



— **ACADEMY OF THE** —
SACRED HEART
GRAND COTEAU

ACADEMY OF THE SACRED HEART
BOARDING SCHOOL HANDBOOK

2018-2019

Handbook Changes

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

BOARDING SCHOOL
PARENT/STUDENT HANDBOOK
2018-2019

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This handbook is a supplement to the Day School Parent/Student Handbook. 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 are 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 CUSTOMS AND TRADITIONS

Schools of the Sacred Heart at Grand Coteau have 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.

THE ETHICAL AND RESPONSIBLE USE OF TECHNOLOGY POLICY 2018-2019

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, printers, telephones, 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, 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.

PURPOSE

The use of technology at Schools of the Sacred Heart at Grand Coteau is guided by the Christian 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, education and development of spirituality. The school attempts to prepare students to assume their roles in a global society and work force by teaching them to be guided by Christian values and to be ethical and responsible in their use of technology, the internet, and social media.

The implementation and upgrading of technology is a costly endeavor. Students are to be instructed in the proper and careful use of computers and other forms of technology prior to use. Food and drink are not to be taken to areas in which computers are located. Students are not to tamper with or damage computers, hardware or software. Care and caution is to be exercised relative to any use or handling of computers and related technology.

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 endeavors to block 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 or damaging to Christian ideals. 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, if necessary.

It should be noted that the school's filtering system is unable to monitor devices that access the internet via 3G, 4G, or LTE (phone) services. **Student's use of VPN/proxy servers is prohibited.**

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, as well as spiritual development. 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, 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. No data is to be exported from any school data base and shared with any outside individual.

**Confidentiality must be protected under all reasonable circumstances.*

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.

**No individual or group may create any website or social profile that incorporates in any way the name of the school, the school logo, or any such identification with Schools of the Sacred Heart.*

ELECTRONIC MAIL (e-mail)

E-mail accounts are provided to all employees and Upper School students for exchanging information consistent with the educational and spiritual 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 and/or texting, is not considered an appropriate or valid means of exchanging information for academic and/or spiritual 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 and/or spiritual 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 faculty/staff *My Documents and Desktop* 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.

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.

Tampering with the network or a computer to impair the functionality of either, or knowingly initiating a computer “virus” on a computer or a network which modifies or destroys the work of others shall be considered a serious offense of the Ethical and Responsible Use Policy.

Attempting to subvert security systems or to bypass restrictions set by the network administrator, (hacking), is considered a serious offense of the Ethical and Responsible Use Policy.

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 *Facebook, Instagram, Twitter, and Snapchat*. 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 illegal discriminatory or retaliatory purposes, conducting outside business, defamation and/or activity designed to falsely disparage, embarrass, and/or undermine the reputation of an individual or institution, or divulging any personal information about another that would jeopardize their safety or well-being in any way.

Outside of school, individuals associated with Schools of the Sacred Heart, inclusive of parents, 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, these individuals must recognize that anything published on a personal website is available to the public. Any information that misrepresents or undermines the mission, philosophy, positions and activities of the school is prohibited. Any posts, comments, or other publications designed to and/or having the effect of undermining the school’s operation, administration and/or business and/or damaging the school’s reputation is also prohibited.

**Employees of Schools of the Sacred Heart may not be “friends”, “tag”, or “follow” students on social media sites, nor may students be “friends”, “tag” or “follow” any employee of Schools of the Sacred Heart.*

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 may 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, or which would be contrary to Christian principles and values.
- Respect the privacy of others and do not engage in topics that may be considered morally objectionable or deliberately 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. Posts or e-mails regarding the school, its employees, or its students, which violate the social media policy, may result in disciplinary actions, which may include suspension or expulsion.

- 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 and/or spiritually 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 and spiritual purposes only.
2. Respect the privacy of files and e-mails of other individuals.
3. Practice lawful 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 unlawfully 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*.

ENFORCEMENT:

Any violation of The Ethical and Responsible Use Technology Policy by any individuals associated with Schools of the Sacred Heart shall be subject to disciplinary action as deemed appropriate under the circumstances by the administration, including but not limited to suspension and expulsion.

**THE ETHICAL AND RESPONSIBLE USE OF TECHNOLOGY
2018-2019 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 Head of School, Lower School Head, and/or Upper School Head, based on disciplinary standards in other sections of the Parent/Student *Handbook* 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*.

Students Name Printed: _____

Students Signature: _____

Parent Name Printe : _____

Parent Name Printed:_____

Parent Signature: _____

Parent Signature: _____

Date: _____

Boarding School Program

Schools of the Sacred Heart offers a boarding program for young women in Grades 8-12. Students may register as 5-day, 7-day or international boarders. From time to time, the boarding program welcomes exchange students from other Sacred Heart schools. 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 fosters personal responsibility, independence, leadership and community among young women from diverse backgrounds and experience.**

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 Head of school in providing a well-organized and sound boarding program. There are two Boarding School Staff members on duty each afternoon and evening. One on-duty staff remain available to the boarders throughout the night. Some weekend activities, require additional staffing to supervise boarders in a wider variety of activities.

Boarders 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. To facilitate this communication, a Boarding School Council is established at the beginning of each new school year via election. The Boarders Council is comprised of student representatives from grades 8-12. The Council will meet monthly with the Boarding School Head to help plan activities and discuss residential issues. Members of the Boarders Council are the liaisons between the boarders and the Boarding School Staff, and are encouraged to bring serious issues to the Boarding School Head immediately.

Safety and Security – Sophie’s Rules: consensus on guidelines for living

The School is focused on the safety and security of students in the boarding school. Attention is given to ensure that students assume reasonable responsibility for themselves and their fellow boarders. At the same time, the boarding school staff constantly monitors the safety of those in their charge both on and off campus. These staff efforts include ensuring the security of the building, following procedures while on excursions, and following 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 Boarding School 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.

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 first day of school.

1. 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.
2. All boarders are required to have a medical physical and dental check-up within two months of arriving at school. All Boarders planning to participate in any type of athletics will be required to have a physical. If a Boarder requires a physical, the Boarding School Head will schedule an appointment and her student account will be charged for the expense.
3. 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.
4. 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 Boarding School Head 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
5. 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.
6. 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.
7. Daily medications will be dispensed after breakfast and/or before bedtime (as indicated) unless otherwise prescribed.
8. 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 Boarding School Head.
9. The use of diet pills and/or weight-loss remedies is not permitted unless prescribed by a physician.

10. 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, and stomach ailments. 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 Boarding School Head for safekeeping. Any medications, vitamins and/or herbal supplements (other than vitamins and herbal supplements pre-approved by the Boarding School Head) 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.
11. 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

1. To avoid the spread of lice in our small community, we have periodic head checks, conducted by the School Nurse. It is the responsibility of each boarder to report a concern about an itchy head to the on-duty residential advisor.
2. If there is evidence of live bugs, nits or eggs, the Boarder will be required to undergo immediate treatment by NitWits. This company specializes in lice removal and guarantees their service, allowing the Boarder to return immediately to school after treatment. Over the counter treatments have not been effective in the boarding school setting; therefore, the immediate treatment from NitWits is mandatory. Treatment cost is \$200 and will be billed to the Boarder’s school account.
3. It is the responsibility of each boarder to IMMEDIATELY launder all bedding and clothing to make certain that they will not spread the lice. Hair accessories should be thrown away or placed in sealed plastic bags for 48 hours. New hair brushes will be provided by the Boarding School while personal supplies are sanitized. It is encouraged that the roommate take the same precaution to avoid any possible transmission.

DISCIPLINE AND REGULATIONS

Handbooks, Regulations and Procedures

Discipline at Sacred Heart has the two-fold purpose:

1. Helping the student act responsibly for herself and toward others.
2. 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 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.

The Boarding School Head, in consultation with the Head of School, is the interpreter of Handbooks 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 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 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 and are further outlined in following sections.

1. Our Boarding School places strong emphasis upon the building of community as a Christian value (*Goals and Criteria of Sacred Heart Schools*). 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, phone, written, e-mail, and social media communication. Disrespect of peers and staff will not be tolerated.
2. 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.
3. Boarders are encouraged to take an active interest in their peers and to speak out and share anything that concerns the wellbeing of our community.
4. Boarders will adhere to time frames, including time schedules and limits, 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. Boarders will be on time for study periods, meals and scheduled Boarding School activities.

5. 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, in the food lockers provided by the Boarding School.
6. Students will maintain order and cleanliness in their bedrooms and in the common areas. Daily room checks will be conducted by on-duty staff. Boarders will use Sunday clean-up time wisely.
7. Students are **never** allowed to sleep in another boarder's bed, even with the other boarder's permission.
8. Boarders will conduct themselves in an appropriate manner at all times: during study periods, meal time, group time, evening prayer, and after lights out. Appropriate behavior is expected on all outings. Boarders will act in a manner that "builds community" both in the boarding school and in the day school.
9. Vulgarity or profanity in any language is not to be used at any time.
10. With the exception of Seniors, boarders are not allowed in the Boarding School Residence during the school day (normally from 7:50 a.m. to 3:00 p.m.). 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.
11. 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.
12. Boarders may use cell phones, and internet enabled devices at designated times. Inappropriate use of any of these items will result in the item being restricted for a designated period of time, depending on the seriousness of the infraction.
13. Boarders will follow the prescribed procedures before leaving and upon returning to campus. They will always be truthful about their off-campus destination and will return to school by the designated time.
14. Boarders will follow emergency procedures in an orderly and serious manner. Inappropriate use of cell phones or social media during emergency situations is prohibited.
15. Boarders will handle school property and the belongings of others with care. The use of nails on dorm room walls is prohibited. Only certain adhesives and tape will be allowed. Appropriate materials will be provided upon arrival. Boarders and 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.
16. 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. Only vitamins and supplements (no diet drugs) can be kept in dorm rooms. The Boarding School Staff will perform periodic room checks to ensure that the Boarders are following this regulation.

17. The Boarding School Head reserves the right to require boarders to open incoming packages in her presence.

Consequences may include restriction of activities, electronic restriction, or consequences appropriate to the infraction. In the case of a very serious infraction or the continual infraction, parents will be notified of the behavior and consequence.

Minor Offenses

Possible minor infractions include, but are not limited to the following situations:

1. Conduct violations. lateness; not signing in or out; not turning in phones; being disruptive during prayer; disrespectful behavior; talking after lights out.
2. Room Violations. 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 reprimand. The accumulation of three room reprimands 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.
3. Study Violations.
 - 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, and emailing 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.

Staff Response for Acknowledging Minor Offenses:

1. Staff acknowledge when a rule is broken.
2. Boarder is given an opportunity to reconcile immediately by apologizing and taking responsibility for actions.
3. There will be no need for further action if a boarder accepts wrongdoing. However in cases where the boarder continues to misbehave or is defiant, consequences will be issued.
4. In all cases, incidences will be documented in the boarder's file.
5. In the case of repeat offenders and continued defiance, the student will be issued an official written reprimand and her parents will be notified.

Consequence for Single or Repeated Minor Offenses:

1. Depending on the severity or frequency of the offense the boarder will be given one or more of the following consequences
 - a. Electronic Restriction – timeframe depends on the frequency or severity of offense
 - b. 1:1 ratio – Boarder:Staff – supervision during free time and meals
 - c. Loss of weekday/weekend activities and privileges – timeframe depends on severity of offense

Major Offenses

The following are areas of particular concern and infractions against these Handbooks carry very serious consequences. The most severe infractions could result in suspension or expulsion. We are committed to giving each student every opportunity to correct behavior, however as in all communities certain grave indiscretions necessitate immediate separation from our school community. In most cases we adhere to a 3-strike rule, meaning that if a student has had two previous serious infractions, upon the third, suspension and/or expulsion would be our most viable options.

1. Alcohol and drugs (see policy in the Upper School Parent/Student Handbook.)
2. 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 the loss or theft of personal belongings brought to school by a Boarder. Valuables should be left with the Boarding School Head to be placed in the business office for safekeeping. All electronics must be permanently marked with each boarder's name. Significant amounts of money should be kept in the business office – never in the Boarding School.
3. Falsifying or changing one's off-campus destination or leaving campus without proper authorization from the Boarding School staff.
4. Falsifying one's identity or the identity of other individuals.
5. Failure to report to the day school as expected.
6. Smoking or possession of cigarettes, e-cigarettes, Juul or Vape devices, juice cartridges for e-device, matches, lighters, firearms, knives, on or off campus.
7. Forging the signature of a parent/guardian or staff member. This includes falsely signing notes, school documents, and permission forms.
8. Flagrant or repeated disrespect for the person or property of any member or guest of the school community.
9. 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.
10. Endangering the safety or well-being of oneself or of the boarding school through action or omission.
11. Unauthorized use of fire safety equipment or the possession or use of flammable items in the boarding school.

12. Fraudulent and/or unsafe/unacceptable use of technology. (See Responsible and Acceptable Use of Technology Policy).

13. Demonstrated unwillingness to follow resident Handbooks and procedures.

Major Offense/Repeated Major Offense Discipline Process

1. Boarder meets with Boarding School Head.
2. Student calls parents in presence of Boarding School Head to discuss incident.
3. Given the severity of the offense we will use one or more of the following measures:
 - a. Electronic Restriction – time frame depends on severity of the offense.
 - b. 1:1 ratio – Boarder:Staff – constant staff supervision during daily boarding school activities: dinner, study, etc...
 - c. Loss of participation in boarding school activities and privileges – time frame depends on severity of offense.
 - d. Mandated refresher of the rules and expectations of our community, directed by a residential advisor. Time to be scheduled within the same week the offense occurs.
 - e. Service to the school community and wider community – students will work with community members to make amends for their actions.
4. As a final measure, and after all other avenues have been exhausted, a suspension will be issued if the boarder persists with the inappropriate behavior. While attendance and academic achievement are chief amongst our priorities of our school, suspension is a last resort for both boarding and day students. Suspension will only be issued with extreme discretion.
5. A student will receive a suspension as a last resort, and only if the situation warrants. While on disciplinary suspension the boarder is restricted to the dorm and will be under the supervision of the Boarding School Head. Suspensions should not be taken lightly and will be recorded on the boarder's permanent school record.
6. In rare circumstances, a boarder may be removed permanently from the boarding and day school community. The decision for expulsion will be determined and approved by the Boarding School Head and Head of School.

RESIDENTIAL LIFE

Areas Off-Limits

For the safety of all boarders the following areas are restricted:

1. The Boarding School during the school day (7:50AM – 3:00PM) unless by permission of Boarding School Staff.
2. The barn 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, utility closets, and all other areas designated for maintenance.
5. Lower and Upper School classrooms and locker areas, the art room, Upper and Lower School computer labs, and photography lab before 7:30 and after 3:15, unless permission is given by the Boarding School Head.
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 Valero Station is also off-limits to all boarders
8. Inside the pool enclosure, except with permission and under adult supervision.
9. Outside after sunset unless accompanied by Boarding School Staff.

Automobiles

1. Students in good standing in both the Day and Boarding Schools who are licensed drivers may keep cars on campus.
2. 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 require that the minimum limits of liability are 100/300/100 for any vehicle driven by a resident student on campus.
3. Boarders must always sign out when leaving campus in her car. Boarder must ask the on-duty staff for car keys, to take her car off campus. Upon returning to campus, the boarder must turn in her set of keys to the Staff.
4. Boarders may have use of their cars only if:
 - a. she is a student in good standing
 - b. weather conditions are deemed safe by on-duty staff, at the time of departure
 - c. she returns to school on time, in most cases, boarder must return to campus by 5:15pm. Permission to drive between 5pm and 10pm, on weeknights or weekends must be given by the Boarding School Head, and will be a rare circumstance.
 - d. she maintains a positive behavior and attitude in both the day and boarding schools
5. Before departing campus, the boarder must give the on-duty staff a complete itinerary of what she has planned.
6. 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.

7. 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.
8. 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.
9. 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.

Birthdays

All Boarders will celebrate their birthday or half-birthday while residing in the Boarding School. If you would like to make your daughter's birthday more special, you may order a cake or flowers from the vendors listed below. 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.

Birthday cakes may be ordered from:

- Brent's Catering in Grand Coteau – 337-662-4003

Flowers and balloons may be ordered from:

- The Flower Barn: 337-313-4448
- Jim Durio Florists: 337-942-7541

Dating

1. Dating is allowed on Friday and Saturday only and boarder must be back on campus no later than 11:00pm, unless approved by the Boarding School Head
2. If a student wants to date, a telephone conference will be held between the parents of the boarder and the Board 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.
3. 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.

Dining Services and the Gôûter Room

As of August 2014, Sage Dining Services is responsible for the preparation of daily 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 create meals for our boarders that are nutritious and delicious. The boarders and day students alike will enjoy a totally new culinary experience.

1. For between meal snacking, our Goûter Room will be stocked with a variety of options. The basics for the snack room will include: breads, cereals, milk, fresh fruits, cheese, and yogurt. Sage 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 5:15 PM, and will reopen from 8:30 to 9:55 PM, giving the boarders ample time to get a snack, a cup of tea or coffee, and some time to socialize with the other boarders.
2. A new addition to the Goûter Room for 2016 is a "Fresh & Healthy" Vending Machine. The new vending machine will offer a wide variety of snack and beverage options to the Boarders. Each Boarder will be given a "weekly allowance" from the Boarding School to purchase snacks giving them many more snack choices that they have had before. All snacks sold in the vending machine are designed to be healthier, with fewer preservatives and chemicals. Many items will also be lower in sugar and fats.
3. 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, unless accompanied by an on-duty staff. The Refectory Kitchen may be used by boarders, but they must request permission from the Boarding School Staff to access the facility.
4. We also provide the Boarders opportunity to shop for their personal snacks. The girls visit the local Asian and Mexican Markets, as well as Target, to shop for foods that provide comfort when they are so far from home. All food must be stored properly, in plastic storage boxes in a designated area of the Boarding School.
5. To teach the boarders about responsibility of keeping our Common Areas in good order, each girl is assigned a rotation as a Goûter Room Cleaner. It is our expectation that the Goûter Room is cleaned every night, and in order before light's out at 10:00pm.

Dorm Room Guidelines

1. Each dorm room accommodates up to 3 boarders. Each boarder will be provided a regulation size twin bed and a five drawer dresser. The dorm rooms have a large walk-in closet, a sink and vanity shared by the roommates. Each room also has a Swiffer dry mop and a wall clock. There is a shared shower room between every two dorm rooms.
2. 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, a foot locker (must provide an extra set of keys or combination to Boarding School Staff), small bookshelves, or stacking crates. All rooms are shared and consideration for one another is expected.

3. 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** are not permitted.
4. Boarders may choose to raise their beds using risers. 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.
5. Each boarder must provide: 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, and 2 to 3 sets of towels and washcloths. Other personal items that are useful include: a small lamp, airtight containers for food, a plastic cup and a water bottle. Alarm clocks are always encouraged!
6. iPods, iPad devices, and other internet enabled 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.
7. 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 are allowed, but must be unplugged after each use.
8. 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). Failure to adhere to these Handbooks will result in a consequence. 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. Upon returning from a weekend away, boarders must unpack and ensure that all belongings are put away before lights out on Sunday night.
9. 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. 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.
10. 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.

Dress Code

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

1. Boarder’s must 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.
2. Pajamas, head towels, short-shorts, slippers, etc. may not be worn outside of the dorm area including the Dining Hall.
3. Sage Dining Services has a zero tolerance policy for the following items being brought to the dining room: blankets, pillows and all electronics (the exception for electronics is on-duty staff who may need to use their phones to communicate).
4. Shoes must be worn outside the dorm area, including to the pool and dining hall.
5. 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.
6. Piercings and Tattoos: Piercings other than in the ears and visible tattoos are not allowed. Boarders must have written permission to have ears pierced or to have additional ear piercings. The Boarding School Staff will not give permission for boarders to receive any type of body art (tattoos). Parental permission must be sent to the Boarding School Head to allow a Boarder to receive a piercing.

End of the Year

1. 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.
2. Each Boarder will need to officially check out of her room before she is allowed to leave. Rooms are to be emptied of all personal belongings. **Boarders who have written on any walls, furniture, or otherwise damaged school property will have to pay at least a \$100 fine to make restitution. Parents will be notified of damage, and the charges will be applied to the Boarder’s school account.**

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 are stored in the Boarding School office.

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. We recognize 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.

Mail

Mail is distributed to Boarders daily by the on-duty Staff. Please use the P.O. Box below when sending items through the US Mail. Our physical address is not recognized and items sent through the US Post Mail to the physical address will be returned to the sender.

Boarders' USPS mailing address:

Academy of the Sacred Heart Boarding School
Attn: (Boarder's name here)
P.O. Box 310
Grand Coteau, LA 70541

For UPS/FedEx/DHL or other delivery:

Academy of the Sacred Heart Boarding School
Attn: (Put boarder's name here)
719 Academy Street
Grand Coteau, LA 70541

Money

1. Boarders must have access to money/allowance to pay for things such as snacks, school supplies, class dues, project materials, school sponsored t-shirts, team sports items, and other personal items. Boarders are given frequent opportunities to shop at Target or Walmart to purchase necessary items.
2. The Boarding School covers the following expenses: all weekend activities, dinner out on Saturday night, school sponsored field trips, school dances, some OTC medications, laundry detergent, school sponsored concerts and athletic events, and free-dress days.
3. We recommend a weekly allowance of \$35 to \$45. The Business Office will hold the allowance money, deposited by the family, for the Boarders use. Boarders can withdraw their allowance from the Business Office which is open from 3:00-4:15 on weekdays. Parents may send a check or wire money directly to the Business Office to add money to the allowance accounts.
4. Some parents prefer to give their daughters an American or International Debit Card for their shopping needs. The Boarding School Staff and the Business Office do not lend or advance money to Boarders.

Movies

1. The Boarding School Staff will not take the boarders to any R-rated movie, all movie choices are approved by the on-duty staff.
2. R-rated videos or movies will not be permitted in the boarding school. The use of Apple TV and Netflix is continuously monitored.
3. 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.

On Campus Exercise: Jogging/ Biking/ Walking

1. Walking, jogging or riding bikes, etc. on campus is encouraged. Boarders may walk, jog, or ride bikes off campus within the confines of the town of Grand Coteau and the boundaries set by the Boarding School Head.
2. Boarders must have at least one other Boarder with them whether they walk, jog or ride bikes. They may not go alone.
3. Bike helmets must be worn at all times, failure to do so will hold severe consequence.
4. Every Boarder must have her own bike helmet. Boarders do not share helmets.

5. 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 Go-Bears Gas Station and McDonalds at the service road near I-49, the Valero Station is off-limits. Boarders may use their free time after school to walk or ride bicycles to town 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.
6. Boarders may not be out-of-doors before dawn or after dark. These outdoor activities are to be performed in daylight hours only.
7. Boarders may not hitchhike or accept rides off the school grounds except with Boarding School Staff or approved faculty or administrator.

Procedure for Signing In and Out of the Residence Hall

1. A boarder must document in writing anytime she leaves the confines of the residence hall, regardless whether the destination is on or off campus. All boarders are expected to sign in and out on our daily sign-in/sign-out board on weekdays and on our weekend sign-in/sign-out board before leaving for the weekend.
2. Before leaving, a boarder **MUST** request permission from the on-duty Staff, to leave the confines of the boarding school. Staff member will provide an explanation if request is denied. To leave campus a boarder must request permission form the on-duty staff. All off campus destinations are subject to staff approval. Boarders must return to the residence hall no later than 5:15pm
3. Weekend sign out must include:
 - a) destination (address and phone number if leaving school)
 - b) person(s) with whom one is going
 - c) time leaving and time returning
 - d) personal sign-in upon returning (name and time)
4. Weekday sign-out must include:
 - a) destination
 - b) departure time
 - c) expected return time
 - d) upon return, sign back in on the sign-in/sign-out sheet
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 strongly discouraged and will usually not be accommodated. Weekday overnight visits (on or off campus) are generally not permitted. Boarders are welcomed to request permission from the Boarding School Head, and if circumstances meet with approval, the overnight will be allowed.
6. Boarders must return to campus no later than 4:45pm on Sundays. Special permission for

Monday returns must have the approval of the Boarding School Head.

7. 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.

Procedures for Travel and Holidays

1. 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 boarder's departure.
2. 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.
3. 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.
4. 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.
5. 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.
6. We will provide pickup and drop off service to the airport in Lafayette, Louisiana (LFT). Please contact the Boarding School Head prior to making any flight arrangements. All flights must be approved and put on a master schedule. The Boarding School Head must also be notified by the parents if any boarder is flying as an unaccompanied minor.
7. At Christmas, the Boarding School will provide drop-off and pick-up service at the Bush Intercontinental Airport (IAH) in Houston, Texas. This service allows our boarders from Mexico to book direct flights from the US into Mexico, at a better cost.

Parents can book flights from IAH anytime after 12:00pm on the Saturday after dismissal (for 2018/19 the date will be 12/22/18). Pick-ups from the Houston airport - IAH will be on the Saturday or Sunday prior to the start of the Spring semester (we will choose either Saturday, January 5th or Sunday, January 6th for the day to pick-up from Houston). Please check with the Boarding School Head before purchasing flights. We do **NOT** provide transportation to and from Houston for any other holiday. All other flights must originate to and from the Lafayette airport (LFT).

8. 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, at least 2 weeks prior to departure.

9. 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 by an appeal for credit **two weeks before departure.** Approval will be given by both the Division Head and the Boarding School Head. 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 each boarder is responsible. Those remaining in the dorm must participate in all planned activities. **The Boarding School Head cannot give permission for early departure or late returns for any holiday.**

Senior Privileges

Privileges are earned by seniors who:

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

Privileges may include: (seniors may also discuss additional privileges with Boarding School Head)

1. Senior outings will be offered to senior boarders meeting the criteria stated above.
2. Lights out at 11:00 PM on school nights (Sunday through Thursday)
3. Not required to turn in cell phones
4. Study at the coffee house one night a week
5. Each senior dorm room is provided a mini-fridge.
6. Seniors have access to the dormitory during the school day – if they have unstructured time during the school day, they may be in the dormitory. Seniors must monitor their time, and ensure that they return to class without being tardy.

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

Technology – Computer and Phone Usage

Use of cell phones, iPods, and all other internet enabled devices, personal computers, and laptops is to be considered a privilege. Improper internet use, including over-usage, is considered a violation. The boarding school staff has the right to remove electronic devices 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.

Computers

Every student must sign the *Ethical and Responsible Use of Technology Policy* before being allowed to use technology including the computer lab in the library, laptop computers (the school's or personal), iPods, and all internet enabled devices, including cell 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*.

1. Boarding School lab printer and School Library printers are for school use only. At the beginning of the school year, all Boarder's school issued computers must be set to print to the Boarding School Lab Printer. The Tech Department will assist the boarders in setting up this connection.
2. Students are never allowed to use the Boarding School office computer or printer.
3. The inappropriate use of technology may result in an electronic restriction. A Boarder's personal and/or school computer will be confiscated for a designated length of time depending on the severity and frequency of the infraction.
4. The Boarding School Head and Technology Dept. have the authority to search both school and personal computers.

Cell Phone

1. Cell phone use is generally from 3:00-5:15 PM and from 8:30-9:55 PM for all 8th -11th grade Boarders, Monday - Thursday. Boarders are allowed to keep their cell phones from Friday – Sunday. Cell phones and all other electronics are forbidden in the dining hall, even on weekends.
2. Cell phone use is not allowed during study, meals, and some group outings. Cell phones will be stored in boarding school office before dinner and can be retrieved after evening study.

3. 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.

Telephones

1. We have 2 “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 5:15, an again between 8:30 and 10:00 PM.
2. Boarder Pay Phone Numbers: 337-662-9253; 337-662-9255
3. The office phone is for business purposes only. Boarders may not use the office phone unless there is a family emergency. Parents are asked not to use the office number to call their daughters unless it is an emergency.
4. Important Contact Numbers to reach the Boarding School Staff:
 - a. **Cell Phone:** Mrs. Cheryl Guilbeau, Boarding School Head 337-280-7646. Ms. Nia DeCoux, Senior Residential Advisor: 678-561-0216.
 - b. **Boarding School Office:** 337-662-3028 (Please leave a message if no one answers)
 - c. **ASH Reception Desk:** 337-662-5275 (Weekdays between 8am and 3:00pm. if no one is available in the Boarding School)
 - d. **Fax** 337-662-3011 (For business purposes; students may receive faxes, but may not send personal faxes.)
 - e. **Emergencies: Head of School:** Dr. Yvonne Adler – 337-662-5275 ext. 5017 (Weekdays between 7:30am and 8:00pm)

Visitors

1. Boarders may have weekday visitors after school from 3:00-5:15 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.
2. 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.

SCHEDULES

Daily Schedule

MONDAY - FRIDAY

7:00	Wake-up, dress for school
7:00-7:30	Breakfast in the Dining Hall or Goûter Room
7:25-7:40	Clean rooms/Morning medications dispensed
7:50	Boarders leave for school/Boarding School is locked for the day
7:55-3:15	School hours as scheduled. Students may <u>not</u> return to the boarding school area, with the exception of Seniors, during regular school hours, unless given permission from the Boarding School Head
3:00	Dismissal bell rings/Goûter Room opens for snacks
3:00-5:15	Outing/errands/activities
5:15-5:25	Study preparation/dinner preparation
5:20	Boarders turn in cell phones – phone barn in Boarding School Office
5:30	Dinner (students should be in the dining hall ready to say grace at 5:30 PM)
6:00	Cor Unum – Daily Devotional
6:30-8:30	Supervised study (Library Study – except for seniors)
8:30-9:55	Free Time/Pick up cell phones from office
9:00	Nighttime medications dispensed
9:45	Goûter Room Cleaners – clean up Goûter Room
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 8 -11)
11:00	Senior lights out
10:00-11:00	Late study with permission for 9 th to 12 th grade students only.

Nightly Study Procedure

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. Boarders must attend supervised study from 6:30 to 8:30 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 exam time, when study hours will be extended. Occasionally, in order to accommodate an evening activity, such as an athletic or school sponsored outing, Boarders will have a scheduled afternoon study session.

2. Phones must be turned in to Boarding School Office before dinner and will be available after evening study. Seniors are reminded that they must leave their phones in their dorm rooms when going to dinner.
3. During study, computers must be used for academic purposes only. Consequences for inappropriate computer use during regular nightly study include: electronic restriction and privilege removal. Examples of inappropriate computer use are: accessing Skype, instant messaging, social media sites, personal email, YouTube, and non-academic web sites. Repeated abuse of this boarding school technology policy will lead to more serious consequences.
4. 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.
5. Late study in the Philippine Room (10:00-11:00 PM) is only permitted with approval from the on-duty staff member. Boarders must have made effective use of entire study time to earn this privilege. After hours study is not allowed in dorm rooms as to not disturb roommates.
6. Boarders must receive permission from the on-duty staff to be excused from study.
7. Study time will be used wisely and effectively when Boarders:
 - a) 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.
 - b) Seek permission from on-duty Staff to ask assistance from other Boarders.
 - c) 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.
8. 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 must always be prepared with extra work to complete. It is rare that study time is ever shortened. Boarders must never ask to quit study early.
9. Honor Study: This privilege allows Boarders to have study in their dorm rooms Monday – Thursday provided they maintain at least a B or above in all subjects. Should a boarders' grades fall below a "B" they will lose the privilege of study in their dorm rooms.

Factors taken into consideration when assigning both types of study are:

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

Weekend Schedule and Activities

1. Boarders may leave campus with the proper permission from her parents and the Boarding School Head and following proper planning procedures. Boarders must present weekend plan requests to the Boarding School Head by 9:30 PM on Wednesday for approval. Boarders leaving for a weekend must return to the Boarding School by 4:45 PM. on Sunday afternoon.
2. Boarders must sign out on our weekend sign-out board prior to departure for the weekend. Boarder must provide the following information: destination, contact information for person picking them up and dropping them off, and return day and time.
3. All weekend meals are provided for the Boarders remaining on campus. All meals, with the exception of Saturday dinner, are all provided by Sage Dining in the dining hall. For Saturday dinner, the Boarders are treated to dinner at local restaurants.
4. During weekends, Boarders who remain on campus will 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. Common weekend activities include shopping at the mall, movies at the Movie Theater, laser tag, and pottery painting.
5. 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.

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 Mini-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:

1. Move quickly to the nearest fire stairway and proceed in silence to the 1st floor
2. 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
3. Remain in this position until the ALL CLEAR signal has been given.

4. 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:

1. Drinking water and water for flushing toilets
2. Non-perishable food
3. Flashlights and batteries
4. Radios and batteries
5. Cell phones and automobile chargers
6. First-aid supplies

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.

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

Intruder

In the event an intruder enters, or threatens to enter, the building: **STAY CALM!!!!**

1. A staff member sounds four blasts of the air horn, followed by another sequence if possible. During the air horn blasts, the other staff member should quickly close both sets of magnetic doors, ensuring all boarders are securely locked inside the boarding school hallway. **Staff should immediately call 9-1-1.**
2. Boarders and staff move into the Sophie Room, turn off lights, close blinds, closing and locking doors behind them.

3. Boarders and staff will remain absolutely silent until the Boarding School Head or Security Personnel gives an all-clear signal by knocking on the door and identifying himself/herself.

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.

2018-2019 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 Handbooks 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 10-18) 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)

