a member of the Network of Sacred Heart Schools in the United States and of other professional organizations and works collaboratively, when appropriate, with the Office of Catholic Schools of the Diocese of Lafayette.

ADMISSION CRITERIA

As part of the admissions process, each applicant is considered on an individual basis. The birthday deadline for applicants is September 1st. Applicants for Pre-Kindergarten (three and four year olds) and Kindergarten (five year olds) should be the appropriate age on or before the deadline to ensure full consideration for admission.

I Pre-Primary - I Primary

- Children applying for admission will be accepted on the basis of their school performance to date, admission screening, and parent interview. I Primary (Grade One) applicants must have successfully completed III Pre-Primary (Kindergarten). I, II, and III Pre-Primary (PreK3, PreK4, and Kindergarten) applicants will be evaluated on their developmental maturity.

II Primary-III Preparatory

- Children applying for admission to II Primary through III Preparatory (Grade Two through Grade Six) will be accepted on the basis of their academic record, standardized and admission testing, behavioral record, teacher recommendations, and parent/student interview.

I Scholastic-IV Academic

- Schools of the Sacred Heart at Grand Coteau in the III Preparatory (Grade Six) who wish to continue at Schools of the Sacred Heart must meet the requirements of the Upper School.
- Students from other schools applying for admission to the Upper School will be accepted on the basis of academic record, testing, behavioral record, and parent/student interview.
- All student boarders must meet the entry requirements for the Upper School.
- Students are admitted into IV Academic (Grade Twelve) only for exceptional reasons. They must be able to meet the requirements for graduation, including the community service requirement.

CONTINUING ENROLLMENT

- During the I Scholastic (Grade Seven) year, a Schools of the Sacred Heart at Grand Coteau student's readiness for the I Academic (Grade Nine) will be carefully assessed. In the event that success cannot be predicted for a student, his or her parents will be so advised. This student's progress will be carefully monitored during the first semester of the II Scholastic year (Grade Eight), and his or her program adjusted to give the student every reasonable opportunity to develop the skills needed to improve his or her performance.

- In the Upper School, a student who finds himself or herself on Academic Probation for two consecutive grading periods may be counseled toward an adjusted or alternative academic program and may not be allowed to participate in co-curricular activities.
- If during a student's education at Schools of the Sacred Heart at Grand Coteau a student continually fails to respond to the training offered, the student may be asked to withdraw from the school whether it be for academic, behavioral, or personal reasons.

RE-ENROLLMENT

- No student whose tuition is in arrears will receive a re-enrollment contract for the following year.
- Schools of the Sacred Heart at Grand Coteau reserves the right at all times to suspend, dismiss, or not enroll for any academic year any student whose conduct or academic performance is determined by the Headmistress and the appropriate Division Head to be inadequate, or contrary to the school's rules, or to the *Goals and Criteria of Sacred Heart Schools*. Parents who demonstrate an unwillingness to support the educational philosophy or programs of the school may be asked to enroll their children in a different school.

DISASTER DRILLS

To ensure the safety of all members of the school community and the orderly evacuation of school buildings in emergency situations, regular disaster drills are necessary. Emergency evacuation routes are posted near the doors in all rooms. All disaster drills are treated seriously; no inappropriate behavior will be tolerated.

In the case of drills, after the emergency signal is sounded, students and adults are immediately to leave all buildings without running, shoving, or talking. Students and adults are to remain absolutely silent in the holding areas while awaiting further instructions and are to remain silent while returning to their classrooms.

In the case of tornado or other drills, students and adults are to move in silence to designated areas away from doors or windows.

SCHOLASTIC CREDITS

Upper School courses taken for high school credit in the Scholastic years (Grades Seven and Eight), French I, French II, Spanish I, Spanish II, Physical Science, Computer Applications, and Algebra I which meet the state requirements for a Carnegie Unit will be placed on the student's transcript. The grades and quality points assigned by the previous school will be included in the upper school grade point average. Foreign language courses satisfy the first and second level of the three required upper school courses. Four additional mathematics courses must be taken in Upper School to satisfy the Schools of the Sacred Heart at Grand Coteau math requirement.

FIELD TRIP TRANSPORTATION POLICY

Insofar as reasonably possible, the school will provide transportation to and from off-campus school-sponsored events. In cases where this is not reasonably possible or practical, and students will provide part or all of the transportation need by means of their personal vehicles, the Dean of Students or Athletic Director must use the following guidelines:

- Parental permission slips must be obtained and kept on file with regard to:
 - A student providing their own transportation with/without faculty/staff employee required to be in the vehicle
 - A student driving other students with/without faculty/staff employee required to be in the vehicle
 - A student being driven by another student with/without faculty/staff employee required to be in the vehicle
 - Student drivers must provide a photo copy of a valid drivers' license at the beginning of each semester and during any summer session.
 - Students given permission to drive other students must furnish a photocopy of their parents' automobile policy or other proof of insurance showing limits of liability of at least \$100,000/\$300,000 or \$300,000 combined single limit.

Student drivers must report to the Upper School Dean of Students whenever a traffic citation for a moving violation has been issued to them, regardless of whether they were driving to and/or from an off-campus school-sponsored event at the time of the citation.

The use (loan) for school purposes of a vehicle owned by a third-party, namely, one titled to a parent or friend of Schools of the Sacred Heart at Grand Coteau, and where a Sacred Heart employee is the driver, must be approved by the Division Head. In no case may the vehicle be designed to carry more than nine passengers.

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

FINANCIAL AID

Schools of the Sacred Heart provides financial aid to students who might otherwise be unable to attend the school. Financial aid **must be applied for each year** by parents through the FAST program. The FAST application is accessed through the school's website. Final decisions regarding financial aid awards rest with the Headmistress. Financial aid is not available for boarding fees or for I Pre-Primary (PreK3) children.

FINANCIAL OBLIGATIONS

All financial obligations, including but not exclusive to, tuition, lost textbooks, library books/fines, athletic obligations, and class dues must be cleared before a student may take semester exams. Access to online grades will be denied if financial obligations are not met. Parents of a student who withdraws from the school for any reason must pay all financial obligations before an official transcript will be released.

FIREARMS

Schools of the Sacred Heart at Grand Coteau adheres to Act 833 of the 1991 Regular Session of the Louisiana Legislature, which designates as a crime the carrying of a firearm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus or on a school bus during regular school hours. Whoever is convicted of the crime of carrying a firearm on school property or on a school bus is subject to a maximum penalty of imprisonment at hard labor for not more than 5 years. The Law exempts from its provisions a federal, state, or local law enforcement officer. Additionally, firearms are prohibited at school functions off campus.

Knives, matches, lighters or any other object that could cause bodily harm or damage to school property are prohibited on campus, school buses, and school functions off campus.

GUIDANCE AND COLLEGE COUNSELING

All students have regular group guidance sessions, as well as opportunities for personal consultation with the Guidance Counselor and/or other faculty members.

Group Guidance:

- I and II Scholastic: Students focus on adjusting to upper school, with an introduction to college decision-making.
- I and II Academic: Students widen focus to include preparation for and practice in taking college entrance standardized tests.
- III and IV Academic: Students participate in more serious planning of college selection and application process. College representatives visit Schools of the Sacred Heart at Grand Coteau and speak with interested students. Students are encouraged to take the SAT and ACT at the end of their III Academic year. **Selection of, and applications to, colleges should be completed by the end of the first semester of the IV Academic year.**
- IV Academic Projects: In the second semester of the IV Academic year, students prepare for IV Academic Projects, an experiential learning program.

HEALTH

A student who feels ill will be sent to the Dean of Students or the School Nurse. If the student is too ill to attend classes, parents or guardians will be called, and the student will be sent home. If the student is well enough to remain at school, the parent or guardian will be called for permission before administering any medication to the student.

If a student takes medication regularly, even over-the-counter medication, the medication and full instructions for its administration should be sent to the Dean of Students. Students are not allowed to keep medications with them during the school day. Exceptions are made for diabetics, asthmatics, and those whose allergic reactions could endanger their lives. With permission of the Dean of Students, Upper School students are allowed to keep some medications on them. In all such cases, arrangements must be made with the Dean of Students.

If parents of students in II Prep through IV Academic wish, they may request in writing that the Division Head, Dean of Students, School Nurse, or Administrative Assistant give their son or daughter certain over-the-counter medications without contacting them first. If such a request is on file, the appropriate adult will dispense the medication and record the time and the dosage. Such a procedure is suggested for parents who are difficult to reach during the school day. If such a request is not on file, the parent will be contacted before dispensing any medication. Even if such a request is on file, medication not indicated in the request will not

be dispensed unless the parent has sent the medication and a note detailing its administration. Parents of students in I Pre-Primary – I Prep will be contacted before any medications will be given.

- **COMMUNICABLE DISEASE POLICY**

The school has a responsibility to care for and safeguard the health and well being of all students, faculty, staff, parents, and members of the larger community. Schools of the Sacred Heart at Grand Coteau will not discriminate against students or employees on the basis of any communicable disease.

All persons in the school community (including faculty, staff, students, and parents) have the responsibility to report immediately to the Headmistress any health condition that may call for separation or isolation or other special measures to protect the health of other persons. Any case of Hepatitis, Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS), or any other communicable disease (chicken pox, measles, mumps, rubella, staph, tuberculosis, etc.) must be so reported.

Any such matter reported to the Headmistress will be referred to a Health Review Committee, which will consider the particular circumstances of the affected individuals, the health risks presented to other persons by the affected individual's condition in the light of available medical information, alternative possibilities for minimizing exposure of others, legal constraints, and all other relevant circumstances. Each situation will be addressed individually and confidentially. The Committee will report its findings and recommendations to the Headmistress, who will make whatever determinations she deems necessary. Parents will be notified and are expected to agree to reasonable recommendations.

- **HEAD LICE**

Occasionally outbreaks of head lice occur in all schools. When school officials learn of such an occurrence, all students in the grade level where the case is reported are screened for the condition. Parents of students at that grade level are alerted and asked to check other family members. Students found to be infected are sent home to receive treatment. In accordance with the recommendation of dermatologists, students who have been treated for head lice and are free of nits are allowed to return to class. However, students may not ride the buses until their heads have been checked by school personnel and no evidence of active infestation or nits is found to be present. A parent should accompany these students, and they should report to the school office upon arrival.

- **ILLNESSES WITH EXTENUATING CIRCUMSTANCES**

Parents should notify the Division Head of an illness that may interfere with a student's ability to function in school, such as severe depression, eating disorder, or other illnesses, including those that require medication. The school may require that parents sign a waiver allowing the school to communicate with the student's doctor and/or counselor/psychologist.

LEARNING DISABILITIES

Schools of the Sacred Heart at Grand Coteau does not have Special Education or 504 Programs, nor does it offer Special Education services or facilities. The program does, however, attempt to accommodate the special needs of its students within reasonable limits consistent with the school's mission, philosophy, course of studies, and standard of a college preparatory education. In situations in which the school cannot meet the educational needs of a student as determined by the Division Head and Headmistress, the school has the right to ask the student to seek a more appropriate learning environment.

In order for a Schools of the Sacred Heart at Grand Coteau student to be eligible for accommodations, including but not limited to extended time during semester examinations, the school must have on file a psycho-educational evaluation. This evaluation must be current (past three years) and come from a licensed psychologist and a physician's referral when needed. Students who have been evaluated and diagnosed with learning disabilities in the school must be re-evaluated upon entering the III Academic year. Schools of the Sacred Heart at Grand Coteau uses the criteria set by the College Board and ACT to determine the eligibility of students for extended time. This is not under the aegis of 504 mandates.

A learning disability, in itself, does not constitute a sufficient reason for a student not to complete homework assignments, nor to have reduced assignments, nor to turn in work after a deadline.

When a student is evaluated for a learning disability, a licensed psychologist will ask the student's teachers to complete observation forms as a part of the evaluation. These forms must be sent to the Division Head and/or Headmistress who will disseminate them to the appropriate faculty, who will assure that they are returned to the evaluator in a reasonable amount of time.

Evaluations of students are kept in sealed envelopes in the office files of the Division Head.

LOCKERS, VALUABLES, AND LOST AND FOUND

- The School Administration reserves the right to inspect periodically for health and safety purposes lockers, boarders' rooms, book bags, automobiles, and purses. Lockers are school property; consequently there should be no expectation of privacy. A school official may search the personal effects of a student if there is reasonable suspicion that they may contain unauthorized objects.
- The school cannot assume responsibility for things left unattended. Valuable items or cash should not be brought to school. If it is unavoidable, the valuables/cash should be given to the Dean of Students or Division Head to hold until the end of the day.
- Unclaimed articles are given away at mid-semester and at the end of the year. In order to avoid loss of personal items, students are required to write their names on their belongings, including clothing, textbooks, notebooks, calculators, etc.

LUNCH

Schools of the Sacred Heart at Grand Coteau provides lunch service for all students, faculty, and staff through Sage Dining. A variety of foods are served daily. Participation in the lunch program is mandatory and parents are assessed a fee for this service.

NETWORK EXCHANGE

II and III Academics may apply to visit one of the other 18 Sacred Heart upper schools in the United States or a Sacred Heart school in another part of the world for a period of several weeks, not to exceed one quarter. Students selected for exchange must receive faculty and administrative approval, based on their academic standing, social capacity, maturity level, and personal adaptability.

The Exchange Coordinator will make initial contact with the host school and inquiries about the host family. Subsequently, students, parents, and teachers determine a compatible program of study that will aid a smooth academic reentry to Schools of the Sacred Heart at Grand Coteau. The grades earned at the host school are averaged proportionally in the quarter average.

Periodically, the Network offers exchange programs for I and II Scholastic students. Scholastic and Academic students are eligible to participate in an experiential farming program operated by the Religious of the Sacred Heart.

ORDER IN THE SCHOOL

- Cleanliness is everyone's responsibility. In the classroom, students are asked to leave chairs arranged in neat order and pick up trash.
- In the Dining Hall, students are asked to observe good manners, to clear the tables, and to leave the room in order.
- Chewing gum is not permitted in the day school.

PARENT CHAPERONES

Because parents chaperoning school-related events on or off campus are supervising students, they will not partake of alcoholic beverages prior or during the school-related event. Schools of the Sacred Heart at Grand Coteau smoking policies must also be followed by parent chaperones.

PARENT COOPERATION POLICY

Schools of the Sacred Heart at Grand Coteau recognizes parents as the primary educators of their children. The education of students at Sacred Heart is a partnership between parents and the school. The school assists parents/guardians in carrying out their primary responsibility of providing for religious and academic education, as well as personal formation of their children. An on-going positive working relationship between parents/guardians and the school is critical to success of the school and students. As part of that working relationship, parents/guardians are expected to be involved as much as appropriate in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to be positive examples for their children both at home and in the community. While Schools of the Sacred Heart at Grand Coteau encourages the constructive exchange of ideas, feedback, and suggestions intended to foster the continued growth and improvement of the school, the administration of Schools of the Sacred Heart at Grand Coteau is ultimately responsible for the orderly administration and operation of the school, including the policies, procedures, curriculum, and co-curriculars implemented to achieve the educational mission of the school. The Headmistress reserves the right to terminate the enrollment of any student(s) in the event that (1) it is determined by the administration of the school that a positive working relationship

between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) the parents/guardians have failed to provide the support, assistance, and example necessary for the religious and academic education, as well as personal formation, to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations, and policies of the school as stated in the *Rule and Plan of Studies* or as promulgated by the administration during the course of the school year may result in termination of the student's enrollment from the school.

PARKING/CARS ON CAMPUS

Having a car on campus is a convenience and a privilege granted by the school that is dependent on a student's adherence to the following school policies:

- All cars must be registered with the Dean of Students as soon as they are brought on campus. Registration must include the student's driver's license number, the make, and the automobile license number. Each student is required to have a Schools of the Sacred Heart at Grand Coteau car tag on the upper driver side windshield of his or her car. A student driving a car different from the registered vehicle must inform the Dean of Students immediately.
- Cars shall be locked at all times.
- Students must come into the school building as soon as they arrive at school and may return to their cars only with permission of the Dean of Students, Upper School Head, or Headmistress.
- During the school day, all student vehicles must be parked in the student parking lot. Students who park in other areas will subject themselves to reasonable sanctions.
- Student vehicles are subject to search by school officials.

All drivers must follow posted speed zones on school property for the safety of the entire school community.

PREGNANCY AND ABORTION POLICY

The school's response to an unwed pregnancy is made in the light of Gospel values that call for concern, love, and support. Each situation will be addressed individually and confidentially.

When the Headmistress learns of a student pregnancy, she will meet with the student and the parents or guardians to discuss how the student may best continue studies, while addressing responsibilities to the unborn child and the other parent, the purpose and objectives of the school, and the school's responsibility to other students.

The school acknowledges that with regard to abortion, what may be legal in civil law is forbidden by the Catholic Church. Should the Administration of Schools of the Sacred Heart at Grand Coteau have knowledge that a student is involved with an abortion, the school will offer the student counseling opportunities according to the principles of the Schools of the Sacred Heart at Grand Coteau and professional principles of counseling.

SCHOOL CLOSINGS AND ALL SCHOOL ALERT SYSTEM

If Schools of the Sacred Heart at Grand Coteau must close unexpectedly for a full day due to bad weather or for any other emergency, contact will be made with each child's parent(s) or guardian(s) through the all-school alert system. Calls will be placed to all the emergency

numbers provided by parents or guardian(s) for this purpose. Administration, faculty, and staff will also be contacted through the all-school alert system. Announcements will also be made on the radio (KSMB/FM 94.5 and KTDY/FM 99.9) and on television (KATC, Channel 3 [ABC] and KLFY, Channel 10 [CBS]). Families should tune in to these announcements if they have any reason to question whether school will be in session that day. School buses will not run.

If Schools of the Sacred Heart at Grand Coteau must close during the day for weather or for any other emergency, contact will be made with each child's parent(s) or guardian(s) through the all-school alert system. Calls will be placed to all the emergency numbers provided by parents or guardian(s) for this purpose. If appropriate, announcements will also be made on radio and television, as noted above. Students will be dismissed and Schools of the Sacred Heart at Grand Coteau buses will take students to their usual bus stops when driving conditions are safe. Parents are asked not to call the school so that school phones will be open for other concerns which may accompany the emergency situation.

In the event of some emergencies, students will be bused to a separate location for retrieval by parents or guardians. This site is the parking lot at Melançon Funeral Home in Grand Coteau (337/662-7286).

If evacuation (dismissal) occurs because of an approaching weather system, students must take all their school books with them. If storm damage prohibits returning to the campus, check the school's website, www.sshcoteau.org, for the latest information. For the duration of the displacement from campus, upper school students **MUST** check Moodle and NetClassroom to obtain class work for each of their classes.

SCHOOL DIRECTORY

A directory of names, street and e-mail addresses, and phone numbers for all families is published each year **for the convenience of the school community**. This information is confidential and should never be given to those outside the community or used for any commercial purpose, even by non-profit organizations. It is very important that the school have accurate phone numbers and addresses for every student at all times. Parents should report errors/changes to the Division Administrative Assistant's Office immediately.

SCHOOL OFFICE HOURS

School offices are open from 7:30 AM until 4:00 PM, Monday through Friday during the school year and Monday through Thursday during the summer break.

SMOKING POLICY

Smoking is not permitted on the campus of Schools of the Sacred Heart at Grand Coteau as well as any Schools of the Sacred Heart at Grand Coteau function off campus. Adults may only smoke in designated smoking areas.

STUDENT FUNDRAISING

The Dean of Students will coordinate student fundraising. Guidelines from the Division Head or Headmistress will ensure that students support school-fundraising efforts and that student events do not conflict with other fundraising efforts of the School.

SUBSTANCE ABUSE POLICY

The primary responsibility of Schools of the Sacred Heart at Grand Coteau is to promote the full realization of each student's potential. The educational process must prepare students to make informed decisions about significant life issues; however, students cannot take full advantage of the total school program if they are involved with mood-altering chemicals that can seriously inhibit their capacity to learn and to function effectively.

Documented medical research recognizes that chemical dependency is a treatable health problem. If a student seems to have such a dependency, the school shall share its concerns with the student and the student's family. Where there is a reasonable suspicion to believe there exists a drug or alcohol problem, the school may conduct hair, urine, or breath analyses, as well as a search of the student's car, locker, book bag, or other personal effects. The school may also require an evaluation by a treatment center/hospital to determine a course of action. It shall be the parents' and student's responsibility to seek this counsel and evaluation, at their expense, and they must inform the school regarding what corrective action is being taken. Parents and student must sign a waiver allowing a counselor or treatment facility to communicate with the Division Head, Headmistress, and/or Guidance Counselor. The school shall assume a supportive role to the student and the family in this endeavor. In addition, the school reserves the right to conduct random hair, urine, or breath analyses, as well as to search the student's car, locker, book bag, or other personal effects. This search shall be performed at the sole discretion of the school's administration in order to maintain a viable educational environment.

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

Schools of the Sacred Heart at Grand Coteau does not sponsor, promote, or endorse any parties or activities at which alcohol is served to minors or mood altering drugs are present. If behavior detrimental to the reputation of Schools of the Sacred Heart at Grand Coteau occurs at any of these activities and becomes public knowledge, students will face disciplinary actions up to and including expulsion.

- **DISCIPLINARY POLICY SUBSTANCE ABUSE**
 - A Schools of the Sacred Heart at Grand Coteau student suspected of drug use or possession will be subject to investigation, which may include a urine and/or hair test, and appropriate action by the Headmistress.
 - A Schools of the Sacred Heart at Grand Coteau student who uses or possesses any illegal drug while under the jurisdiction of the school will be suspended for not less than three and not more than five school days, or expelled from the school, as determined by the Headmistress.
 - If such a student is suspended rather than expelled, the student will participate in a counseling/rehabilitative program approved by the school, such program to include at least three counseling sessions for the student, one of which must be attended by the parents/guardians. If the student and his or her parents/ guardians do not complete the required counseling sessions, the student will be subject to expulsion.
 - Possession means having an illegal drug on his or her person or among his or her possessions at school (e.g. in his or her locker, book bag, or automobile parked on school grounds).

- Use means smoking, consuming, injecting, sniffing, or any intake of illegal drugs.
- A student who sells, delivers for pay or not for pay, or shares an illegal drug with any person while under the jurisdiction of Schools of the Sacred Heart at Grand Coteau will be expelled, even on a first offense.
- A student who uses, possesses for personal use, manufactures, distributes, or possesses with intent to distribute, a controlled dangerous substance may be reported to the appropriate law enforcement agency.

SUMMER SERVICE PROGRAMS

The Network of Sacred Heart Schools sponsors a number of service programs across the country for several weeks during the summer. I through IV Academic students are eligible to apply with permission from the Upper School Head and the Headmistress.

T-SHIRTS

The Division Head or Dean of Students must approve all t-shirt designs including, but not limited to, classes, clubs, athletic teams, and dances.

Only faculty/staff employed by Schools of the Sacred Heart at Grand Coteau may place orders for t-shirts and then may make pre-paid orders only.

TECHNOLOGY

Please see pages 25-31.

TRANSFER STUDENTS

A student who has attended a school approved by the State Department of Education or who has been home schooled using a program approved by the State Department of Education may enter Schools of the Sacred Heart at Grand Coteau, provided the student meets entrance requirements.

A student who has attended a school not approved by the State Department of Education or who has been home schooled using a program not approved by the State Department of Education may only enter Schools of the Sacred Heart at Grand Coteau after successfully passing exams verifying the student's competency in academic areas that have been studied. In the Upper School, the school may award Carnegie Units based on these examinations.

TRANSPORTATION SYSTEM POLICIES

The Schools of the Sacred Heart at Grand Coteau transportation system serves communities within a fifty-mile radius of the campus. The fleet is well maintained and inspected regularly to provide optimum safety for the passengers. Fees vary according to the route. Questions regarding bus charges should be directed to the Business Office. Concerns regarding drivers, buses, routes, and behavior should be addressed to the Transportation Director, who will consult with the appropriate Dean of Students regarding behavior issues.

Only students whose parents have made prior arrangements for bus service may ride the Schools of the Sacred Heart at Grand Coteau buses. A student who wishes to ride a bus other than his or her regularly scheduled bus may do so only after presenting to the Dean of Students or the Division Head a note signed by the student's parent/guardian and receiving a boarding pass. There is no additional charge for regular users of the bus system; other students are billed \$5.00 for a boarding pass. The student is to present the boarding pass to the driver when he or she boards the bus.

The safe transportation of students is of primary concern; therefore, students are expected to comply with all regulations regarding Schools of the Sacred Heart at Grand Coteau buses. In addition to the regulations that follow, all school rules governing student behavior apply while students are aboard buses. **Students will receive consequences for inappropriate behavior.**

- Be on time.
 - For safety reasons the driver cannot stop en route to pick up or drop off a student. A student who is not picked up on time from his or her bus stop will be taken to the next stop or back to school.
 - Comply with the driver's requests.
 - Exercise caution when entering and exiting bus area.
 - Remain seated while the bus is in motion.
 - Refrain from kneeling on the seat and leaning over the back of the seat.
 - Keep arms, legs, and belongings inside the bus.
 - Refrain from throwing objects in the bus or from the bus.
 - Only bring items on the bus small enough to be placed under the seat.
 - Refrain from communicating with pedestrians or drivers of other vehicles with words or hand gestures.
 - Use a conversational tone when speaking.
 - Refrain from bringing glass objects on the bus.
 - Keep the aisle clear at all times.
 - Use the emergency door only in an emergency.
 - Avoid disturbing the driver while the bus is in motion.
 - Be courteous, and safety-conscious, considerate of others, and respectful of the property of the school.
- **PROCEDURE FOR BUS BREAKDOWN**

Occasionally, mechanical failures occur while buses are transporting students. In such instances, the following will be employed:

 - The driver will use a cell phone to alert school officials.
 - The Transportation Director will dispatch mechanics.
 - A school official will go to the bus to oversee student behavior and safety.
 - A spare bus will be dispatched to the site of the breakdown to pick up students, if necessary.
 - Parents/guardians and administration will be advised of the situation and will be asked to remain at the regular drop-off point(s) until students arrive.

VIOLENCE

Because safety in our schools is of utmost importance and is one of our top priorities, the school will take seriously any report of possible violence or even threats of violence and will address the issue. The school has a policy for dealing with not only real threats of violence but also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school. Following any such reports, the school will do the following:

- The Headmistress will immediately contact the appropriate civil authorities, the sheriff's office, and/or the local law enforcement agency and will follow their directives.
- If the threat or danger involves a student or students, the school will contact parents/guardians immediately.

- If the student is on campus, he or she will be detained in a safe place according to directives received from the law enforcement agency contacted.
- The school will inform the Superintendent of Catholic Schools of the threat and the action being taken.
- If the threat comes from a non-student, appropriate action will be left in the hands of the civil authorities.
- In the event of immediate threat of bodily harm to students, faculty, or staff, the school will notify the civil authorities and follow their instructions, seek medical assistance as needed, and evacuate the building as necessary.

VISITORS

All visitors must sign in and receive a visitor's badge at the front entrance to the Administration Building for the Academy of the Sacred Heart and at the Berchmans Academy of the Sacred Heart Lower School Office for both Berchmans Lower School and Upper School.

Students shall request from the Division Head prior approval for a visitor.

THE ETHICAL AND RESPONSIBLE USE OF TECHNOLOGY POLICY 2014-15

The following document is intended to state Schools of the Sacred Heart at Grand Coteau's commitment to insuring the ethical, responsible, and legal use of technology at Sacred Heart. The policy applies to all telephone, voice-mail, computer, data network, and internet use.

DEFINITIONS

Individuals are the employees, students, alumnae, parents, and third parties of Schools of the Sacred Heart at Grand Coteau who share and access networked voice and data systems.

School community is composed of employees, students, alumnae, and parents.

Sacred Heart systems are the computers, terminals, printers, telephones, personal communication devices, voice-mail, networks, online and offline storage media and related equipment, software, and data files that are owned, managed, or maintained by Schools of the Sacred Heart at Grand Coteau.

Personal systems refer to any piece of hardware or software owned and maintained by individuals. This may include, but is not limited to, computers, phones, printers, mobile devices, such as iTouches, iPads, electronic readers, PDAs, game devices, online and offline storage media and related equipment, software, and data files that are owned and maintained by individuals, including non-school e-mail and social media accounts.

ITS systems include both Sacred Heart systems and personal systems when they are connected to the Sacred Heart network.

PURPOSE

The use of technology at Schools of the Sacred Heart at Grand Coteau is guided by the philosophy and mission of the school as stated in the *Goals and Criteria of Sacred Heart*

Schools. The School promotes the use of technology as a tool for life-long learning and as a means to facilitate communication in support of research and education. The school attempts to prepare students to assume their roles in a global society and work force by teaching them to be ethical and responsible in their use of technology, the internet, and social media.

THE INTERNET

Individuals associated with Schools of the Sacred Heart at Grand Coteau are offered access to the internet as a means for gathering informational sources from distant computers to enhance the learning experience and to provide a communication tool among members of the school community.

INTERNET SAFETY

All internet access is filtered in accordance with the Children's Internet Protection Act (CIPA). Additionally, the school blocks websites that are inconsistent with the mission and philosophy of Sacred Heart education as stated in the *Goals and Criteria*. The filtering software system used by the school blocks access to inappropriate sites, including, but not limited to, those that are obscene or pornographic, that engage in live chatting, or that are in any way deemed unsuitable. In addition, individuals are not to access sites through ITS systems which promote gambling, violence, lingerie, swimsuits, and the like. The internet is a constantly changing environment; thus the Technology Department reserves the right to add or remove access to any site as the need arises, with or without notice. If an individual should encounter a site that is questionable or deemed inappropriate, he or she should leave the site and report the site to a faculty member or administrator who will advise the Technology Department of the need to block the site.

It should be noted that the school's filtering system is unable to monitor devices that access the internet via 3G or 4G services. Students, including boarders during non-school hours, may not access the internet using such services while on campus.

EDUCATIONAL OBJECTIVES

Electronic information research skills are now fundamental in education and future employment opportunities. Access to the internet enables individuals to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. The internet is to be used for scholarly research, for obtaining information, and exchanging information pertinent to the academic program of the school. Schools of the Sacred Heart at Grand Coteau expects individuals to use the internet throughout the curriculum and to adhere to all the rules and policies put in place by the school. Neither employees nor students may use the internet to do any action or receive and/or communicate any language that the employee or student could not do in person.

PRIVACY POLICY

Schools of the Sacred Heart at Grand Coteau may, at any time, monitor, inspect, copy, and review any individual computer or e-mail activity to ensure that all users are acting responsibly. This includes any information that resides on school/state owned equipment or personal equipment used to gain access to the school's network, including, but not limited to, personal computers, laptops, cell phones, PDA, electronic readers, game devices, online and offline storage devices, e-mail or other internet communications, wireless routers, and wireless cards. All such information files shall be, and shall remain, the property of Schools of the Sacred Heart at Grand Coteau. Privacy is not guaranteed nor should it be assumed.

CONFIDENTIAL AND PROPRIETARY INFORMATION

Individuals are prohibited from disclosing information that is understood to be private property or privileged according to the norms of state and federal law, and in the case of faculty and staff contractual obligations.

TRADEMARK AND LOGOS

Personal use of trademarks and logos that are the protected intellectual property of Schools of the Sacred Heart at Grand Coteau may not be used without specific permission from the school.

ELECTRONIC MAIL (e-mail)

E-mail accounts are provided to all employees and Upper School students for exchanging information consistent with the educational mission of Schools of the Sacred Heart at Grand Coteau. The school e-mail system is to be used for the exchange of appropriate information. Emotionally charged, derogatory, sexually explicit, or otherwise inappropriate exchanges through e-mail are forbidden. E-mail that is threatening, unsolicited, obnoxious, or sexually explicit is a form of harassment. Delicate or difficult communications should take place face-to-face. One should not send anything on e-mail that one would not be able to say face-to-face. Communication between faculty and students should be limited to class topics. E-mail of a personal nature should not be exchanged between faculty and students. The use of school provided e-mail to forward chain letters or any material deemed spam is expressly forbidden.. No one should ever access another personal's e-mail account. Individuals are expected to respect the privacy of e-mail messages belonging to others. No one should read the personal e-mail of another without the recipient's permission. At any time the school reserves the right to revoke access to school e-mail accounts, with or without notice, due to the misuse of the school's e-mail system.

INSTANT MESSAGING AND CHAT ROOMS

Instant messaging, texting, is not considered an appropriate or valid means of exchanging information for academic reason. Individuals are not to use this form of communication while on campus unless specific permission has been given by a member of the school's administration. Individuals are not to join chats at school unless there is a legitimate academic reason to do so and permission has been granted by the school's administration. Chats offer opportunities to develop relationships with people through the internet; however, one should realize that there are certain safety measures to consider when communicating on the internet. Because it is often impossible to know with whom one is communicating, one should be very cautious about providing personal information (name, address, phone number, age, etc.) to anyone, or site, on the internet.

DISCUSSION BOARDS

The use of on-line discussions, especially through the use of Moodle, is a valuable and enriching part of the academic program at Schools of the Sacred Heart at Grand Coteau. In general, on-line discussion boards are to be used for the exchange of academic information and to enhance academic discussions beyond the confines of the traditional classroom. The posting of a new discussion topic must be approved by the instructor of the class in which the discussion will occur or by the appropriate administrator for conversations related to non-academic, but school-related topics (Student Council, etc.). There are to be no emotionally charged, derogatory, or otherwise inappropriate exchanges within the discussion board. One should not post anything to a discussion which one would not be able to express in a face-to-face setting.

DATA BACKUP

It is the responsibility of each individual to back up any data stored on a personal or school owned computer which has been designated for the individual's use. The Technology Department does maintain a backup of data stored in each user *My Documents* folder and will make every effort to recover lost data. However, this backup is not all inclusive or guaranteed, thus it should not be relied upon if any data loss or damage occurs. The Technology Department will show each user, upon request, the proper method of backing up data and will inform the user of a proper backup schedule. Because the school supports an off-site system of backing up the files of school owned computers, individuals should avoid storing personal files, such as photos, music, and/or videos.

USE OF TECHNOLOGY EQUIPMENT

It is the responsibility of the individual to ensure that the proper operating procedure is followed for each piece of technology equipment that is used. Failure to do so can result in loss of use or damage to equipment. If a user is not aware of proper operating procedure, it is the individual's responsibility to request proper operating procedures from the Technology Department.

TABLET PC DAMAGE POLICY

After the second incident of physical damage within one calendar year, the school warranty will not be applied and all repair and replacement expenses will be the responsibility of the individual

NETWORK SECURITY

Employees, Scholastic, and Upper students are issued a personal log-on ID and e-mail password. This information must be kept private at all times and is not to be given to any other student, parent, member of faculty/staff, or any other personal entity outside of the school organization. To do so is a direct violation of network security and upon discovery the user will lose access to e-mail, networks, and/or computers. The Technology Department makes every reasonable and cost effective effort to ensure network security and that data is kept private, but privacy is not guaranteed nor should it be assumed.

PERSONAL LAPTOP

An individual is allowed the use of a personal laptop, iPad, electronic reader, or other mobile device only with permission from a member of the school's administration and the Technology Director.

SOCIAL MEDIA

Accessing social media websites from school, whether through the school's network or through a personal device with internet connectivity, during normal school hours is prohibited. Such websites include, but are not limited to, MySpace, Facebook, studentcenter, Hi5, Friendster, and LinkedIn. Faculty and staff may be given permission to access these websites for communication purposes which pertain to the business of the school. Boarders are allowed access to some social media websites during non-school hours.

The school recognizes that social media is becoming the norm of communication for many people. Individuals should be guided by the same principles and guidelines that apply to their activities at school to their activities on-line. These on-line activities include online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and

audio, virtual worlds, and social media websites. Individuals are expected to exercise personal responsibility, in keeping with Goal V of the *Goals and Criteria*, whenever they participate on social media websites. Specifically, social media may not be used for conducting outside business, defaming the character of an individual or institution, misrepresenting individuals or activities associated with the school, and divulging any personal information about another that would jeopardize their safety or well-being in any way.

Outside of school, students, faculty, and staff may create personal websites, blogs, and social media identities as a medium of self-expression which is unrelated to school work. As a member of the Sacred Heart school community, individuals must recognize that anything published on a personal website is available to the public. Any information that misrepresents the positions and activities of the school is prohibited.

NETIQUETTE (INTERNET AND E-MAIL ETIQUETTE)

At all time, when participating in online activity, including, but not limited to, e-mail, discussion boards, blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social media, individuals associated with Schools of the Sacred Heart at Grand Coteau are expected to exercise personal responsibility and respect for others. Failure to do so will result in disciplinary action, up to and including suspension or expulsion or loss of employment.

Guidelines to be followed:

- Before publishing, always consider the power of your comments and contemplate whether or not your post shows respect for yourself, others, and the school. Remind yourself that your posts will follow you; what may appear insignificant today, might be very significant for future school and/or college acceptances or employment.
- Respect all confidential and proprietary information that you possess as a result of your relationship with the school. Secure written permission to publish or report on conversations that are private or internal to the school.
- When disagreeing with others' opinions, be respectful, appropriate, and professional in doing so when responding via e-mail, discussion board, blogs, wikis, or on social media sites. Remind yourself, that in most cases, you do not know who your audience is.
- When posting about your work at the school, use your real name, identify your relationship with the school, and ensure that what you post is consistent with how you wish to present yourself and with the *Goals and Criteria of Sacred Heart Schools*.
- Respect your audience. Do not use protected class slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable according to the rules and regulations of the school.
- Respect the privacy of others and do not engage in topics that may be considered objectionable or inflammatory.
- The posting of any type of photograph of any student, faculty, staff, or volunteer on social networking sites is prohibited without the express written approval of the school and the individual.
- The school has a process for communicating publicly, whether for marketing purposes or for other reasons. Only those individuals who are officially designated to speak on behalf of the school may do so.

- When posting or sending e-mails, respect individuals and the school. Inappropriate and offensive posts or e-mails regarding the school, its employees, or its students will result in disciplinary actions, which may include expulsion or termination of employment.
- Video or audio recordings of others may only be done with explicit permission from those individuals being recorded.

ACCEPTABLE/UNACCEPTABLE USE

Using technology in an educationally valuable way is the shared responsibility of the students, parents, and faculty and staff of Schools of the Sacred Heart at Grand Coteau. Individuals must comply with the following terms and conditions and failure to do so may result in loss of all technology/internet privileges, suspension or expulsion, and/or the loss of employment.

ACCEPTABLE USE:

Individuals shall:

1. Use Sacred Heart systems for educational purposes only.
2. Respect the privacy of files and e-mails of other individuals.
3. Practice appropriate copyright procedures.
4. Use good judgment while accessing internet sites.
5. Be responsible for proper use of all technology equipment.
6. Print only after having material approved by a teacher.
7. Use proper internet and e-mail etiquette (Netiquette). (See guidelines.)
8. Report immediately any incident that breaches the *Ethical and Responsible Use of Technology Policy* or any misuse of technology to the appropriate member of the school's administration.

UNACCEPTABLE USE:

Individuals shall not:

1. Access any accounts or files of any other member of the student body or faculty/staff.
2. Visit internet sites that contain obscene, hateful, inflammatory, or other inappropriate materials, including but not limited to profanity, swimsuits, lingerie, nudity, etc.
3. Give personal addresses or phone/fax numbers of any adult or student at the school, including one's own personal information.
4. Engage in any activities that are prohibited under local, state, or federal law.
5. Use the ITS systems to send or receive messages that discriminate based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.
6. Disclose any passwords or login names to another member of the faculty/staff, parents, other students, or any member outside of the school community.
7. Use ITS systems to make audio or visual recordings without the consent of all who are being recorded.
8. Play games of any kind on ITS systems without permission.

9. Install or download any software, mp3, or video files through ITS system without explicit approval from an appropriate member of the school's administration.
10. Bring software CDs or DVDs to school to install on school computers or take from school grounds to install on personal computers for any other reason.
11. Introduce intentionally any spy-ware, mal-ware, or virus while through ITS systems.
12. Participate in any form of chatting, texting, blogging, journaling, skypeing and the like during the school day except for school purposes and only when explicit permission has been given by a member of the school's administration.
13. Attempt to gain unauthorized access to the network or to any other computer system through the network or to go beyond one's own authorized access, including attempts to access blocked internet sites or attempting to access personal ISP software..
14. At any time deface or destroy any piece of technology equipment.
15. Assist others in violating the rules set forth in the *Ethical and Responsible Use of Technology Policy*.

**THE ETHICAL AND RESPONSIBLE USE OF TECHNOLOGY
2014-15 POLICY AGREEMENT**

Since the rules of this policy are not intended to be comprehensive, they presuppose good will and good judgment on the part of the individual in all circumstances. . The enrollment of a student is considered an agreement on the part of the student and the student’s parents/guardians that all policies of Schools of the Sacred Heart at Grand Coteau, including this one, will be upheld. In a similar manner, the employment of faculty and staff also presumes that individuals will comply with all school policies. All disciplinary action is left to the judgment of the Headmistress, Lower School Head, and/or Upper School Head, based on disciplinary standards in other sections of the Parent/Student *Rule and Plan of Studies* and/or the *Rule of the Faculty and Staff*. These rules are subject to change with or without notice as deemed necessary by the administration of Schools of the Sacred Heart at Grand Coteau.

I understand the significance of my responsibility in following the *Ethical and Responsible Use of Technology Policy* while I am a member of the school community of Schools of the Sacred Heart at Grand Coteau. I understand the consequences of not following the above defined policy can lead to loss of technology/internet use, and/or suspension or expulsion from the school.

I have read and agree with the terms of Schools of the Sacred Heart at Grand Coteau *Ethical and Responsible Use of Technology Policy*.

Individual’s Name: _____

Individual’s Signature: _____

Parent’s Signature (if applicable): _____

Date: _____

Boarding School Program

Schools of the Sacred Heart offers a boarding program for young women in Grades 7-12. Students may register as 5-day, 7-day or international boarders. The ASH Boarding School attracts students who have a strong desire to achieve and to contribute to the Sacred Heart community. The program offers planned activities each weekend and sometimes during the school week. **The program attempts to foster personal responsibility, independence, leadership and community among young women from diverse backgrounds and experience.** From time to time, the boarding program welcomes exchange students from other Sacred Heart schools.

Staff

A competent staff of dedicated adults supervises the Boarding School. Staff members focus on the personal development of each student under their care and on the community of boarders as a whole. The Boarding School Head and her staff work with the Headmistress in providing a well-organized and sound boarding program. There are two Boarding School staff members on duty each afternoon and evening. Weekend activities often require additional staff to be present in order to supervise boarders in a variety of activities.

Boarding School Council

Frequent, direct, open and honest communication is strongly encouraged among all boarding students, their parents, the Boarding School Head and Boarding School staff members. At the beginning of the school year, a President and representatives from grades 7-12 will be elected to the Boarding School Council. To further better communication between boarders and staff, the council of boarding students will meet monthly with the Boarding School Head to help plan activities and discuss residential issues. The Boarding School Council will be made up of students from 7th to 12th grade.

Safety and Security

The School is concerned about the safety and security of students in the boarding school. Attention is given to ensuring that students assume reasonable responsibility for themselves and their fellow boarders while, at the same time, the boarding school staff implements and constantly monitors the safety of those in their charge. These measures include the security of the building, procedures while on excursions or shopping, and guidelines for boarders coming to and going from school on their own. Security guards are on duty every night during the week, and around the clock on weekends, to ensure the safety and security of the boarders and the school. Should an issue arise, the guard will contact the on-duty boarding school staff to make sure everyone is safe. The staff will contact the security guard if there is a need.

If circumstances arise which require more stringent safety and security measures, the School will determine what is appropriate, communicate this information to both the boarders and their parents, and mandate their strict implementation by the Boarding School staff.

DISCIPLINE AND REGULATIONS

Rules, Regulations and Procedures

The disciplinary code of the Boarding School is established to foster personal responsibility, self-discipline, and respect for self and others. In order to facilitate growth in freedom and responsibility, regulations are established for the good of the individual student and of the boarding community. Regulations are in effect during the entire day, before and after school, on weekends, during free periods, meals, and time away from the school campus, including trips. Discipline at Sacred Heart has the two-fold purpose of helping the student act responsibly for herself and toward others, and of establishing within the boarding school an atmosphere conducive to “the building of community as a Christian value” through “personal growth in an atmosphere of wise freedom.” (*Goals and Criteria of Sacred Heart Schools*)

The Boarding School Head, in consultation with the Headmistress, is the interpreter of rules and regulations in the boarding school and is responsible to see that they are implemented fairly and consistently. Each staff member has the responsibility and authority to enforce the rules and regulations of the school and to deal with infractions in a manner that is fair and consistent with the mission of the school.

The boarders are expected to follow the rules and regulations of the Boarding School at all times, as well as those of the day school during the school day. Disciplinary action is taken in the division of the school in which an infraction occurs, **although a student’s action may carry consequences in both the day school and the boarding program.** The following are some of the most common expectations.

- Boarders will be on time for study periods, detentions and scheduled boarding school activities, **including meeting and departure times.**
- Boarders will not take food or drink from the dining hall without direct permission. Food and drink, which boarders may be allowed to have in their rooms must be kept in closed containers.
- Students will maintain order and cleanliness in their bedrooms and in the common areas. Daily room checks will be conducted by on-duty staff.
- Students are **never** allowed to sleep in another boarder’s bed, even with the other boarder’s permission.
- Boarders will conduct themselves in an appropriate manner during study periods, in the dining hall, group time, evening prayer, detention, and after lights out. This applies to outings and trips, as well.
- Boarders will adhere to time frames, including time schedules, time limits, etc., with promptness and consideration for fellow boarders, Boarding School staff and others. This applies within the boarding school, day school, and to any outings away from the school.

- Our Boarding School places strong emphasis upon the building of community as a Christian value (*Goals and Criteria of Sacred Heart Schools*). **Students will treat everyone with respect and they will deal courteously with one another, with the boarding school staff, with support staff, with visitors and with those they meet on outings. Disrespect of peers and staff will not be tolerated. The consequences for disrespect will be removal of privileges.**
 - **Vulgarity or profanity in any language is not to be used at any time.**
 - Boarders will act in a manner that builds community both in the boarding school and in the day school.
 - **Boarders will exercise politeness, respect, and consideration in all forms of communication with parents, boarding school and day school faculty, staff and administrators, students and friends. This includes face to face communication, phone, written, e-mail, and social media.**
 - Boarders are not allowed in the boarding school during the school day (normally from 7:45 a.m. to 3:15 p. m.), NO EXCEPTIONS. They may not enter areas that have been designated as off-limits by the faculty, staff, and administration of both the day school and the boarding school. If a boarder is ill, she will be cared for by daytime staff in the Boarding School.
 - Boarders will contribute in every way to the orderly conduct of the boarding school and will follow the daily and weekend schedules and the procedures for lights out.
 - Boarders may use cell phones, laptops, iTouch devices, iPad devices, and all other WiFi devices at designated times. Inappropriate use of any of these items will result in the item being taken away for a designated period of time, depending on the seriousness of the infraction. Failure to observe the above regulations will result in the boarder receiving a mark.
- . An accumulation of three marks in a two week time period will result in removal of privileges.
- Students will follow the prescribed procedures before leaving and upon returning to campus. **They will always return to school before the designated time.**
 - Boarders will follow emergency procedures in an orderly and serious manner. Inappropriate use of cell phones, all electronics, or social media during emergency situations is prohibited.
 - Boarders will handle school property and the belongings of others with care. **They and/or their parents will be responsible for the cost of repair for damage, including the destruction of school or another's property,**

writing on school property, etc. The use of nails on dorm room walls is prohibited. Only certain adhesives and tape will be allowed. Each boarder will be given appropriate materials when they arrive.

- **Boarders will not have in their possession or in their rooms prescription and/or non-prescription medications.** The boarding school staff will not administer any prescription medication to a boarder without specific directives from a physician. It is required that all prescription and over-the-counter medications, if mailed, be mailed to the attention to the Boarding School Head, never to the student.
- **The Boarding School Head reserves the right to require boarders to open incoming packages in her presence.**
- **Boarders are expected to act with honesty and integrity at all times. It is essential that each student tell the truth and act in a manner that promotes the safety and well being of themselves and their fellow boarders. Both actions and omissions with regard to honesty and safety are considered serious offenses.**
- Failure to observe the above expectations will result in the loss of privileges (TV time, phone and/or e-mail privileges, cell phones, laptops, iTouch devices, iPad devices, all other WiFi devices, and participation in activities). Depending on the circumstances, the boarder's parents may be notified.

MAJOR OFFENSES

The following are areas of particular concern and infractions against these rules carry serious consequences, including suspension (on or off campus) and possible expulsion from the school.

- Alcohol and drugs (see policy in the Upper School Parent/Student Handbook).
- Stealing. Stealing is the taking or appropriating of another's property without permission with the intent of keeping that which is taken. The school is not responsible for anything brought to school by a boarder. Valuables should be left with the Boarding School Head to be placed in the boarding school safe or with the business office. Reminder: all electronics must be permanently marked with each boarder's name.
- Falsifying or changing one's off-campus destination or leaving campus without proper authorization from the Boarding School staff.
- Falsifying one's identity or the identity of other individuals.
- Failure to report to the day school as expected.
- Smoking or possession of cigarettes, matches, or lighters, firearms, knives, on or off campus.

- Forging the signature of a parent/guardian or staff member. This includes falsely signing notes, school documents, and permission forms.
- Flagrant or repeated disrespect for the person or property of any member or guest of the school community.
- Bullying of any kind, including pranks, and/or cyber-bullying, including cell phone and/or text message bullying will not be tolerated. A prank is a “practical joke” which causes harm to another or to school property.
- Endangering the safety or well being of oneself or of the boarding school through action or omission.
- Unauthorized use of fire safety equipment or the possession or use of flammable items in the boarding school.
- Fraudulent use of the telephones or internet/e-mail services. The boarder will also be responsible for any charges incurred in this improper use.
- Fraudulent and/or unsafe/unacceptable use of technology. (See Responsible and Acceptable Use of Technology Policy).
- Demonstrated unwillingness to follow resident rules and procedures.

Explanation of Disciplinary Action

All demerit forms will be signed by the staff member issuing the demerit and by the boarder. Demerits are cumulative for a period of one week.

1. Conduct Demerit. Conduct marks may be given to Boarders for the infractions previously mentioned. Other Conduct infractions include: lateness; not signing in or out; not turning in phones; being disruptive during prayer; disrespectful behavior; talking after lights out.
2. Room Demerit. There are daily room checks to see that the rooms are in order when the students leave for class (lights off, beds made, trash emptied, and no open food or drink containers, general tidiness). Failure to adhere to these regulations or any other violations of room cleanliness will result in a room mark. The accumulation of three room marks will result in disciplinary action including, but not limited to, assignment of chores, restriction to boarding school area, loss of privilege regarding phones, TV, computers, or activities. Room marks and any necessary action apply to all residents of the room.
3. Study Demerit. Study marks are given to Boarders for breaking rules related to evening study. Study rules:
 - a. No talking during study, unless permission is given by a staff member.
 - b. The use of social networking, ie: Facebook, Skype, instant messaging, tweeting, e-mailing are **not allowed** during study.
 - c. Surfing the internet and watching movies (unless related to schoolwork) are **not allowed** during study.
 - d. Poor use of study time or being generally disruptive will not be tolerated.

If a boarder receives three individual marks or commits a Major Offense, as discussed previously, it will result in a loss of privileges. Loss of privileges may

- include phone time, computers usage outside of academic work, honor study, dating, television time, and restriction to room or dorm area. Consequences for serious infractions of the rules and regulations will be handled by the Boarding School Head.
4. **Electronics Restriction.** Electronics restrictions may be given to boarders if they do not turn in personal electronics on time or as designated. Electronic restrictions may also be given in lieu of a regular demerit if the Boarding School Staff believes it is warranted. Length of restriction is at the discretion of the staff. Multiple electronics infractions can result in the electronic device being confiscated for an extended period of time. Parents will be notified if their daughter will not have her phone or computer for an extended period of time.
 5. **Conference.** As necessary, the Boarding School Head or staff member may hold a private conference with a boarder to discuss her behavior and to help devise a plan to have the student uphold the rules and regulations of the School, as well as the plan of action for upholding and living the *Goals and Criteria of Sacred Heart Schools*, and to live harmoniously within the boarding community. These conferences may include the boarder, the Boarding School Head, staff member(s), parents, administrators or other participants.
 6. The boarder may be required to write personal reflection essays in reference to the student's behavior(s) and addressing the goals of Sacred Heart education.
 7. **On campus suspension.** The student spends the suspension confined to the dorm area, leaving only for the school day and Mass. An on-campus suspension also includes the loss of privileges as relates to phone, TV, computer usage outside of academic work, visitors, activities, honors study, dating for the period of the suspension. For weekend consequences, a boarding school staff "sitter" will be hired. Fees for this service will be paid out of the boarder's personal funds.
 8. **Off campus suspension.** The student goes home, may or may not be allowed to attend classes, and is responsible for doing all work missed, even if this involves tutoring at the family's expense.
 9. **Disciplinary probation.** If a student is allowed to continue to board, there may be certain restrictions and stipulations that she will be required to uphold. If these are not maintained, she will be asked to leave the boarding community.
 10. **Expulsion.** Permanent dismissal from the boarding school and possibly from the School.

Decisions regarding off campus suspension, disciplinary probation, and expulsion rest solely with the Headmistress.

The Following Areas are Off Limits

1. The Boarding School during the school day with the exception of illness
2. The barn is off limits after school hours to a boarder unless she has a horse residing at the barn, or if she has permission from the Equestrian Staff.
3. The front and back pastures, nature trail, lake, and pond, except with permission
4. The attic
5. After school and/or before 7:30 a.m.: lower/upper school classrooms and locker areas, the art room, and photography lab
6. All side streets of Grand Coteau and anything beyond the designated limits on Martin Luther King Jr. Drive (LA 93). Only exception: The P&D Cake Cottage.
7. The Chevron Station is also off-limits to all boarders
8. Inside the pool fence, except with permission and an adult present at all times.
9. The Upper and Lower School computer labs outside of the school day.

10. Outside, unsupervised, after sunset

The Academy of the Sacred Heart is a college preparatory school and insists upon serious study and attention to homework. **Boarders are encouraged to embrace the academic program of the Academy and to avail themselves of all the opportunities for gaining an excellent education.** A few regulations will be **strictly** enforced to promote good study habits:

1. Upper school students must attend supervised study from 6:30 to 8:45 PM on Monday – Thursday evenings. Sunday study is conducted upstairs in the boarding school and is an “open-door”, silent study time. Sunday study is two hours in length, with the exception of during exam time, when study hours will be extended.
2. Students may request to use the computer lab during study **for academic use only**. The same rules of quiet and respect of the library or boarding school study areas also apply to the lab. Abuse of this privilege will result in its loss. The computer lab will be open after study for personal use.
3. **No phone calls may be made or received and no texts may be read or sent during study. Phones must be turned in to Boarding School Office before dinner and will be available after evening prayer. iTouch devices and other WiFi devices are prohibited during study and must be turned in with cell phones before dinner.**
4. During study, computers may be used for academic purposes only. A student who use computers for personal reasons during study, including accessing Skype, instant messaging, social media sites, personal email, YouTube, non-academic web sites, watching movies except when required for a class, etc., will lose the right to use any computer during the next study. She will have to complete all school work that requires a computer after school and/or after evening prayer. Repeated abuse of this boarding school technology policy will lead to more serious consequences.
5. A boarder must receive permission from Boarding School Staff to work with or be tutored by another boarder, during regular study time. The Boarding School Head will ask teachers for recommendations for boarders needing help.
6. Late study in study room (10:00-11:00 PM) is only permitted with approval from the appropriate staff member. **Students must have made effective use of entire study time to earn this privilege.**
7. **No boarder may excuse herself from study at any time without permission.**
8. Study time will be used wisely and effectively when students:
 - a) Bring all materials needed for study (books, notebooks, paper, pens, pencils, etc.) and organize them on the desk/table before study begins. Students will not be allowed to retrieve forgotten study items from the boarding school. If items are forgotten, that homework must be completed in the boarding school after evening prayer.
 - b) Budget time before beginning any homework: Look over assignments, think about what work should be accomplished first; organize everything needed to do the work quietly and with concentration; get started immediately.
 - c) Only ask questions when absolutely necessary, and only with permission from on-duty staff.
 - d) Use any extra time to **review** subjects for reinforcement purposes or to **preview** future academic work; i.e. make efficient and effective use of formal study time.
9. Study performance includes:
 - a) Consideration of others: silence, concentration, and courtesy when you need to ask for something, and only with permission from on-duty staff.
 - b) Being on time and beginning study immediately.

- c) Organization of work and effective use of time.
10. For the rare case when a student has completed her homework, reviewed all her work and previewed all future work prior to the end of study, she should always have a book with her for pleasure reading. Students are never allowed to sleep or be idle during study. Students must always be prepared with extra work to complete. It is rare that study time is ever shortened. Students must never ask to leave study early. **The end of study is determined by the staff member on duty. Students are not to leave study until dismissed by staff member.**
 11. **Food, gum and drinks are not allowed in the library or study areas at any time. Access to the water cooler will be granted when requested.**
 12. Listening to music on a laptop or iPod is a privilege. If a boarder is situated where the study proctor can see her screen, headphones will be allowed, otherwise headphone use is restricted the last 30 minutes of study time. If at any time headphones are causing distraction, this privilege will be revoked.
 13. At the end of the first quarter, the privilege of **honor study** and **high honor study** may be made available to any boarders whose grades, attitude, and maturity warrant it.

High Honor Study is awarded to students with all A's.

Honor Study is awarded to students whose grades are all A's and B's.

Grades will be reviewed at mid and end of semester. Any boarder achieving the above grades will receive this privilege.

Factors taken into consideration when awarding both types of honor study are:

1. Ability to complete assignments independently and in a timely manner.
2. Appropriate attitude.
3. Respecting a quiet atmosphere.

Students awarded with Highest Honor Study are given the privilege of study in their dorm rooms, Monday – Thursday. Boarders awarded with Honor Study have the privilege of study in their dorm room two nights each week. **This privilege is given by the Boarding School Head and may be discontinued if the privilege is abused.**

Boarders will have study in designated study areas in the boarding school and in the library. There will be no visiting with friends/roommates, playing of music out loud, eating or drinking or wandering the halls during study. This applies to both honor study and library study.

14. Occasionally, boarders will have early study in order to accommodate an evening activity, such as an athletic or social outing.

Computer Usage

Every student must sign the *Ethical and Responsible Use of Technology Policy* before being allowed to use technology including the computer lab in the boarding school, laptop computers (the school's or personal), iPods, iTouch devices, iPad devices, other WiFi devices, smart phones and camera phones. The primary use of technology is to enhance the educational experience. Students are expected to be responsible in their use of computers, the Internet, email, and other forms of technology as stated in the *Ethical and Responsible Use of Technology Policy*. **Food and beverages are not allowed near the computers in the Boarding School computer lab. Boarding School lab printer and School Library printers are for school use only.** Students are not allowed to use the Boarding School office computer. The technology department and the Boarding School Head reserve the right to discontinue Internet service as necessary due to internet/technology infractions. In the

event that inappropriate use of computers is suspected, the Board School Head and technology department have the authority to search both school and personal computers.

Dress Regulations

The school uniform is worn during school day hours, Monday-Friday, with the exception of “free-dress” days.

Pajamas, head towels, short-shorts, slippers, etc. may not be worn outside of the dorm area including the Dining Room.

After school and on weekends boarders are required to be appropriately dressed at all times or they will be asked to change by a member of the boarding school staff.

They must wear shoes outside the dorm area, including to the pool and dining hall.

Each boarder shall have at least one appropriate, modest dress, skirt and blouse, and dress slacks appropriate for church, special dinners, and formal dress assemblies.

Note: Appropriate clothing also refers to clothing which covers areas of the body, such as abdomen, shoulders, lower chest, back and upper legs. **No see through clothing is allowed.**

Hair: Boarders may use natural hair color with parental permission and approval from the Boarding School Head. Hair color must be within the spectrum of natural hair colors. Pink, green, purple, blue, etc. hair is not allowed.

Piercings and tattoos: Piercing other than in ears and visible tattoos are not allowed. Boarders must have written parental permission to have ears pierced, or have additional ear piercings added. The Boarding School Staff will not give permission for boarders to receive any type of body art (tattoos).

All items must be marked with the student’s name. **The School is not responsible for the personal belongings of students.** All clothing, including socks, undergarments, and pajamas must be marked. Other items that must have boarders’ names are: towels and any other personal items.)

Procedure for Leaving the Boarding School or leaving the Campus/Signing Out

1. Before leaving, a boarder **MUST** request permission from a Staff, to leave the confines of the boarding school. Staff member will provide an explanation if request is denied.
2. The person picking up a boarder must come upstairs to the Boarding School and check the student out. The only exception is if a boarder is riding the bus home with a day student.
3. Sign out must include the following:
 - a) destination (address and phone number if leaving school)
 - b) person(s) with whom one is going
 - c) means of transportation
 - d) time leaving and time returning
 - e) personal sign-in upon returning (name and time)
4. If a boarder is invited to stay overnight with a day student, the Boarding School Head will contact the parents of the day school student to confirm the invitation. Once a plan is in place, the Boarding School Head will notify the boarders’ parents to obtain their permission.
5. Boarders must receive approval from the Boarding School Head for all overnight stays no

later than Wednesday by 9:30 PM prior to their request. Spontaneous plans or changes to plans are discouraged and will usually not be accommodated.

Room Regulations

All rooms are shared and consideration for one another is expected. Decorations are a reflection of character and shall show good taste and good spirit. Posters or containers exhibiting alcoholic beverages, drugs, tobacco products or suggestive behavior, or foul language in the professional opinion of the Boarding School Head and/or staff members are not permitted.

Students are encouraged to bring personal items (no more than two small pieces of furniture) in an effort to create a personal space that they can enjoy. Approved furniture includes: night stand or small table, foot locker, small bookshelves, or stacking crates. All dorm rooms will have 3 to 4 boarders, please limit the items you plan to bring.

Each boarder shall bring 2 sets of twin size sheets, labeled with the boarder's name, 2 pillow cases, labeled with boarder's name, 1 blanket, 1 pillow, and 1 light comforter or spread, and a cloth fitted mattress pad. We will have weekly linen service throughout the year. Boarders shall also bring 2 to 3 sets of towels and washcloths. Boarders must also bring any other personal items they may need. Also useful are: a small lamp, airtight containers for food, a plastic cup and a water bottle. Alarm clocks are always helpful! We highly recommend a small footlocker with a lock - combinations and/or an extra key for all locked items must be given to the Boarding School Head.

iPods, iTouch and iPad devices, other WiFi devices, musical instruments, and laptop computers are allowed. All technology items must be officially registered with the SSH Technology Department. Personal laptops may not be used on campus until the technology department has downloaded the appropriate software, including internet security software, needed for operation on the School's network.

All items (clothes, cell phone, iPods, iTouch and iPad devices, other WiFi devices, laptop computers, camera, etc.) must be marked with a permanent personal identification.

There are regular room checks for neatness and cleanliness. Rooms must be in order before the student leaves each day for class, the weekend or off campus activities. All boarders are required to clean their rooms daily (beds made, lights off, trash emptied, clothes put away). Each boarder will be required to change bed linens every Sunday. Failure to adhere to these rules will result in a room demerit. 5-day boarders must have rooms cleaned and checked on Thursday night. If the dorm room does not pass inspection, the 5-day boarder must clean room on Friday afternoon prior to their departure.

Boarders should not bring any expensive equipment to school, and the following items are not permitted because of fire hazard: sun lamps, electric blankets, heating coils or heat pots, lava lamps, water boilers, incense, matches, lighters, or candles. **All hair straighteners, curling irons, and clothing irons must be unplugged after each use.**

Boarders will be allowed to purchase a small dorm size refrigerator to keep perishable foods in their rooms. Refrigerators must be cleaned at least once every two weeks, and also prior to departure for holiday breaks. Only one refrigerator per dorm room is allowed.

Use of cell phones, iPods, iTouch and iPad devices, other WiFi devices, personal computers, and laptops is to be considered a privilege. Improper cell phone use, laptop, personal computer, iTouch, iPad, iPod, other WiFi devices, including over-usage, is considered a violation. The boarding school staff has the right to remove electronic devices such as laptops, iPods, iTouch and iPad devices, WiFi devices, etc. from boarders' possession. These electronic devices will be stored in a locked storage area in the Boarding School. Boarding School Staff will determine the duration time of the privilege removal, with the final decision resting with the Boarding School Head.

Boarders will be held personally or jointly responsible for any damages, accidental, or otherwise, done to their rooms or any of the boarding school facilities. The Boarding School Head, on a comparative fault basis, will determine financial restitution. Boarders shall exercise extreme care in their use of school property. **Writing on wall and furniture is strictly prohibited. Purposefully damaged school property will be repaired at the expense of the boarder and/or boarder's parents/guardian.**

Boarders may choose to raise their beds using risers purchased from a store. They may also choose to remove the bed frame from their bed. However, boarders are responsible for replacing the bed frame at the end of the year. All furnishings in the dorm rooms must remain and cannot be stored. Before putting anything on the walls or rearranging furniture, boarders must receive approval from a staff member. Appropriate hanging materials to adhere posters, etc. to the walls are available from the Boarding School Staff. The use of nails on dorm walls is strictly prohibited. Use of unauthorized materials which results in defacing school property will result in a minimum \$100 fine.

The Administration of the School reserves the right to search the room and personal effects of a boarder if, in their professional judgment, there is sufficient cause (health and safety, or security reasons) for so doing.

Visitors

Boarders may have weekday visitors after school from **3:15-5:15 PM**, and on weekends. Visitors must be introduced to the staff on-duty upon their arrival at the boarding school. All visitors must sign in on the Sign in/Sign out sheet. Permission for overnight visitors must always be obtained in advance from the Boarding School Head.

Any boarder who wishes to have a male visitor in the Boarding School must have the permission of her parents/guardians and must make arrangements with the Boarding School Head **at least one day prior to the visit.** Visits will take place in the Sophie Room or Philippine Room with the door open at all times and will not interfere with the after school plans of other boarders. Unexpected visitors will be handled on an individual basis.

Dating

Dating is not allowed during the school week, this includes Sunday. If a student wants to date, a telephone conference will be held between the parents of the boarder and the Boarding School Head. A framework will be established and agreed upon by both parties and the

Boarding School Head. Written confirmation will be needed from the parent prior to each prospective date. **Boarders must submit their plans to the Boarding School Head no later than the Wednesday evening at 9:30 PM prior to the date, for approval.**

Procedure for Weekday Evenings

Ordinarily, boarders are not allowed to spend the night away from the boarding school Sunday-Thursday. If parents wish their daughter to be away from school for significant reasons after 5:15 PM during the week, the Boarding School Head must grant permission. Parents must contact her to discuss the situation.

Procedures for Weekends, Holidays and Travel

1. Special permission is required from Boarding School Head and/or staff for:
 - a) dating on Friday or Saturday nights (**Grades 9-12**) with the hour for return agreed upon. Curfew is no later than 11:00 PM. In certain cases, the Boarding School Staff may set an earlier curfew. Any boarders returning after the set curfew are subject to disciplinary measures. City, parish and state curfews are also enforced by area law enforcement.
 - b) any off-campus activities (movies, plays, shopping, eating out, etc.), not under the supervision of the Boarding School Staff.
2. Arrangements for non-boarding school weekend activities must be made with the Boarding School Head **by 9:30 PM Wednesday**.
3. Parents must notify the Boarding School whenever:
 - a) A student is to leave prior to dismissal time (please review school Attendance Policy in Day School Handbook). Boarders missing classes must complete an appeal for credit with the day school.
 - b) There is a change in destination
 - c) There is a change in time of return
4. Host parents must issue an invitation through the Boarding School Staff for any boarder to spend a weekend or holiday with them. The Boarding School Head will request information about activities host families are planning. High risk activities are discouraged.

It is assumed that the host family will provide transportation to and from school. Host parents must provide Boarding School Staff with return arrangements prior to the boarders departure.
5. Boarders must return and sign in Sunday night before 5:00 PM. **Special permission from the Boarding School Head is needed for a Monday morning return.**

Travel

Passports and I-20 student visas will be collected and stored in the boarding school office. Each time a student uses her passport and I-20 during the school year for travel, she must return them immediately to the Boarding School Head for safe keeping, upon her return to the Boarding School. Without these important travel items, travel plans are subject to delay or cancellation.

It is important that reservations for major school holidays be made early. All boarders are required to go to their own homes, or be with their own families for the Christmas-New Year holiday period. This holiday holds a great deal of family significance.

A boarder's travel itinerary for holidays should be received by the boarding school staff **at least** three weeks before departure. This early preparation will help to ensure that holiday travel goes smoothly and that the boarding school staff is able to make the necessary arrangements for transportation to and from the airport.

Boarders remaining in the area for a holiday period must have a confirmed and approved invitation at least three weeks prior to the holiday. If an approved invitation has not been arranged during this time frame, boarders will be required to go home. All flight arrangements are required to fly in and out of the Lafayette Regional Airport, since the boarding school staff can only provide transportation to the Lafayette Airport. Also, all girls who are flying will be required to have a ticket with a confirmed seat; no standby arrangements will be allowed. The Boarding School Head must be notified by the parents if any boarder is flying as an unaccompanied minor.

The Boarding School discourages independent travel, but we understand in some instances this may be a possibility. In these cases, the boarder and her parents must complete a Boarder Travel Waiver. The form must be completed in its entirety, including parental signatures.

A boarder may **not** leave for holidays before the designated time for dismissal and that she return in time for classes to resume except in extenuating circumstances. Should it be absolutely necessary for a boarder to leave early or return late, she will be required to complete and receive approval for an appeal for credit **two weeks before departure**. No approval will be given for students to miss exams when traveling home. International boarders who elect to remain at the boarding school during Thanksgiving, Mardi Gras and Easter holidays, will be supervised by staff and have planned activities. These activities may have an added cost for which the boarder is responsible. Those remaining must participate in these activities. When possible, transportation to the airport will be provided by the boarding school. For students leaving early or returning late for weekends or holidays, airport taxi service may be used at the student's expense.

Typical Daily Schedule (Changes may be made by the Boarding School Head)

MONDAY - FRIDAY

6:40	Wake-up, dress for school – appropriate attire for breakfast
7:00-7:20	Breakfast (dress code – school uniform unless “free-dress” day - no pajamas, boxers, shorts, slippers, head towels, etc.) Boarders must go to dining hall for breakfast by 7:00 a.m.
7:25-7:40	Clean rooms/Room checks/Morning medications dispensed
7:45	Bell Rings/Boarders leave for school/Boarding School is locked for the day
7:55-3:15	School hours as scheduled. Students may not return to the boarding school area during regular school hours, without permission from the Boarding School Head, or from a day school administrator.
3:15	Final bell/Goûter Room open for snacks
3:15-5:15	Outing/errands/activities
5:45	Study preparation/dinner preparation/phones turned into office
6:00	Dinner (students should be in the dining hall ready to say grace at 6:00 PM)
6:30-8:45	Supervised study/Honor Study/Highest Honor Study
8:45-9:00	Evening Prayer/Reflection and Announcements
9:00-9:55	Free Time/Pick up cell phones from office
9:55	Turn in phones and electronics (if required) to boarding school office

10:00 Quiet time for all boarders (everyone in their own rooms)
10:30 Lights out for boarders (grades 7-11)
11:00 Senior lights out
10:00-11:00 Late study with permission for 9th to 12th grade students only.

WEEKEND SCHEDULE

Students may leave campus with the proper permission and following proper procedures. **If a boarder wants to spend the weekend off campus, she must present her plans to the Boarding School Head for approval by 9:30 PM Wednesday.**

During weekends, students who remain on campus are required to participate in planned activities. Events are planned which encourage students to enjoy local Acadiana culture and to avail themselves of the cultural and artistic opportunities of the area.

A multitude of activities are offered on a given weekend, including the occasional opportunity to stay on campus. Weekend outings and excursions are an important aspect of building community within the boarding school, and all boarders are strongly encouraged to participate. **Boarders leaving for a weekend must return to the Boarding School by 5:00 p.m. on Sunday afternoon.**

Sign-up sheets are posted for all activities at least one week in advance. Once a boarder signs up, and fees have been paid, students must honor their commitment to participate. Cancellations are only allowed due to illness.

Our School respects the variety of faiths represented among its students and encourages each one to find ways to develop her faith while at Sacred Heart. As a Catholic School, all students are required to participate in School Masses, and other prayer services.

Sunday Catholic liturgy is required for all boarders remaining in the Boarding School for the weekend.

***NOTE:** ASH Boarding School Staff members or school bus drivers will transport boarders to personal activities within a reasonable distance from the campus when possible. The Boarding School Head must approve such outings, errands and activities. Students' medical/dental/counseling appointments will be given priority but must be prearranged with the Boarding School Head. It is critical to the boarding students' academics that afternoon and evening activities and schedules are planned with serious respect and consideration. Over-scheduling of afternoon activities during the school week can prove to be extremely distracting and can result in poor or failing academic performance.

DINING SERVICES AND THE GOÛTER ROOM

As of August 2014, Sage Dining Services has taken over the responsibility of preparing meals for the Day and Boarding Schools. To see what Sage Dining Services has to offer, please check out their website: www.sagedining.com. Sage Dining's purpose **"We take the time to understand your school community, your tastes and preferences. We work with you to develop a food program that meets your community's culinary, nutritional and social needs."** All meals will be prepared from fresh ingredients, no preservatives... They will create meals for our boarders that are nutritious and delicious. The boarders and day students alike, will enjoy a totally new culinary experience.

For between meal snacking, our Goûter Room will be stocked with a variety of options. The basics for the snack room will include: cereals, fruits, yogurt, and what Sage Dining calls “breads and spreads”. They will also offer a daily “Goûter” for the boarders to enjoy after a long school day. The Goûter Room will be opened after school, until 5:00 PM, and will reopen after prayer, from 9:00 to 9:55 PM. This gives the boarders ample time to get a snack, a cup of tea or coffee, and some time to socialize with the other boarders.

Occasionally, on weekends, the girls will have the opportunity to prepare their own food, using a limited supply of appliances in the Goûter Room. **The Faculty Lounge and Kitchen are off limits to all boarders.** The Refectory Kitchen may be used by boarders, but they must request permission from the Boarding School Staff to access the facility.

GENERAL INFORMATION

Medical & Health Policies

All boarders are required to have current medical insurance before arriving at the Academy of the Sacred Heart at Grand Coteau. International boarders are required to purchase health insurance from ACE American Insurance Company (www.isminc.com), or comparable coverage, in case of illness or accident. Proof of health insurance coverage must be provided to the Head of the Boarding School prior to the boarder’s entry into the United States.

Parents will be notified in the event that additional immunizations are required by the Schools of the Sacred Heart. Please refer to the immunizations requirements form. If a boarder arrives without proof of proper immunizations, the boarder will be brought to a health care provider to receive mandatory immunizations, at their parent’s/guardian’s expense.

All boarders are required to have a medical physical and dental check-up within two months of arriving at school.

Parents/guardians will be notified directly in the event that their boarder meets with a serious illness or injury, or in the event of hospitalization. Prescriptions for boarders should be called into Brinkhaus Thrifty-Way Pharmacy (337.662.5236). Payment for medical visits/treatment and medications will be made from the boarder’s personal funds; additional medical expenses will be billed to the parents/guardians of the boarder, with reimbursement being due upon receipt of invoicing.

Boarders are to immediately report all illnesses and injuries to the Head of the Boarding School. Parents/Guardians are to immediately notify the Head of the Boarding School of any illnesses or injuries communicated to them by the boarder.

If a boarder meets with illness or injury during the school day, she is to immediately inform the Dean of Students who will in turn contact the School Nurse. The School Nurse shall assess the situation and confer with the Head of the Boarding School for a determination as to the appropriate course of action. If warranted, arrangements will be made to have the boarder evaluated/treated by a health care provider. Upon returning from any medical office visits, the boarder will report to the Boarding School Staff Supervisor. Under no circumstances is a boarder to return from a medical appointment and attempt to gain entry to the Boarding School during the school day without first reporting to and receiving permission from the Boarding School Staff Supervisor.

Daily medications will be dispensed after breakfast and/or before bedtime (as indicated) unless otherwise prescribed.

With the express written permission of the parents/guardians, the Boarding School may allow the boarder to maintain custody of and self-administer vitamins and legal herbal supplements that are contained in the manufacturer's original packaging and labeling. All such vitamins and herbal supplements must be submitted to and pre-approved by the Head of the Boarding School and upon approval shall be maintained by the boarder in a locked compartment. The use of diet pills and/or weight-loss remedies is not permitted unless prescribed by a physician.

Unless otherwise instructed in writing by a parent and/or guardian, the Boarding School Staff, in its discretion, may administer basic "over the counter" medications for colds, sore throats and/or headache. All other medications (prescription and non-prescription) to be administered to the boarder are to be provided to the Head of the Boarding School by the parents/guardians of the boarder. All medications should be delivered and/or mailed directly to the Head of the Boarding School for safekeeping. Any medications, vitamins and/or herbal supplements (other than vitamins and herbal supplements pre-approved by the Head of the Boarding School) must be turned in to the Boarding School Staff for safekeeping; any boarder found to be in possession or custody of any such items shall be subject to disciplinary action. Any boarder who shares, fails to safeguard, and/or otherwise makes available to another person any medication, vitamin or herbal supplement shall be subject to disciplinary action.

All vitamins, herbal supplements and medications must include labeling in English, to include, at a minimum, the manufacturer's information relative to ingredients, warnings, side-effects and directions.

Lice Policy for the Boarding School

To avoid the spread of lice in our small community, we will have periodic head checks. These head checks are performed by our school nurse. If there is evidence of live bugs, nits or eggs, the boarder will be required to undergo immediate treatment. We have chosen a company that specializes in lice removal, NitWits. This company guarantees their service, and the boarder may return immediately to school. Over the counter treatments have not been effective; therefore, we have made the decision to require treatment from NitWits on the discovery of head lice. It is incumbent on the boarders to follow the protocols set down to ensure that, once treated, they will not be re-infected. It is the responsibility of each girl to launder all bedding and clothing to make certain that they will not spread the lice. The cost of the NitWits treatment is \$200 and will be billed to the boarder's school account.

Automobiles

- Students in good standing in both the day and boarding schools who are licensed drivers may keep cars on campus.
- Description of car, current insurance information, a photo copy of the student's current driver's license, and a duplicate set of car keys must be given to the Boarding School Head, at which time these items will be stored in the boarding school safe. Schools of the Sacred Heart requires that the minimum limits of liability is 100/300/100 for any vehicle driven by a resident student on campus.

- Boarders must always sign out when leaving campus in her car. Upon returning to campus, the boarder will turn in her set of keys to the Staff. Boarder must ask the Staff for car keys, to take her car off campus.
- Boarders may have use of their cars only if they:
 - 1) are a good student in good standing
 - 2) not allow others to drive their cars; nor do they drive another student's car
 - 3) drive safely
 - 4) return to school on time
 - 5) not allow illegal substances in their cars
 - 6) not go to their cars without permission
 - 7) maintain a positive behavior and attitude in both the day and boarding schools

Specific permissions regarding use of the car will be determined **by both the parents and the Boarding School Head, with the final decision resting with the Boarding School Head.**

NOTE: Boarding students in good standing in both the day and boarding school may ride in the automobiles of other students, with permission from parents and with final approval from the Boarding School Head. Parents granting permission for their child to ride with another student must complete and sign the appropriate Boarding School Permission Form.

City, parish and state laws say: It is illegal for anyone under 17 to drive between 11:00 PM and 5:00 AM unless accompanied by a licensed parent, guardian or other adult at least 21 years of age.

Failure to uphold any of the above expectations will result in the loss of the use of the car for a period of time to be determined by the Boarding School Head.

Jogging/ Biking/ Walking/Out-of-Doors/Exercise

Walking, jogging or riding bikes, etc. on campus is encouraged. Boarders may walk, jog, or ride bikes off campus as long as they have at least one other student with them. **They may not go alone.** Boarders may go to the end of Church Street at East Martin Luther King Jr. Drive. They may go as far as the Kitchen Shop (by turning left), and to McDonald's (by turning right). The boundaries end at the Kitchen Shop on Martin Luther King Jr. Drive and the Beau Chene Truck Stop and McDonalds at the service road near I-49, the Chevron Station is off-limits. Boarders may use their free time after school to walk or ride bicycles to town. **Helmets must be worn at all times, failure to do so will hold severe consequence.** All boarders must stay on the main roads. **All side streets are off limits,** with the exception access to the P&D Cake cottage located on the corner of East Martin Luther King Jr. Drive and St. Joseph St. The Boarding School Head will carefully review these boundaries with all boarders. These outdoor activities are to be performed in daylight hours only. **Boarders may not be out-of-doors before dawn or after dark.**

Boarders should inform the boarding school staff of where they will be when leaving the boarding school area. When signing out, boarders must give detailed information about their intended destination. **All boarders** must sign out and in when leaving and returning to the boarding school. **There are no exceptions to this rule!** If a boarder fails to sign out/in, the consequence will loss of privileges.

Boarders may not hitchhike or accept rides off the school grounds except with Boarding School Staff or approved faculty or administrator.

Boarders may not smoke at any time, whether on or off campus.

Bikes (must have a lock), roller blades, self-propelled skateboards and scooters, tennis rackets, soccer balls, and golf clubs, etc. may be brought. A bike shed is available for boarders' use. Motor vehicles other than a car are not permitted. **Helmets are required when biking, skating, or skateboarding. Any boarder wanting to ride a bike must provide their own helmet. Boarders will not be allowed to share helmets.**

Birthdays

Birthday cakes may be ordered from: P&D'S Cake Cottage, 337-662-2253

Flowers may be ordered from:

Wanda's Florist and Gifts: 337-948-3810

Jim Durio Florists: 337-942-7541

Please email the Boarding School Head in advance to let her know if you are ordering something to be delivered for your daughter's birthday or a special occasion.

Mail

Boarders' mail will be distributed to mail boxes by a boarding school staff member.

Boarders' mailing address:

Academy of the Sacred Heart Boarding School

Attn: (Put boarder's name here)

P.O. Box 310

Grand Coteau, LA 70541

Please use the P.O. Box above when sending items through the U.S. Mail. Our physical address is not recognized and items sent to the physical address will be returned to the sender.

All medications mailed to school must be addressed to the Boarding School Head.

For UPS/FedEx/DHL or other delivery:

Academy of the Sacred Heart Boarding School

Attn: (Put boarder's name here)

1821 Academy Road

Grand Coteau, LA 70541

Money

Boarders need spending money for expenses such as snacks, school supplies, project materials, school sponsored t-shirts, and personal items. The Boarding School Staff plans regular trips to Target and Wal-Mart so that boarders can make purchases. It is our recommendation that boarders should have an allowance of \$35 to \$40 per week. The Business Office will hold allowance money, deposited by the family, for their boarders use. The Business Office is open from 3:15-4:15 on weekdays for the boarders to withdraw their allowance. Parents may prefer to give their daughter an American and/or International debit card to take care of their shopping needs. We have found that this is the best option.

Neither the Boarding School Staff nor the Business Office lends or advances money to boarders.

Movies

The boarding school staff will not take the boarders to any R-rated movie, nor will R-rated videos or movies be permitted in the boarding school. On occasion the School may require that students view an R-rated movie for academic purposes. Such movies are approved by the division head and parents are notified of the viewing.

Cell Phone

Students may have a cell phone under the following conditions:

1. Cell phone use is generally from 3:15-5:15 PM and from 9:00-9:55 PM for ALL, Sunday-Thursday.
2. Additional cell phone use is allowed on the weekend
3. **Cell phone use is not allowed during study or meals, without exception. Cell phones will be stored in boarding school office before dinner and can be retrieved after evening prayer.**
4. **Should a family emergency arise, parents may call our office phone. We will allow the boarders to speak to her family in an emergency situation.**
5. **For regularly scheduled phone times, please see our daily schedule on page 47. Cell phone use is not permitted during mealtime.**

Telephones

We have 3 “pay phones” in our hallway on which the boarders may receive calls. Parents may use the phone numbers below to call their daughter, without the having to use a cell phone. You may call these numbers between 3:15 and 5:45, an again between 9:00 and 10:00 PM.

Boarder Pay Phone Numbers:

337-662-9253; 337-662-9255; or 337-662-9256

Our office phone is for business purposes only. Boarders may not use the office phone unless there is a family emergency.

Students must have a telephone calling card or a cell phone; the office phone is for official business only and may not be used by students.

To speak with Boarding Staff, please use the following numbers:

Cell Phone: Mrs. Cheryll Guilbeau, Boarding School Head 337-280-7646.

Boarding School Office: 337-662-3028 (May leave a message if no one answers)

ASH Front Desk: 337-662-5275 (Weekdays between 8 a.m. and 3:15 p.m. if no one is available in the Boarding School)

Fax 337-662-3011 (For business purposes; students may receive faxes, but may not send personal faxes.)

Emergencies: Sr. Lynne Lieux, RSCJ, Headmistress 504-382-0782

Students may not use the office phone. Parents are asked not to use the number to call your daughter unless it is an emergency.

International Students

International boarders are welcomed to Sacred Heart and are expected to participate in boarding school activities with other students. Many boarders come to the Academy to

improve their ability to speak English, as well as to further their education in the Sacred Heart tradition.

The passport and I-20's of international students are to be given to the Boarding School Head; they will be stored in the boarding school safe.

One of the reasons that international students choose to study at the Academy of the Sacred Heart is to become more fluent in the English language. The best way to learn and improve English language skills and to learn about American culture is through full language immersion. For this reason, the school encourages international students to attempt to use English as frequently as possible. Recognizing that each student's language skills will be different, and that students do not come to the school necessarily fluent in the English language, the staff and faculty work with non-English speaking students to develop their language skills. The school highly encourages students from all cultures to interact with others in an effort to enhance their English language skills. While students are required to speak English during their classes and the normal school day, this is not strictly enforced in the boarding school because students need to feel at home and to have the opportunity to converse in their native language. However, international students should recognize and be sensitive to the fact that the staff and/or their roommates may not be able to converse in their language.

SENIOR PRIVILEGES (The following privileges are for SENIORS ONLY)

After the end of the first (6 weeks), privileges may be earned by seniors who:

- **Are cooperative, respectful and considerate toward fellow boarders, staff and others**
- **Contribute to the boarding school community with a positive attitude and spirit**

Privileges:

- Highest Honor study – In room study Monday-Thursday
- A small refrigerator, not to exceed 20" by 2ft. 8"
- A television (19" or smaller screen) will be allowed in a dorm room housing **ONLY** seniors, each of whom meets the above criteria.
- Senior outings will be offered to senior boarders meeting the criteria stated above.
- Lights out at 11:00 PM on school nights (Sunday through Thursday)
- Breakfast upstairs on Mondays and Fridays
- Not required to turn in cell phones

Privileges are contingent upon parental agreement/permission. Additionally, privileges may be revoked if the senior boarder does not maintain conditions stated above.

EMERGENCY PROCEDURES

In any emergency, the School's first concern is for the safety and security of students and staff. The following procedures have been developed with that concern in mind. Boarders and staff will practice these procedures from time to time during the school year. Boarders will be advised prior to the first fire and tornado drills and prior to each intruder drill. It is understood that during an emergency the boarding school staff are authorized to make and implement the decisions they consider best for the safety and well-being of the students and staff.

Fire

1. Move quickly to the nearest fire stairway exit. Rooms 200 - 209 will use the stairwell near the Mater/Auditorium door. Rooms 210 - 220 will use the stairwell near the doors by the gym. Alternate exits, should the aforementioned areas be impassable, are through the St. Joseph wing and across the link. All boarders must wear shoes when leaving the boarding school.
2. Doors to rooms should be closed and lights turned off by the students as they exit. All dorm rooms have automatic door closers.
3. All Staff and boarders will meet at the boarding school Minii-buses. Roll will be taken at that time, to ensure that all boarders and staff are accounted for.
4. A staff member will conduct roll.
5. Once students have been moved to a safe area and all are accounted for, the designated boarding staff member will investigate the source of the alarm and determine the appropriate action -- either there is no actual fire and the alarm may be disarmed/reset or there is a problem for which fire department has been alerted.
6. Students are to follow all staff instructions and return to the dorm area only when the boarding staff gives them permission.

Tornado

At the first sound of the school's or the town's alarm or when a tornado warning for the vicinity is given on radio/television:

- Move quickly to the nearest fire stairway and proceed in silence to the 1st floor;
- Sit on the floor along the interior classroom corridor, facing the wall, but never in front of doors/doorways, knees bent and head tucked down toward knees;
- Remain in this position until the ALL CLEAR signal has been given.

If in any other building:

- Proceed to a 1st floor interior corridor, for example near the Library in the main building;
- Assume the position described above.

Hurricane

In anticipation of a hurricane or serious storm, the Boarding School Staff shall secure a supply of the following, or insure that a supply is available:

- Drinking water and water for flushing toilets
- Non-perishable foods
- Flashlights and batteries
- Radios and batteries
- Cell phones and automobile chargers
- First-aid supplies

In the rare event that an evacuation should be necessary, the Headmistress and Boarding School Head will make a plan and execute it. Parents will be informed about what action has been taken.

In the summer of 2012, the School purchased two gas generators for the purpose of providing electricity to the boarding school, kitchen, dining hall, administration and upper school buildings during power outages. These generators will provide for the normal operations of these buildings as well as the school's phone system and networking. With the addition of these generators, the need to evacuate boarders prior to a hurricane is highly unlikely.

Intruder

In the event an intruder enters, or threatens to enter, the building:

- A staff member sounds four blasts of the air horn, followed by another sequence if possible
- Boarders and staff will move into dorm rooms or prep school classrooms, turn off lights, close blinds, move into walk-in closets, closing and locking the doors behind them. If possible, there should be an adult with each group of students.
- In real emergency, one person in each room will call 911.
- Students and staff will remain absolutely silent until the Boarding School Head or staff member gives an all-clear signal by knocking on each door.

End of the Year:

- Boarding students are strongly encouraged to take all personal belongings home at the end of the school year. Returning boarders may leave a few personal items like trunks and bedside tables for convenient summer storage. Although the Boarding School Staff does not mail items which have been left in the Boarding School at the end of the year, parents may make arrangements with a mail carrier to collect items which have been packaged for mailing by the boarder. The following toll-free phone numbers for three major carriers are: UPS 1-800-782-7892; Fed Ex 1-800-463-3339; DHL 1-800-225-5345.
- Each student will need to officially check out of her room before she is allowed to leave. Rooms are to be emptied of all personal belongings. **Students who have written on any walls, furniture, or otherwise damaged school property will have to pay at least a \$150 fine to make recompense.**

Grace before Meals

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

Grace in French

Au nom du Pere et du Fils et du Saint Esprit, ainsi soit-il.
Pour ce repas, et toutes nos joies, nous te louons, Seigneur.

Grace in Spanish

Bendinos, nuestro Senor, y tambien esta comida que vamos a recibir, de tu bondad, por Cristo, nuestro Senor. Amen.

2014-2015 Boarding School Handbook

Please sign and return this form so the school will have a record that you and your child received, read, discussed, and understood the Academy of the Sacred Heart **Boarding School Parent/Student Handbook**. Furthermore, the affixed signatures indicate that both you and your child agree to fully and faithfully comply with the rules and regulations contained therein.

I have read the **Boarding School Parent/Student Handbook**, as well as the *Ethical and Responsible Use of Technology Policy* (found on pages 25-32) and I agree faithfully and sincerely to observe and support all that it articulates.

Parent's Signature _____ (Date)

Parent's Signature _____ (Date)

Student's Signature _____ (Date)