

2023-2024

Sacred Heart School

Required Documents



The packet contains the mandated Diocesan and school documents required for the 2023-2024 school year. The documents are organized according to grade level. **It is important for the documentation to be completed, signed, dated and submitted by Wednesday, June 14th or Thursday, June 15th from 8:30 a.m. to 1:00 p.m.**

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ENROLLMENT CONTRACT

I hereby agree, subject to the administration's acceptance, to enroll the below listed student(s) at School Sacred Heart School for the school year 2023-2024 and to abide by all rules, regulations, requirements and policies of the school as articulated in this contract, the ancillary financial forms/payment schedules and applicable handbooks (inclusive of any changes on the handbooks as may be adopted or otherwise promulgated by school administration during the applicable year), all of which are incorporated into and made a part of this contract by reference.

| Student(s) | Entering Grade |
|------------|----------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

In consideration of the acceptance of this Enrollment Contract by the Sacred Heart School administration, I hereby agree to timely pay in full all applicable tuition and fees outlined in the ancillary forms/payment scheduled. I further acknowledge and agree that I/we shall not be entitled to a refund, reimbursement, cancellation or waiver of any tuition or fees due for payment for any reason and that I will owe a 1% per month (12% per year) charge on any unpaid balance after due.

I acknowledge and agree that: (1) all grade reports and academic transcripts are the property of Sacred Heart School and that academic transcripts will not be released until the subject account is paid in full; (2) in the case of any delinquent account, the school has the right and authority to disallow the student from taking final semester exams and participating in extracurricular activities, including athletics, until the account is paid in full; and (3) in the case of any account that is more than 90 days delinquent, the school has the right and authority to immediately cancel the student's enrollment.

I acknowledge and agree that Sacred Heart School reserves the right to pursue collection of any unpaid tuition/fees and in the event that said debt is turned over to legal counsel for collection, I am liable to Sacred Heart School for any and all costs and expenses associated with collection, including reasonable attorney fees and expenses incurred, court costs and legal interest.

I acknowledge and agree that my child(ren) is/are obligated to comply with the rules and policies of the school as set forth in orally and/or in the student handbook, or as may be adopted or otherwise promulgated by school administration during the applicable year. It is understood and agreed that Sacred Heart School reserves the right to remove a student at any time if, in the judgment of the administration, any parent and/or guardian violates the Parent/Student Handbook and/or the student fails to meet the academic standards or requirements of the school as set forth in the Parent/Student Handbook or if the student's conduct or influence, on or off the campus, is not in keeping with the standards/expectations of Sacred Heart School as reflected by its teachings, policies and rules. In the case of such removal, I understand and agree that

there will be no refund or cancellation of tuition and fees incurred and owed at the time of removal.

I acknowledge and agree that in the event that my child(ren) is/are withdrawn or dismissed from Sacred Heart School, I will remain obligated to pay in full all tuition and fees due through the month of the withdrawal/dismissal.

I acknowledge and agree that this document is a bilateral enrollment contract which is governed by and shall be interpreted in accordance with the obligation laws of the State of Louisiana and the venue and jurisdiction of all disputes concerning the rights or obligations of the parties created hereunder shall be in Evangeline Parish. I further agree that in the event I have reason to believe that Sacred Heart School is in violation or breach of any legal and/or contractual obligation(s) to me and/or to any student who is the subject of this contract, I shall immediately alert and notify the principal in writing of said alleged violation or breach and provide Sacred Heart School with the full details of same and a reasonable amount of time, under the circumstances, to respond and/or remedy said alleged violation or breach. I further agree that my exclusive civil remedy for any alleged violation or breach of contract by Sacred Heart School shall be strictly limited to injunctive relief and/or specific performance and that I am not entitled to a refund or cancellation of any tuition and/or fees paid or owed, nullification or voiding of this contract, or monetary damages for any alleged or actual breach of contract on the part of Sacred Heart School, its employees, agents, volunteers or associated parties. I further waive any and all claims to recover monetary damages for breach of contract against Sacred Heart School and agree that Sacred Heart School shall not under any circumstances be obligated to pay monetary damages or issue a refund and/or cancellation of any tuition and/or fees as the result of or in connection with any alleged or actual contractual violation or breach on the part of Sacred Heart School

I agree that this written and signed document contains the totality of the contractual enrollment between myself and Sacred Heart School. I further agree that in the event that any term, provision or clause in this contract is held to be void, null or otherwise unenforceable by a court of proper venue and competent jurisdiction, the validity and enforceability of the remaining terms, provisions and clauses shall not be affected thereby, and each term, provision and clause of this contract shall be valid and enforceable to the fullest extent permitted by law.

Signature of Parent

Date

DIOCESE OF LAFAYETTE
CODE OF PROFESSIONAL CONDUCT
PREAMBLE

This Code of Professional Conduct applies to all clergy and those in clerical formation, religious and those in consecrated life, employees and volunteers who supervise or work with children (hereafter referred to as *eligible adults*).

GENERAL APPLICATION:

1. *Eligible adults* shall be responsible for adherence to this Code of Professional Conduct.
2. *Eligible adults* who violate or disregard this Code of Professional Conduct will be subject to disciplinary action up to and including dismissal.
3. This Code of Professional Conduct is to be used in conjunction with ALL other employment-related guidelines and policies.
4. *Eligible adults* shall sign an acknowledgement of receipt of this Code of Professional Conduct, a copy of which shall be placed in the individual's permanent personnel file.

SPECIFIC CONDUCT WITH YOUTH:

1. *Eligible adults* shall maintain an open and trustworthy relationship with youth and strive to provide a safe place for youth.
2. *Eligible adults* shall not use or possess alcohol and/or illicit drugs while working with youth.
3. *Eligible adults* should be aware of the potential impropriety, and even the appearance of impropriety, when working alone with any youth. *Eligible adults* shall use a team approach in managing youth activities.
4. *Eligible adults* shall establish and maintain clear, appropriate and professional boundaries when working with youth.
5. Clergy shall not share overnight accommodations with youth in any church-owned facility, private residence, hotel room or any other place.
6. Employees and volunteers, in conjunction with church-related activities, shall not share overnight accommodations alone with youth including, but not limited to, accommodations in any church-owned facility, private residence, hotel room, or any other place. In an emergency situation, when accommodation is necessary for the health and well-being of youth, and the above prohibition cannot be avoided, extraordinary care shall be taken to protect all parties from the risk of harm and even the appearance of impropriety.
7. *Eligible adults* shall exercise discretion in having any physical contact with youth.

HARASSMENT:

1. *Eligible adults* shall not engage in any form of physical, sexual, psychological, written and/or oral harassment of any individual and shall not tolerate any such conduct by any other Church personnel.
2. *Eligible adults* shall maintain a professional work environment that is free from any and all forms of physical, sexual, psychological, written, and/or oral intimidation or harassment.
3. This prohibition against harassment encompasses a broad range of physical, sexual, psychological, written and/or oral behavior including without limitation: physical or mental abuse; racial insults; derogatory ethnic slurs; unwelcome sexual advances or touching; sexual comments or sexual jokes; display of offensive materials; or requests for sexual activity or behavior of any kind for any reason.
4. *Eligible adults* shall take every report or allegation of harassment seriously and shall follow all diocesan Safe Environment reporting procedures.

STANDARDS OF CONDUCT FOR COUNSELORS AND COUNSELING SESSIONS:

1. Counselors shall respect the rights, and seek to advance the welfare, of each person being counseled.

2. Counselors shall establish and maintain clear, appropriate and professional boundaries in all counseling relationships.
3. Counselors shall carefully consider the possible consequences before entering into a counseling relationship with a person with whom the counselor has a pre-existing relationship, i.e., employee, colleague, friend.
4. Counselors shall conduct counseling sessions in appropriate settings and at appropriate times. This prohibits counseling in the private living quarters of the counselor.
5. Counselors shall not engage in any form of sexual intimacy with the person being counseled. This prohibition includes, without limitation, consensual, sexual contact and inappropriate sexual language or innuendo.
6. Counselors shall not engage in any form of sexual intimacy with any individual who is related by blood or marriage to or who is a close friend of the person being counseled. This prohibition includes, without limitation, consensual, sexual contact and inappropriate sexual language or innuendo.
7. Counselors shall not audiotape or videotape any counseling session without the written consent of both the adult being counseled or the parent or guardian of the youth being counseled, and the supervisor of the counselor. Any recording shall be subject to all applicable confidentiality standards.
8. Counselors shall not continue to provide counseling under circumstances or particular issues that exceed the limit of their competence and shall make appropriate referrals for the person being counseled.
9. Counselors should avoid even non-sexual physical contact such as touching, hugging or holding the person being counseled.

CONFIDENTIALITY OF COUNSELING SESSIONS:

1. Counselors shall maintain all information disclosed during the course of counseling, advising, or spiritual direction in the strictest confidence possible. This Code of Professional Conduct, as applied to counselors, is separate from, and independent of, the confidentiality involving a confession or information received by a priest in Sacramental Confession. The sacramental seal is inviolable; therefore, it is absolutely forbidden for a confessor to betray in any way a penitent in words or in any manner and for any reason. (canon 938) A confessor is prohibited completely from using knowledge acquired from confession to the detriment of the penitent even when any danger of revelation is excluded. A priest may not use in any manner for external governance the knowledge about sins which he has received in confession at any time. (Canon 984)
2. In the ordinary case, provision must be made for the possibility of anonymous confession as well as for penitents who wish to confess face-to-face. (USCCB *Complimentary Norm*, canon 964) However, a priest may choose to hear confessions in a confessional with a fixed grille. Authentic Interpretation of canon 964§2 by the Pontifical Council for the Interpretation of Legislative Texts, 7 July 1998 (AAS90 [1998] 711).
3. Counselors may disclose certain information if there is clear and imminent danger to the person being counseled or to others. In such event, the person being counseled should be informed of the necessity of making the required disclosure and of the potential consequences. The disclosure should be limited to the information necessary to protect the affected person(s) from harm.
4. Counselors should discuss with each person being counseled, as a part of the initial counseling, the nature of the counseling relationship, and the issues of confidentiality, including the above-stated limitations.
5. Counselors may use the knowledge gained from prior and/or ongoing counseling sessions in teaching, writing, public speaking, and/or homilies, only after precautionary and effective measures have been exercised to safeguard the identity of any person or persons.
6. The confidentiality of counseling sessions is limited by the mandatory state law reporting requirements. In the event that otherwise confidential information is necessarily disclosed, counselors should advise the person being counseled that the disclosure will be made.

REPORTING STANDARDS:

1. *Eligible adults* shall hold one another accountable for maintaining the highest ethical, moral, and professional standards.
2. *Eligible adults* shall take seriously every allegation or report of unethical behavior and/or professional misconduct.
3. In the event that the allegation or report involves any form of abuse, or the substantial risk of danger to the health or welfare of any youth, then *eligible adults* shall follow all diocesan Safe Environment reporting procedures.

ADMINISTRATION:

1. Personnel and other administrative decisions made by *eligible adults* shall meet civil and canon law obligations, reflect Catholic social teachings, and adhere to the of this Code of Professional Conduct.
2. *Eligible adults* shall not use their positions to exercise unreasonable or inappropriate power and authority or take advantage of anyone to further their personal, religious, political or business interest.
3. *Eligible adults* shall reasonably avoid situations which place other interests above professional or volunteer goals. They shall avoid the appearance of the same.
4. *Eligible adults* shall inform all affected parties including without limitation their supervisor, when a real or potential conflict of interest exists.

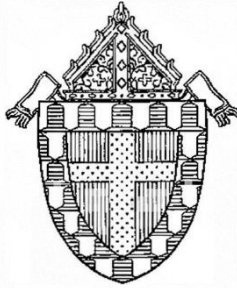
WELL-BEING OF ALL ELIGIBLE ADULTS:

1. *Eligible adults* should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental and/or emotional health.
2. *Eligible adults* should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.
3. *Eligible adults* should cooperate with and support one another.

COMMUNICATION STANDARDS:

1. *Eligible adults* should be open to, and accessible to one another, and to all parishioners.
2. *Eligible adults* shall address and seek to resolve all matters promptly, efficiently, fairly and with utmost discretion.
3. *Eligible adults* shall adhere to the diocesan Social Media Policy.

Diocese of Lafayette



Safe Environment Policy

INTRODUCTION:

There exists within the Church a sacred trust to protect and promote the dignity of all human life (cf. *Catechism*, nos. 356,357,362, 1700, 1738, 1944, etc.). Therefore, the Church has a special duty to foster a safe environment, especially toward children and vulnerable adults entrusted to her care. The Diocese of Lafayette recognizes that this sacred trust is profoundly wounded when clerics or any individuals representing the Church, engage in the sexual abuse of a minor or vulnerable adult (cf. *Catechism* no. 2389). The Diocese of Lafayette, therefore, condemns all acts of abuse and is committed to the punishment of perpetrators and to the prevention of future abuse. All of the faithful who have knowledge or reasonable suspicion of abuse have a moral responsibility and must comply with the reporting requirements of civil law as well as the reporting requirements of canon law. All persons who supervise or work with children or vulnerable adults (hereafter referred to as eligible adults) are subjects of this policy.

A. Reporting Allegations of Abuse

1. Clergy, employees, and all persons who supervise or work with children or vulnerable adults (hereinafter referred to as eligible adults) who know or suspect that a minor or vulnerable adult has been physically or sexually abused must report the abuse to the appropriate civil authorities (unless knowledge of the abuse is bound by the seal of confession-canon 983, 984, etc.; Louisiana Code of Evidence, art. 511, etc.).
2. In keeping with updates in universal law a vulnerable adult is considered equivalent to a minor for all particular laws, policies and protocols of the Diocese of Lafayette, especially for the purposes of protection, reporting and offenses against such persons. All diocesan particular laws, policies and norms which apply to "minors" shall henceforth also include and shall be interpreted to include "vulnerable adults." A vulnerable adult/person is "any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense..." (cf. art. 6 § 1, 1° SST and art. 1 § 2, b *VELM*).

3. Sexual abuse also includes the acquisition, production, possession, and distribution of pornographic images of minors or vulnerable adults (cf. canon 1398).
4. Abuse must be reported to the proper authorities. If the alleged perpetrator is someone living in the same household as the victim, the report must be made to the Department of Children and Family Services for the State of Louisiana (1- 855-453-5437) toll-free, 24 hours/day, seven days/week. All other reports must be made to local police or sheriff's department.
5. After reporting to civil authorities, eligible adults who witness or receive knowledge of abuse against a minor or vulnerable adult must also report this abuse to church authority, as set forth in greater detail in paragraph 8.
6. Eligible adults must cooperate fully with civil authorities in the investigation and subsequent prosecution of sexual abuse of a minor or vulnerable adult.
7. Anonymous reports of abuse may provide an occasion for investigation unless they are clearly false and/or presented purely for malicious purposes. Anonymous reports originally presented with no supporting proofs may have corroborative value if particular circumstances make the accusation plausible. However, anonymous reports lacking corroboration are never considered as proof of abuse.
8. Process for reporting within the Diocese:
 - a. Laity (non-clergy). *In addition to civil authorities*, if the accused is either a lay employee, brother in consecrated life (that is, not a cleric) or sister in consecrated life, a seminarian, diaconal candidate, or other eligible adult, a report of the allegation must also be made to the Director of Safe Environment for the Diocese of Lafayette (337-735-9434). A report against the Chancellor or the Director of Safe Environment is to be made to the Vicar General or the Bishop.
 - b. Priests and Deacons. *In addition to civil authorities*, if the accused is a cleric who is a priest or deacon (permanent or transitional), a report of the allegation must also be made to the Victims Assistance Coordinator for the Diocese of Lafayette (337-298-2987) or, barring that, to the Vicar General. A report against the Vicar General is to be made to the Bishop.
 - c. Bishops. If the accused is a bishop (diocesan bishop, coadjutor bishop, auxiliary bishop, or retired/emeritus bishop), allegations of abuse, lack of addressing, or serious mishandling of accusations must be reported either online at www.reportBishopabuse.org or by calling 1-800-276-1562. In addition, a report must also be made to civil authorities and to the diocesan Victims Assistance Coordinator (337-298-2987).

B. Investigating Allegations of Abuse

1. Against Laity (see 8a.):
 - a. Upon receiving an allegation, the Director of Safe Environment must confirm that the allegation has been reported to civil authorities and will provide to the Chancellor written documentation of information received. The Chancellor shall ensure that outreach is extended to the alleged victim/family.

- b. Upon an initial inquiry, unless the accusation is manifestly false, the accused will be placed on administrative leave, with or without pay, depending on the circumstances. A non-employee will have his/her eligibility temporarily suspended.
 - c. The Chancellor, with the approval of the Vicar General, will determine the appropriate means and person(s) to head and assist with the investigation.
 - d. If an investigation would interfere with a civil investigation, it will be suspended until such time as it may continue without interference. The results of the civil investigation, to the degree available and reliable, may be incorporated into the diocesan investigation. A written report of the investigation is to be prepared.
 - e. The rights to self-defense and not to defame oneself are to be protected though a person may freely confess at any time. An individual shall not be compelled to take an oath or to submit to psychological evaluation.
 - f. If the allegation is proven to be unfounded, every reasonable effort will be made to restore the good name of the accused.
 - g. If the accused admits guilt, does not contest guilt, or is found to be guilty, he/she will be immediately terminated.
2. Against a priest or deacon (permanent or transitional):
- a. Upon receiving an allegation, the Victims Assistance Coordinator must confirm that the allegation has been reported to civil authorities. The Victims Assistance Coordinator must immediately alert the Vicar General (followed by a written report) who shall report the allegation to the Bishop. At the Bishop's discretion, the matter may be reported to the Diocesan Abuse Review Board.
 - b. In keeping with the norm of canon law, unless the allegation is frivolous, the Bishop will decree a preliminary canonical investigation into the allegation and to either personally, or through another, investigate the allegation. If the preliminary investigation would interfere with a civil investigation, it will be suspended until such time as it may continue without interference. The results of the civil investigation, to the degree they are available and reliable, may be incorporated into the diocesan investigation. A written report of the investigation is to be prepared.
 - c. The rights to self-defense and not to defame himself are to be protected though he may freely confess at any time. An individual shall not be compelled to take an oath or to submit to psychological evaluation. Notwithstanding his rights, the accused may be requested, even urged, to seek an appropriate medical and psychological evaluation.
 - d. If the allegation is against a cleric who is also in consecrated life, the Bishop will inform the cleric's Superior and then take appropriate action.
 - e. In response to credible allegations against a cleric, the Bishop will notify the Congregation for the Doctrine of the Faith.

- f. The accused will be informed of his civil and canonical rights either during or after the preliminary canonical investigation. The accused will be encouraged to engage the assistance of civil and canonical counsel.
 - g. The accused cleric is presumed innocent throughout the investigation and appropriate steps are taken to protect his reputation.
 - h. If the allegation is proven to be unfounded, every reasonable effort will be made to restore the good name of the accused.
 - i. For further details regarding inquiry into allegations, please see, Diocese of Lafayette Policy Manual, *Procedure for Addressing Allegations of Sexual Abuse of Minors by Clergy* (<https://diolaf.org/policies-manual>, May 30, 2006) for which all norms which apply to "minor/s" shall also include "vulnerable adult/s" (see above, 104.1, A. 2).
3. Against a bishop (diocesan bishop, coadjutor bishop, auxiliary bishop, or retired/emeritus bishop):
 - a. Allegations against a bishop will be handled by the Metropolitan ArchBishop (cf. *Vos estis lux mundi*, art. 10ff, and above, no. 104.2 A.8c).

C. Preventing Abuse

1. Pastors/Principals/Administrators must ensure that all eligible adults under their supervision are given a copy of this policy, understand its expectations, and are compliant with it.
2. To be deemed an "eligible adult", individuals must successfully complete an *in-person* training session prior to working with minors or vulnerable adults. Each year thereafter all said eligible adults must participate in a continuing education session which may be in-person or by approved virtual/online training (e.g. Virtus).
3. All diocesan-sponsored educational programs (Catholic schools and parish programs) must provide age-appropriate safe environment education for all students and parents at least annually.
4. All parishes and Catholic schools must have a Safe Environment Coordinator to assist the Pastor/Principal/Administrator to ensure that diocesan safe environment norms are implemented.
5. Screening and Evaluation: The Diocese of Lafayette shall utilize rigorous instruments for screening and evaluation to determine the fitness of candidates for ordination.
 - a. All priests, deacons, diaconal candidates, and seminarians must undergo a criminal history check. All diaconal candidates and seminarians from this point forward must be fingerprinted.
 - b. All school employees must be fingerprinted prior to working with children or vulnerable adults.
 - c. All other eligible adults must undergo a criminal history check prior to working with children or vulnerable adults.
 - d. Reference checks must be performed on all laity prior to working with children or vulnerable adults.

104.4

- e. Letters of suitability must be provided by Bishops or Superiors (Provincials, Vicars General, Vicars for Clergy, etc.) for those clerics who wish to practice temporary ministry in the Diocese of Lafayette. The Pastor/Principal/Administrator must ensure that the required letters of suitability for priests are provided to the Office of the Chancellor and those for deacons are provided to the Office of the Permanent Diaconate.
- f. Transfer/Reassignment of Clergy: No priest, deacon, seminarian or diaconal candidate who has been proven to have committed an act of sexual abuse against a minor or vulnerable adult may be transferred for a public ministerial assignment to another diocese/eparchy or religious province. The Bishop must ensure that for even a single act of sexual abuse of a minor or vulnerable adult, admitted or established, the offending cleric or person in formation will be permanently removed from any form of clerical formation or public ministry and, if warranted, dismissed from the clerical state.


D. Enforcing Compliance

1. The Diocese of Lafayette shall maintain a Diocesan Abuse Review Board. The majority of the members are to be lay persons not employed by the Diocese. At least one member is to have expertise in the treatment of sexual abuse of minors and/or vulnerable adults. Members are appointed for a term of five years. Terms can be renewed.
2. The Diocesan Abuse Review Board functions as the Bishop's confidential consultative body in matters of sexual abuse of a minor or vulnerable adult by a priest or deacon. The Board advises the Bishop in his assessment of allegations of sexual abuse of minors or vulnerable adults, and in his determination of suitability for ministry, or other service to the Church.
3. The Diocese of Lafayette shall cooperate with the USCCB Office of Child and Youth Protection which produces an annual public report on implementing and maintaining the standards required by the *Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*. The Diocese of Lafayette must cooperate in the annual audit from which this report is produced.
4. The Diocese of Lafayette, through its *Code of Professional Conduct*, has established standards which govern ministerial behavior and appropriate boundaries for clergy, those in consecrated life, diocesan personnel and other eligible adults in positions of trust with minors and vulnerable adults.
5. All clergy, those in consecrated life, diocesan personnel and other eligible adults must adhere to the diocesan *Code of Professional Conduct*. Persons in violation of the Code of Professional Conduct will be subject to disciplinary action, up to and including removal from ministry, termination and/or loss of eligible adult status.
6. The Diocese of Lafayette will not enter into any confidentiality agreements in cases of sexual abuse where the victim is a minor or vulnerable adult, except for grave and substantial reasons brought forward by the victim or the parent or guardian of a victim who is still a minor or vulnerable adult. Such reasons will be clearly noted in the text of the agreement.

E. Foundation Principles and Guidelines

1. The elements of this policy are governed by the requirements of civil and canon law as well as the *Charter for the Protection of Children and Young People* and *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*.
2. The Diocese of Lafayette reserves the right to make changes to this policy at any time, at its sole discretion, and to interpret and administer the policy considering changing events and circumstances.

Approved


Most Reverend J. Douglas Deshotel, D.D.
Bishop of Lafayette

December 21, 2022


Mrs. Maureen K. Fontenot, PHR SHRM-CP
Chancellor



SOCIAL MEDIA POLICY

INTRODUCTION: The Diocese of Lafayette and its affiliates recognize that, with the increasing prevalence of the Internet in the world today, clergy, employees and volunteers will use the Internet to conduct ministry, educate and communicate with the faithful, associates and friends, Social media in particular, provides various ways for individuals to interact and has changed the way we communicate and share information. The Diocese encourages pastors, principals, and administrators to support the use of social media and give clergy, employees, and volunteers the necessary training and tools to interact safely and responsibly online. Those using social media must be aware that certain comments and information can misrepresent the positions and activities of the Church, Diocese of Lafayette and its affiliates. Clergy, employees and volunteers are required to adhere to the following policy regarding social media for evangelization, education and personal use, including but not limited to: social networks, text/instant messaging, websites and blogs, Social Media- Diocese of Lafayette and Affiliates

1. The Diocese supports the use of social media tools as a means to conduct ministry and education. Social media is a powerful tool; therefore, sites affiliated with diocesan institutions (parishes, schools, offices, etc.) may not be used for: 1) conducting outside business 2) defaming the character of any individual or institution 3) misrepresenting the positions or activities of the Diocese of Lafayette or its affiliates 4) divulging any personal information, particularly about minors that would jeopardize their safety or well-being in any way. Supervisors who approve individuals to create a website are responsible for monitoring the website.

Social Media-Personal Use

2. The Diocese of Lafayette and its affiliates recognize clergy, employees, and volunteers may create personal websites, blogs and social media identities (pseudonym, alias or handle i.e. @thegospeltruth) as a medium of self-expression, i.e. not a direct extension of church ministry or work. However, clergy, employees, and volunteers must recognize that anything published on a personal website is effectively available to the public. Any information that misrepresents the positions and activities of the Church, the Diocese of Lafayette and its affiliates is prohibited. Personal sites used for diocesan work, ministry, or education are subject to monitoring by their supervisor or designees. Reference should be made to pertinent canon law (see especially canons 220,666, 747, 761,779,804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts. Clergy, employees, and volunteers who are identifiable as affiliated with the Diocese of Lafayette are required to put the following notice in a reasonably prominent place on their personal website:

"The opinions expressed here are those of (name of person) alone. This site operates independently and is not associated with the Diocese of Lafayette or (name of parish/school)."

Protection of Minors

3. Clergy, employees and volunteers are prohibited from posting or distributing personal, identifiable information, including photos and/or videos, of any minor without verifiable consent of a parent or guardian. Personal identifiable information includes full name, photos, home address, email address, telephone number or any information that would allow someone to identify or contact a minor. Verifiable consent will take the form of a signed release/permission form from a parent/guardian. Ministry, educational and personal websites may involve the use of a username and password to access all or portions of the site. In the event that clergy, employees, or volunteers, subject to approval by the Diocese of Lafayette or its affiliates, gives a minor access to a website that is not otherwise openly accessible to the public, that same access must also be provided to the minor's parent/legal guardian. Social media at times involves the interaction between adults and minors, therefore, two (2) Safe Environment certified adults must have unrestricted access to monitor these types of communication, and at least one (1) of the two (2) adults must be employed by the institution (diocesan office, parish, school etc.).

Confidential and Proprietary Information

4. Clergy, employees, and volunteers are prohibited from disclosing information that is understood to be

private property or privileged according to the norms of canon law, state and federal law, diocesan policy, the professional code of conduct and contractual obligations.

Trademarks and Logos

5. Personal use of trademarks and logos that are protected intellectual property of the Diocese of Lafayette and its affiliates is prohibited.

Inappropriate Material

6. It is prohibited to post immoral and otherwise inappropriate material via social media. Inappropriate material includes but is not limited to: obscene, harassing, offensive, derogatory, defamatory, or sexually explicit comments, links, or images/video. Reference should be made to pertinent canon law (see especially canons 220,666, 747, 761,779,804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts.

Enforcement

7. Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination or removal from position. The Diocese of Lafayette and its affiliates reserve the right to make changes to this policy at any time, at its sole discretion, and interpret and administer the policy in light of changing circumstances and events. The Diocese of Lafayette gratefully acknowledges the generosity of the United States Conference of Catholic Bishops, the Archdiocese of Cincinnati and the Diocese of Dallas, in granting the use of its social media policies and guidelines as a resource in the development of this policy.

SAFE ENVIRONMENT ACKNOWLEDGEMENT

I, acknowledge that I have received, read, and understand the following policies set forth by the Diocese of Lafayette as part of its program, "*A Safe Environment for the Protection of Children and Young People*". I am aware that as mandated by these policies, I am subject to thorough personal and employment reference checks. I understand that if my volunteer ministry involves any contact with youth, then I must also undergo a criminal background check and/or fingerprint check. I further understand that as a condition of my voluntary service (that involves any contact with youth) I am required to participate in and complete an initial education/training in the diocesan program "A Safe Environment for the Protection of Children and Young People", and that continuing education/training within the same program is required on an annual basis. I understand that any action inconsistent with these policies, or failure to take action as mandated by such, may result in disciplinary action, up to and including dismissal.

Please sign below acknowledging your understanding and acceptance to conduct yourself accordingly as regards each of the following policies/mandates:

Safe Environment Policy: _____

Code of Professional Conduct: _____

Social Media Policy: _____

Parent's Name (print): _____

Names of Children in School (print): _____

2023-2024 *PARENT AND STUDENT HANDBOOK* ACKNOWLEDGMENT

Names of Children in School

Grade:

| | |
|-------|-------|
| _____ | _____ |
| _____ | |
| _____ | |
| _____ | |
| _____ | |
| _____ | |
| _____ | |

We, agree to be governed by the 2023-2024 *Sacred Heart Parent and Student Handbook*. We also agree to be governed by the policies of Sacred Heart School Advisory Council and the Diocese of Lafayette. We recognize the right and responsibility of the school to create rules and enforce them.

As parents/guardians, we agree to read over and discuss the school rules with our child(ren). We understand that no handbook can contain references to each and every situation and recognize the authority of the Administration to develop rules and procedures, discipline students and to govern the school.

Parent's Signature

Parent's Signature

Date

Family Name

Address

City, State, Zip

Student Chromebook Acceptable Use Policy

2023-2024 School Year

Grades K-12

As required by the ***Children's Internet Protection Act (CIPA)***, Sacred Heart School uses **Content Filtering** to assist in protecting students from objectionable materials on the Internet. This Content Filtering will apply to students logged onto devices provided by the school and using their individual school Google account ***both on and off campus***. This does not absolve parents and students of their responsibility to observe all school policies and procedures. Students will be required to complete and pass a Digital Citizenship Course at the beginning of each school year prior to using the Internet on campus.

PUBLICATION OF RULES AND PROCEDURES FOR INTERNET AND NETWORK RESOURCES

In order to maximize the benefits of Internet and school network usage and minimize the dangers, Sacred Heart School has developed a set of rules and procedures for student use. The rules and procedures may vary with the age of the students involved. School procedures will outline the specific purposes for which students and teachers may use Internet services, the specific obligations of faculty and students, and guidelines for acceptable, legal, ethical and efficient use. The use of school network services is considered a privilege, and the Administration may revoke that privilege for any misuse or violation of its acceptable use or for any other reason at any other time.

PARENT PERMISSION

All Sacred Heart School students require Internet use; parent permission, therefore, is not voluntary. Students in grades K-12 are required to sign the "Acceptable Use Policy" annually. These documents are kept on file in the school office.

E-READERS/IPADS/Smart PADS/SMART WATCHES/OTHER WEARABLES

E-Readers, iPads, Smart Pads, Smart watches, such as Apple Watch, Samsung Gear, etc., are not allowed on campus.

GENERAL GUIDELINES FOR STUDENTS

The Sacred Heart School Internet resources will be used for professional communication by the staff and in pursuit of specific educational objectives. Student access will be limited by the educational objectives set by the teacher as appropriate to the age of the students.

SOCIAL NETWORKING, BLOGS AND CYBERBULLYING

Engagement in any social networking such as, but not limited to, Facebook®, Twitter®, LinkedIn®, Instagram®, Snapchat®, etc. may result in disciplinary actions ***if the content of the Sacred Heart student's profile includes defamatory comments regarding the school, faculty and/or other students***. Blogging is permitted only in classes where the blogs are created and monitored by faculty/administration and are part of the curriculum.

PRIVACY

The school reserves the right to **monitor and archive all files and electronic messages** of students and faculty members, to insure that rules and procedures are being followed and to maintain the integrity of the system.

STUDENT'S RESPONSIBILITIES

1. Students are representatives of the Sacred Heart School community and must conduct themselves in a manner that does not impact negatively on either the school or the community.
2. Inappropriate language either stated or implied, that may be offensive or inflammatory of others is strictly forbidden.
3. Because there are materials unsuitable for a school environment, users are cautioned that access to this type of material for any reason is prohibited.

4. Students are not allowed to bring software of any kind to school. Any student loading or exchanging software will be held in violation of this Acceptable Use Policy and disciplined accordingly. Strict adherence to copyright rules and licensing agreements will be maintained.
5. Downloading or importing files from the internet or any portable media brought from outside the school is strictly prohibited.
6. Impersonation and/or anonymity are prohibited.
7. Any use of the Internet, computers or school's communication systems for any purpose other than curriculum-related work is prohibited.
8. Students shall have equal access to the Internet and all communication systems and should be considerate of others (including time and computer supplies).
9. All unwanted communication or harassing messages are prohibited and should be brought to the attention of the teacher or the supervising adult immediately, who will then report the violation to the Administration.
10. Any effort to disrupt Internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry or destruction of computer files will be referred to the proper authorities for investigation and possible prosecution.
11. Students are not allowed to open any folders on the network other than their own designated folder. Browsing, deleting, adding or any type of editing done to someone else's work will be a violation of this Acceptable Use Policy.
12. Playing online or any computer games is not allowed. Only those educational programs that are part of the school curriculum may be used with permission granted by the supervising teacher.
13. All computers/Chromebooks are for research or school assignments only. Online games, shopping and/or other non-educational use are strictly prohibited.
14. Information created, received, transmitted, stored, held, copied, viewed, read, attached to or printed using the school's communication systems is not protected by an individual's right to privacy. It is the right of the school to access, review, and archive all such information at its discretion, including disclosure to third parties when warranted.
15. Students in grades 4-12 may search using approved search engines. Students in grades K-3 may not use search engines. Image searching by any student is prohibited unless under the supervision of the teacher for a class project.
16. Students in grades K-12 will be assigned a unique User ID and Password for use on school computers. Students will be held accountable for keeping this information private and for logging off the computer when work is completed. If a student finds that the previous student has not logged off of a computer, the student must first log off then log back on with their own User ID and password. Violation of this policy will be grounds for referral.
17. Students are prohibited from accessing web-based e-mail, newsgroups, online journals, social networking sites, blogs, etc., **with the exception of those created and assigned by the school.**
18. Students of Sacred Heart School will not post or transmit names, photographs or any other information of or about Sacred Heart School, other students or faculty of Sacred Heart on any website, newsgroup, instant messenger, email or any other online service. Furthermore, students will not post any information about themselves that is in any way deemed derogatory, obscene, pornographic or otherwise inappropriate by school authorities on any website, newsgroup, instant messenger, email or any other online service.
19. Sacred Heart School provides email accounts and online storage to students in grades K-12. **These accounts are monitored by a Human Monitoring System which notifies school officials of any impropriety or threatening speech within email messages or documents within the account.** These resources are for educational purposes and shall not be used for any other purpose, personal or otherwise. These services allow students access to files, communications and projects on and off campus without the need for other portable media or communications methods. **All rules and consequences previously mentioned also apply here.**

DISTANCE LEARNING GUIDELINES

During times of extended school closures, Sacred Heart School faculty and staff will continue to communicate with students through various means. We recognize that online safety is of huge importance, and we hope that this document helps to protect both school staff and students while online.

We recognize that online collaboration is essential for distance learning. Sacred Heart School will provide a Chromebook for each student with access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

1. As a means of protecting the privacy of our students, families and staff, the recording, screen capturing or photographing of video learning sessions is not permitted.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content, which they are submitting to their teacher is appropriate.
4. Staff members can communicate with students and their families using Renweb/FACTS, Email or through an established app (Google Classroom, ParentSquare, etc.).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. For video sessions, faculty and students will use Google Meet with their school provided Google account (shsvp.com), parental permission is implied, as a link will be provided within the Google Classroom. Essentially, by virtue of the student logging in to the session, permission is assumed.

EXPECTATIONS FOR STUDENTS DURING ONLINE CLASS MEETINGS:

1. Our teacher and classmates will see what is behind you. Make sure it is appropriate and not personal.
2. Find a quiet space where you will not be distracted by family members. Let your family members know that you will be participating in an online class meeting.
3. Think of the space you are using as your classroom. This means dress as if you were in school and keep your conversation school appropriate.
4. You should only be having a teacher-led conversation while the teacher is present. When the online class meeting is over the teacher will end the call for the entire class.
5. You may not record the video call as video, audio or still images (screen captures, etc.) because it is illegal to record or take pictures without the person's consent.
6. You may not invite others (share the link) to any Meet session/class.
7. An age-appropriate form of this statement will be read at the start of each online class meeting: "Whenever we participate in remote learning through the use of video communication, it is important that we continue to respect the privacy/confidentiality and intellectual property rights of our school community for both students and teachers. By participating, you as students agree that you may not save, record, share or post a session or any photos/screenshots from a session. Please remember that all school rules and Acceptable Use policies apply during these remote learning sessions."
8. Microphones are to be muted unless otherwise given permission by the teacher.

RESPONSIBILITIES

1. The Chromebook is an educational tool and should be used in that capacity only.
2. The student is responsible for the Chromebook at all times.
3. The student is the only authorized user of his/her assigned Chromebook. Never share or swap Chromebooks with another student. Keep your password CONFIDENTIAL.
4. Do not EAT or DRINK near your Chromebook.
5. When cleaning is necessary, use a soft dry cloth.
6. Do not mark the Chromebook in any way with markers, stickers, etc.
7. Do not remove School labels or inventory tags.
8. Do not insert foreign objects into openings of the Chromebook.
9. Students are responsible for the care of their Chromebooks.
10. Do not leave Chromebooks in vehicles. Computers cannot tolerate extremes in temperature.
11. Chromebooks and power cords must be returned to school at the appointed time.
12. If a Chromebook is stolen, the police and the school office must be notified immediately in order for the Chromebook to be traced and disabled.
13. If a Chromebook is lost, the school office must be notified as soon as possible.
14. Parents are responsible for the replacement cost of lost Chromebooks and power cords or any repairs needed.
15. Parents/guardians are responsible for monitoring his/her child's use of the Chromebook at home. School policies continue to apply when using the computer online at home.
16. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.

CONSEQUENCES OF VIOLATIONS

The consequences of violations of the acceptable use policy for use of the Internet and school network may range from suspension of privileges, to revocation of privileges, to school suspension or expulsion, to legal action and prosecution by authorities depending on the severity and circumstances of the violations. Penalties may also include any other appropriate disciplinary measures determined by the Administration.

1. The borrower will be responsible for returning the Chromebook and all accessories in like condition as received (i.e. Chromebook, charging cable and case).
2. Students are not permitted to place any ornamental stickers on the Chromebook. Screensavers and desktops images are expected to display appropriate content.
3. Students must take responsibility for having their Chromebook prepared for class, which includes a fully charged battery.
4. Equipment cannot be loaned or transferred to a third party. Students are not to lend their Chromebook to friends and/or family under any circumstances.
5. No student may take another student's Chromebook. Students are not to touch, use or alter another person's Chromebook in any manner.
6. The borrower cannot modify the equipment in any way.
7. The borrower will make the equipment available at any time as requested by the school. If loss or damage to the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the borrower will be held financially responsible for the repair or replacement of the item(s). Reimbursement to Sacred Heart School by the borrower who checked the equipment out should be at the fair market value of the equipment/property at the time of loss or damage.
 - **Replacement costs: \$400 Chromebook, \$30 AC adapter, \$20 Stylus (art students) and \$15 Chromebook case**
 - **The specified appraisal cost for repairable damage for which the student is responsible**
 - **Up to \$100 for the second incident of repairable damage for which the student is responsible.**
 - **In the event a Chromebook has been damaged due to negligence on more than 2 occasions, the student will no longer be assigned a Chromebook for the remainder of the school year.****(Payment is due before the equipment is returned to the student for home use.)**
8. The Chromebook and all accessories must be stored in the assigned case when not in use.
9. The Chromebook and all accessories must be returned to the school at the end of each school year for routine maintenance.
10. The Chromebook and all accessories must be returned to the school immediately if the student is transferring to another school or otherwise ceases to be enrolled at the school.

****This form is required for all K-12 students.**

Acknowledgement

I have read, understood, and agreed to the policy regarding the use of the computers, the Internet, and all communications systems at Sacred Heart School.

PRINTED Name of Student / Grade

Date

Student Signature (Grades 4-12)

Date

Parent Signature

Date

~~~~~

Dawn Shipp  
Dawn Shipp, Principal, High School

06/01/2023  
Date

Virginia Morein  
Virginia Morein, Principal, Elementary

06/01/2023  
Date

**\*\*This form is required for all K-12 students.**

**SACRED HEART SCHOOL**  
**Parent Permission Form for Academic/Social Guidance**

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STUDENT: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

The topics for these sessions might include, but are not limited to any of the following:

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- Social Skills - getting along with friends/teachers
  - Academic motivation/study skills
  - Grief or loss issues (death or divorce)
  - Self-esteem (isolation or bullying)
  - Poor impulse control during class time
- 

I give permission for my child to visit with the Guidance Counselor for the purpose of improving behaviors relative to successful class participation, when seen as needed by his/her teacher/teachers. I also give permission for the school Guidance Counselor to contact my child's therapist if needed.

Parent's Signature \_\_\_\_\_

Parent's Name (print) \_\_\_\_\_

Child's Name (print) \_\_\_\_\_

Day Time Phone # \_\_\_\_\_

## **STUDENT HEALTH HISTORY**

This form needs to be completed for K-12 students in case of a medical emergency such as seizures, severe allergies, fainting spells, etc.

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Phone Number: \_\_\_\_\_

Person to notify in case of emergency: \_\_\_\_\_

Phone number: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Policy # \_\_\_\_\_ Phone Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Past Medical History**

Please indicate any acute or chronic medical conditions \_\_\_\_\_  
\_\_\_\_\_

Please describe any allergies to medications, foods, or other substances  
\_\_\_\_\_

Does student have a medically prescribed diet? \_\_\_\_\_

Does student take any medications on a regular basis? \_\_\_\_\_

If so, please list \_\_\_\_\_  
\_\_\_\_\_

Describe any past history of medical/surgical illness \_\_\_\_\_  
\_\_\_\_\_

Is student up to date on immunizations? \_\_\_\_\_

Please share any information that you feel would be helpful to the nurse and/or teacher in caring for your child's medical needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above statements are true and correct to the best of my knowledge.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**AGREEMENT FOR PARENTS OF STUDENTS  
FOR CARRYING PRESCRIPTION ASTHMA INHALERS  
ON THEIR PERSON OR IN THEIR POSSESSION**

The policy of Sacred Heart School is that no student is allowed to have any medicine or drugs, prescription or non-prescription, on his/her person or in his/her possession at any time without permission from the administration. THE ONLY EXCEPTION TO THIS RULE IS FOR ORAL INHALERS, WHICH ARE NEEDED IN EMERGENCY SITUATIONS.

We request that our child \_\_\_\_\_ in grade \_\_\_\_\_ carry his/her prescription asthma oral inhaler on his/her person or possession during the school day for emergency purposes. I understand that it will be my child, \_\_\_\_\_'s responsibility to make his/her prescription asthma oral inhaler available to him/herself during the entire day, including PE classes, which may be in the classroom, gym, playground, football field, etc. by carrying it on his/her person or possession. I further understand that it will be my child, \_\_\_\_\_'s responsibility to secure his/her prescription asthma oral inhaler in such a manner that it cannot be obtained accidentally or otherwise by a fellow student. I further agree to have the asthma oral inhaler labeled with a prescription label for identification purposes, which specifically includes the child's name and dosage. In consideration for making this arrangement, we hereby waive, release and forever discharge any and all claims against the Diocese of Lafayette, Sacred Heart School, their commissioners, Advisory Council, teachers, employees, volunteers or agents for damage and/or injuries to or of my child, which may arise from this agreement.

Parent/Guardian(s') Signature(s): \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone Number(s): \_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR ADMINISTERING MEDICATION/EPIPEN  
(LONG TERM/MORE THAN 10 DAYS)  
AND RELEASE FROM LIABILITY**

**STUDENT** \_\_\_\_\_

**GRADE** \_\_\_\_\_

For and in consideration of allowing said child to attend school in spite of his/her specific health problems, I hereby release, relieve and discharge the Diocese of Lafayette, Sacred Heart School Advisory Council, Sacred Heart School and/or any of its agents or employees from any and all liability for any injury or damage to the health of said child arising out of or resulting from the necessity of said child having taken medicine during school hours. The medicine is to be labeled by the physician or pharmacist with the child's name, doctor, pharmacy, name of medication, dosage and time to be administered.

Sacred Heart School does not administer medicine except at lunch time. The medication must be brought to the school office by the parent/guardian and picked up by the parent/guardian.

**I have read and agree to the above conditions.**

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Date**

THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE PHYSICIAN:

1. DIAGNOSIS \_\_\_\_\_
2. REASON FOR MEDICATION/EPIPEN \_\_\_\_\_
3. MEDICATION, DOSAGE,  
FREQUENCY \_\_\_\_\_
4. DURATION OF MEDICAL ORDER \_\_\_\_\_
5. POSSIBLE SIDE EFFECTS \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PHYSICIAN

\_\_\_\_\_  
DATE

**THIS FORM IS REQUIRED FOR ANY STUDENT NOT UP TO DATE ON  
IMMUNIZATIONS**

**STATEMENT OF EXEMPTION FROM IMMUNIZATIONS**

Under the Louisiana Revised Statutes 17:170 Sec E, I \_\_\_\_\_,  
parent of \_\_\_\_\_, hereby claim exemption from the immunization  
requirements for my child due to medical, religious, or philosophical reasons.

I understand that in the event of an outbreak of a vaccine-preventable disease at the location of the  
educational institution or facility the student attends, the administrators of the educational institution or  
facility, upon the recommendation of the office of public health, may exclude the student from attendance  
until the incubation period has expired or I present evidence of immunization.

Due to the risk my child poses to the other students, specifically those with immunodeficiency, I will not send  
them to school when they have fever or have been diagnosed with any illnesses.

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Signature of Parent/Guardian

Date

---

Signature of Principal

Date

**\*For students in K-12<sup>th</sup> grade who will ride a bus to or from school.**

**First Student Bus Form**

**2428 Opelousas Rd.**

**Ville Platte, La. 70586**

**Phone (337) 363-3373 Fax (337) 363-3374**

**Please contact First Student for your bus number prior to turning in this form.**

**Please print clearly:**

Students Name: \_\_\_\_\_

Parent/Guardian (Student Lives with) Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Bus #: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**Notice:**

First Student is the bus transportation provider for the Evangeline Parish School Board. Where current routing allows, transportation can also be provided to your school. Bus transportation privileges are conditional on appropriate behavior as well as obeying safety rules while on the bus. All routes are on a schedule that must be followed. Routing cannot be changed without approval. Students must be at their designated stop prior to the bus arrival – inclement weather will be considered. Our goal is safe and timely transportation to and from school. If any busing concerns or routing availability questions arise, please contact First Student.

# Diocesan Lunch Program

**PRICES SUBJECT TO CHANGE**

**\*\*All K-12 parents are required to apply for free/reduced lunch.\*\***

[www.applyforlunch.com](http://www.applyforlunch.com)

## Diocesan Lunch Prices:

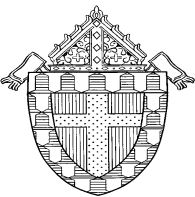
An online application **MUST** be completed at the beginning of each school year at [www.applyforlunch.com](http://www.applyforlunch.com) even if you don't qualify for free or reduced lunch. **You may begin applying for the Free or Reduced Lunch Program August 1, 2023.** Should you have any questions regarding Free or Reduced applications, please call your school cafeteria manager, Lana Brown at 337-363-2318.

**Remember to click on Diocese, not Evangeline Parish**

## **Lunch Payments**

[www.myschoolapps.com](http://www.myschoolapps.com)

Lunch payments for all students are accepted online at [www.myschoolapps.com](http://www.myschoolapps.com). Please create your lunch account by **August 1, 2023**. You will need your child's birthday or their ID number from your monthly bill (this is not the POS number).



**\*\*This form is required for Kindergarten and transfer students only.**

## Diocese of Lafayette

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### PHOTOGRAPH/VIDEO/AUDIO/MEDIA CONSENT & RELEASE FORM FOR A MINOR (STUDENT UNDER 18 YEARS OF AGE)

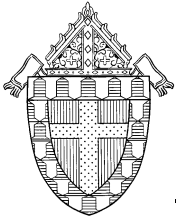
I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, hereby consent to and authorize the Roman Catholic Diocese of Lafayette, Louisiana, (the Diocese) and all entities, representatives, employees, and agents operating under its authority to record, use, edit, reproduce, and/or publish photographs, video, audio, and/or other media that may portray and/or relate to the aforementioned minor child, his/her image, likeness and/or voice, without compensation.

I understand that these materials may be used in various print and electronic media, including but not limited to the Diocesan website and the Diocesan publication, *Acadiana Catholic*, and/or for other endeavors related to Diocesan interests. I understand that the Diocese may use and/or publish materials relating to the aforementioned minor child and/or use his/her photograph, voice, video images, and other media relating to said minor child in any manner that the Diocese deems appropriate in order to promote and/or publicize its programs, or for any other lawful purpose.

This authorization shall not expire and will remain effective indefinitely until rescinded in writing.

SIGNATURE/DATE: \_\_\_\_\_

PRINTED NAME/PHONE: \_\_\_\_\_



**\*\*This form is required for Kindergarten and transfer students only.**

## Diocese of Lafayette

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### PHOTOGRAPH/VIDEO/AUDIO/MEDIA CONSENT & RELEASE FORM (STUDENT 18 YEARS OF AGE OR OLDER)

I, \_\_\_\_\_, hereby consent to and authorize the Roman Catholic Diocese of Lafayette, Louisiana, (the Diocese), and all entities, representatives, employees, and agents operating under its authority to record, use, edit, reproduce, and/or publish photographs, video, audio, and/or other electronic images that may portray and/or relate to me, my image, likeness and/or voice, without compensation.

I understand that these materials may be used in various print and electronic media, including but not limited to the Diocesan website and the Diocesan publication, *Acadiana Catholic*, or for other endeavors related to Diocesan interests. I understand that the Diocese may use and/or publish materials relating to me and/or use my name, photograph, voice, video images, and other media relating to me in any manner that the Diocese deems appropriate in order to promote and/or publicize its programs, or for any other lawful purpose.

This authorization shall not expire and will remain effective indefinitely until rescinded in writing. I hereby hold harmless and release the Diocese and all entities, representatives, employees, and agents operating under its authority from all claims, demands, and causes of action which I, my heirs, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of actions to which this authorization applies.

SIGNATURE/DATE: \_\_\_\_\_

PRINTED NAME/PHONE: \_\_\_\_\_

Elementary Only

YOUTH PILGRIM VIRGIN STATUE PROGRAM

Dear Parents,

Some of you may already be familiar with our *Youth Pilgrim Virgin Program*. This Program consists of a Pilgrim Virgin statue, videos on the message of Fatima, the Scapular and Rosary along with literature to help you learn more. It is our hope that the entire family will not only pray the daily Rosary together, but also consecrate their family to the Immaculate Heart of Mary and strive to live this consecration through the Blue Army Pledge as the Pilgrim Virgin statue visits your home.



The student who receives the statue will take everything needed directly from the classroom and return the statue to the classroom on the date given by the teacher. The statues are very durable and made of an unbreakable substance. We have seen that Our Lady brings an outpouring of graces upon the families when the statue visits their homes.

Pope Pius XII proclaimed, "In 1946 I crowned Our Lady of Fatima as Queen of the World and the following year, through the Pilgrim Virgin, she set forth as though to claim her dominion, and the favors she performs along the way are such that we can hardly believe what we are seeing with our eyes."

Our prayers are united with all your family's intentions, and we ask Jesus and Mary to bless each of you in a very special way!

Please return the bottom of this form in an envelope if you are interested in having our statue visit your home during this school year.

.....

Yes, we would like for the Pilgrim, Our Lady of Fatima statue to visit our home.

Oldest Child's Name/Grade \_\_\_\_\_

Other Children (Name/Grade) \_\_\_\_\_

\_\_\_\_\_

Parent's Phone Number \_\_\_\_\_

## Aftercare Program

**The purpose of the Sacred Heart Elementary Aftercare Program is to make a service available to our parents who do not have a caretaker at home waiting for their children after a school day.**

**Who may attend:** Sacred Heart Elementary students in grades K-8<sup>th</sup>

**Beginning Date of Service:** August 21, 2023

**Ending Date of Service:** Final day of instruction for the school year

**Time:** 3:00 PM – 5:15 PM on scheduled full school days

(After-Care is not available on Noon Dismissal Days)

**Location:** Sacred Heart Elementary Cafeteria

**Parent Pick up:** Parents are asked to pick up students in the back of the Cafeteria Area.

**Snacks:** Parents are asked to supply their child/children's own snacks on a daily basis.

**Daily Routine for Students:** The students will be checked in by the After-Care Supervisor in the Cafeteria following the dismissal bell. Once the student is checked in, charges will be applied accordingly. Students will be advised to use the restrooms and drink water. The students will do homework at this time. The students will not be tutored by the supervisors. If the students are in need of assistance the supervisors may guide them on the correct path, but not to tutor them or take the responsibility of a student not completing homework assignments. Those students who do not have homework assignments will be directed to some type of activity which may include: board games, outside play, rated G TV/Movie or activities of the sort. On pleasant days, students will be allowed to play outdoors on the Junior High playground area.

**Student Behavior:** The students are expected to adhere to behavior which is customary of the school discipline acceptable on the school campus. Students who do not use appropriate behavior may be asked to no longer attend aftercare.

**Charges are as follows:**

**\$5.00 per child per day from 3:00-5:15 PM. Any child not picked up by 5:15 PM will be charged a fee of \$20.00 per child. A \$5.00 late fee will also be charged each week payment is past due.**

**K – 8 students who wait for retrieval at the Junior High, under the “Little or Big Shed”, or the Bus Shed and are not retrieved by 3:30 p.m. will be transferred to After-Care.**

Bills will be emailed monthly. Hard copies will be sent when payment is not received after the email. **Please do not send CASH!** Make all checks payable to **Sacred Heart School Aftercare Program.**

**Attendance:** Students who register for after-care are not required to attend and will only be billed for the days attended. There is no minimum amount of attendance required. Students may attend daily or just a given amount according to need.

**All students must have a completed After-Care Form returned to the office before they are able to receive the service.**

## After Care Program

Student's Name \_\_\_\_\_

Full Time \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Part Time \_\_\_\_\_

Drop In \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home)

\_\_\_\_\_ (work)

\_\_\_\_\_ (cell)

If a parent cannot be reached in an emergency,

call: \_\_\_\_\_

at: \_\_\_\_\_

Names and phone numbers of person(s) to whom we may release your child:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Aftercare is provided from 3:00 until 5:15 PM for your convenience.**

**Charges are as follows:**

**\$5.00 per child per day from 3:00-5:15 PM. Any child not picked up by 5:15 PM will be charged a fee of \$20.00 per child. A \$5.00 late fee will also be charged each week payment is past due.**

**\*\*Snacks and drinks may be provided by parents. Canteen will not be opened for aftercare.**

**NO microwaveable or frozen snacks please.**

**\*\*\* K – 8 students, who wait for retrieval at the Jr. High, under the “Little or Big Shed”, or the Bus Shed and are not retrieved by 3:30 PM will be transferred to after-care.**

## Volunteer Coach for Elementary Sports

If you are interested in volunteering to coach an elementary sport during the 2023-2024 school year, please complete the information below.

This does not guarantee that you will coach a team. **You must receive prior administrative approval.**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Check One:    Head Coach \_\_\_\_\_                      Assistant Coach \_\_\_\_\_

What would you like to coach?

(Grade/Gender/Sport) \_\_\_\_\_  
(Example: 6<sup>th</sup> Girls Basketball, 5<sup>th</sup> Softball, 7<sup>th</sup> Baseball)

Have you been fingerprinted with the Diocese of Lafayette?

YES \_\_\_\_\_ NO \_\_\_\_\_

# SACRED HEART ELEMENTARY

## SCHOOL SUPPLY LIST FOR 2023–2024

Revised 5/10/23

\*\* If a NEW student transfers in from grades 1<sup>st</sup> through 8<sup>th</sup> they will need to purchase a RED binder\*\*

### KINDERGARTEN:

|   |                                                                      |   |                                                      |
|---|----------------------------------------------------------------------|---|------------------------------------------------------|
| 2 | Drawing tablet                                                       | 1 | Large container of Clorox/lysol wipes                |
| 1 | Pair of scissors (round tipped) 5" (Fiskars)                         | 2 | Coloring book (jumbo - thick)                        |
| 2 | Teacher/Parent communicator pocket folder<br>girls-white/boys-navy   | 4 | Boxes of crayons (24) (Crayola)                      |
| 2 | Manila folders                                                       | 4 | Elmer jumbo glue sticks                              |
| 2 | Boxes of tissue (large)                                              | 2 | Packs (Jumbo) Crayola Markers                        |
| 1 | Color Box (If ordering the EPI school supply pack, it will be clear) | 2 | Packs of baby wipes                                  |
| 2 | Packs of yellow #2 pencils (Ticonderoga) (sharpened)                 | 2 | Big Pink erasers                                     |
| 1 | 1" Nap Mat (red/blue mats)                                           | 2 | Box of quart Ziploc bags (girls only)                |
| 3 | Rolls of paper towels                                                | 1 | Pack of 4 AA Batteries                               |
| 2 | Bottle of hand Sanitizer 8oz. (boys only)                            | 1 | Book sack small (Not rolling) *PARENT RESPONSIBILITY |

LABEL ALL SUPPLIES WITH STUDENT'S NAME

### FIRST GRADE:

|   |                                                      |   |                                                      |
|---|------------------------------------------------------|---|------------------------------------------------------|
| 1 | Pack of sanitizer wipes (boys only)                  | 1 | Rolls of paper towels                                |
| 3 | Large pencil bags                                    | 4 | Boxes of tissue (large)                              |
| 4 | Packs of yellow #2 pencils (Ticonderoga) (sharpened) | 1 | Pair of scissors (round tipped) 5" (Fiskars)         |
| 1 | Pack of construction paper (girls only)              | 2 | Elmer Jumbo glue sticks                              |
| 5 | Pocket folders (plastic)                             | 1 | Pack of 4 AAA batteries                              |
| 2 | Big pink erasers                                     | 1 | Pack of washable markers (8 basic colors)            |
| 3 | Boxes of crayons (24) (Crayola)                      | 1 | Red - 1" 3 ring binder – (ELA)                       |
| 1 | Box of Ziploc gallon bags (girls only)               | 1 | Pack of wide rule loose leaf paper (boys only)       |
| 1 | Drawing pad & 1 coloring book                        | 1 | Book sack small (Not rolling) *PARENT RESPONSIBILITY |

NO SCHOOL BOXES or TRAPPER KEEPER IN FIRST GRADE. LABEL ALL SUPPLIES WITH STUDENT'S NAME

### SECOND GRADE:

|   |                                                 |   |                                                       |
|---|-------------------------------------------------|---|-------------------------------------------------------|
| 1 | 3 Subject composition (wide-ruled) (five star)  | 2 | Pack of sanitizer wipes                               |
| 1 | Pack of construction paper                      | 2 | Boxes of tissue (large)                               |
| 4 | Box of colors (24) (Crayola)                    | 2 | Large pencil bag                                      |
| 1 | 4-pk of AA batteries                            | 2 | Elmer Jumbo glue sticks                               |
| 1 | Pocket folder (plastic)                         | 1 | Pair of scissors (round tipped) 5" (Fiskars)          |
| 2 | Big pink erasers                                | 3 | Packs of yellow #2 pencils (Ticonderoga) (sharpened)  |
| 2 | Manilla folders                                 | 1 | Roll paper towels (girls only)                        |
| 1 | Pack Expo Markers (assorted colors) (boys only) | 1 | Box of gallon zip lock bags                           |
| 1 | Coloring book & 1 drawing pad                   | 1 | School bag-tie on side of desk *PARENT RESPONSIBILITY |
| 1 | Pack washable markers                           | 1 | Book sack (May have rolling) *PARENT RESPONSIBILITY   |

NO TRAPPER KEEPER IN SECOND GRADE. LABEL ALL SUPPLIES WITH STUDENT'S NAME

### THIRD GRADE:

|   |                                                        |   |                                                        |
|---|--------------------------------------------------------|---|--------------------------------------------------------|
| 1 | Pack of sanitizer wipes                                | 1 | Large pencil bag                                       |
| 1 | 5 subject composition – (five star) (Wide rule spiral) | 2 | Manilla folders                                        |
| 2 | Rolls of paper towels                                  | 2 | Elmer jumbo glue Sticks                                |
| 3 | Boxes of tissue (large)                                | 1 | Pair of scissors (round tipped) 5" (Fiskars)           |
| 3 | Packs of yellow #2 pencils (wooden) (sharpened)        | 2 | Big pink erasers                                       |
| 2 | Boxes of crayons (24) (Crayola)                        | 1 | Yellow highlighter                                     |
| 1 | Black and white journal                                | 2 | Pack of loose leaf paper                               |
| 2 | Pocket folders red & yellow (plastic)                  | 1 | Book bag (for side of the desk) *PARENT RESPONSIBILITY |
| 4 | Expo markers (assorted colors)                         | 1 | Book Sack (May have rolling) *PARENT RESPONSIBILITY    |

NO TRAPPER KEEPER IN THIRD GRADE. LABEL ALL SUPPLIES WITH STUDENT'S NAME.

## SUPPLY LIST CONTINUED

### 2023–2024

#### FOURTH GRADE:

|   |                                                                |   |                                                      |
|---|----------------------------------------------------------------|---|------------------------------------------------------|
| 1 | (Red) 1 subject composition (five star) (Math)                 | 2 | (Elmer's) Glue sticks & 1 bottle                     |
| 1 | (Blue) 3 subject composition (five star) (ELA)                 | 1 | Pair of scissors 7" (Fiskars)                        |
| 3 | (Yellow) 1 subject composition (five star) (Theology)          | 5 | Manilla Folders (Do Not Label)                       |
| 1 | (White) 3 subject composition (five star) (Social Studies)     | 1 | Paper towel roll (Bounty)                            |
| 1 | (Red) 2 pocket folder (five star) (plastic) (Math)             | 1 | Box of skinny markers 12 or 24 pack (Crayola)        |
| 1 | (Yellow) 2 pocket folder (five star) (plastic) (Theology)      | 1 | Hand sanitizer (boys only)                           |
| 1 | (Blue) 2 pocket folder (five star) (plastic) (ELA)             | 1 | Packs of yellow #2 pencils (Ticonderoga) (sharpened) |
| 1 | (Green) 2 pocket folder (five star) (plastic) (Science)        | 1 | Large pencil bag                                     |
| 1 | (White) 2 pocket folder (five star) (plastic) (Social Studies) | 1 | Pack of sanitizer wipes (girls only)                 |
| 1 | (Purple) 2 pocket folder (five star) (plastic) (Extra)         | 2 | Large boxes of tissue                                |
| 1 | (Black & White) Journal (ELA)                                  | 1 | Box of crayons 24 (Crayola)                          |
| 2 | Yellow highlighter                                             | 2 | Packs of loose leaf                                  |
| 1 | Ear buds                                                       | 2 | Packs of lead pencils                                |
| 3 | Black Expo markers                                             | 1 | Book Sack (May have rolling) *PARENT RESPONSIBILITY  |
| 1 | Pack of 4 AA Batteries                                         |   |                                                      |

ALL Supplies must be labeled with name & ALL notebooks & folders labeled by subject as well.

#### FIFTH GRADE:

|    |                                                                                                 |   |                                                                |
|----|-------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------|
| 1  | Small box of crayons (Crayola 24 count)                                                         | 1 | Pack of Sharpie colored highlighters                           |
| 4  | 2-pocket folders (five star) (plastic)<br>(red-Math, blue-ELA, purple-Religion, green-SS)       | 1 | Pack of blue or black ink pens with caps<br>(No clicking pens) |
| 4  | 1-subject compositions (five star) (plastic)<br>(red-Math, blue-ELA, purple-Religion, green-SS) | 1 | Pair of scissors 7" (Fiskars)                                  |
| 1  | Box of tissue (large)                                                                           | 3 | Elmer Glue sticks                                              |
| 10 | Manila folders (Do not label)                                                                   | 1 | Pack of earbuds                                                |
| 1  | Pack of sanitizer wipes (girls only)                                                            | 1 | Large pencil bag                                               |
| 1  | Roll paper towels (boys only)                                                                   | 1 | Pack of markers (Crayola)                                      |
| 1  | Pack of 4 AAA batteries                                                                         |   |                                                                |
| 1  | Jumbo Book Cover                                                                                | 1 | Book sack (May have rolling) *PARENT RESPONSIBILITY            |

NO TRAPPER KEEPER IN FIFTH GRADE. LABEL ALL SUPPLIES WITH STUDENT'S NAME.

#### SIXTH GRADE:

|    |                                                                                                                |   |                                                                 |
|----|----------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------|
| 2  | Paper Towel Roll (boys only)                                                                                   | 2 | Pack of sanitizer wipes (girls only)                            |
| 10 | Manila folders (Not labeled)                                                                                   | 1 | Pack red ink pens (Math)                                        |
| 1  | Large pencil bag                                                                                               | 2 | Packs of yellow #2 Pencils (Ticonderoga) (sharpened)            |
| 1  | Pair of scissors 7" (Fiskars)                                                                                  | 1 | Pack of (Crayola) washable markers                              |
| 1  | Pairs of earbuds                                                                                               | 1 | Jumbo Book Cover (History)                                      |
| 1  | Box of Gallon ziplock bags                                                                                     | 1 | Ruler with centimeters & inches                                 |
| 3  | Box of Kleenex (large)                                                                                         | 1 | Box of 24 Crayola crayons                                       |
| 1  | Pack of large Sharpie colored highlighters                                                                     | 1 | Pkg. of blue or black ink pens (capped only)                    |
| 3  | Elmer Glue sticks                                                                                              | 2 | 1-subject compositions (purple and green) (five star) (plastic) |
|    |                                                                                                                | 3 | 3-subject composition (red, blue, white) (five star) (plastic)  |
| 5  | 2-Pocket folders (five star) (plastic)<br>red-Math, blue-ELA, white-History, purple-Theology,<br>green-Science | 1 | Book Sack (NO rolling) *PARENT RESPONSIBILITY                   |

NO TRAPPER KEEPER IN SIXTH GRADE. LABEL ALL SUPPLIES WITH STUDENT'S NAME.

# SUPPLY LIST CONTINUED

## 2023–2024

### SEVENTH GRADE:

|   |                                                                                                                                                                 |   |                                                                                                                                                            |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Black & White Journal (ELA)                                                                                                                                     | 1 | Paper towel roll ( <b>girls only</b> )                                                                                                                     |
| 5 | 3 or 5 Subject compositions ( <b>five star</b> )<br>( <b>red</b> -Math, <b>blue</b> -ELA, <b>black</b> -History, <b>white</b> -Theology, <b>green</b> -Science) | 5 | Plastic pocket folders ( <b>five star</b> )<br>( <b>red</b> -Math, <b>blue</b> -ELA, <b>black</b> -History, <b>white</b> -Theology, <b>green</b> -Science) |
| 1 | Pair of earbuds with case ( <b>replace as needed</b> )                                                                                                          | 1 | Plastic ruler                                                                                                                                              |
| 1 | Pack of highlighters                                                                                                                                            | 1 | Pack of sanitizer wipes ( <b>boys only</b> )                                                                                                               |
| 1 | Pack of blue or black ink pens ( <b>capped only</b> )                                                                                                           | 1 | Small pack of red ink pens ( <b>capped only</b> )                                                                                                          |
| 5 | Manila folders ( <b>one per class</b> )                                                                                                                         | 1 | Pack of washable markers                                                                                                                                   |
| 1 | Glue stick                                                                                                                                                      | 2 | Boxes of Tissue ( <b>large</b> )                                                                                                                           |
| 1 | Pack of AA batteries                                                                                                                                            |   |                                                                                                                                                            |
| 1 | Jumbo book cover ( <b>History</b> )                                                                                                                             |   |                                                                                                                                                            |
| 1 | Pair of scissors                                                                                                                                                |   | <b>*PARENT RESPONSIBILITY</b>                                                                                                                              |
| 4 | White out tape ( <b>No liquid paper</b> )                                                                                                                       | 1 | TI-30xIIs (7 <sup>th</sup> &8 <sup>th</sup> grade use)                                                                                                     |
| 1 | Pack of colored pencils or crayons ( <b>Crayola</b> )                                                                                                           | 1 | Book Sack ( <b>No rolling</b> )                                                                                                                            |

NO TRAPPER KEEPER IN SEVENTH GRADE. LABEL ALL SUPPLIES WITH STUDENT'S NAME

### EIGHTH GRADE:

|   |                                                                                                                                                                 |   |                                                                                                                                                            |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Plastic ruler                                                                                                                                                   | 5 | Manila folders ( <b>one per class</b> )                                                                                                                    |
| 5 | 3 or 5 Subject compositions ( <b>five star</b> )<br>( <b>red</b> -Math, <b>blue</b> -ELA, <b>black</b> -History, <b>white</b> -Theology, <b>green</b> -Science) | 5 | Plastic pocket folders ( <b>five star</b> )<br>( <b>red</b> -Math, <b>blue</b> -ELA, <b>black</b> -History, <b>white</b> -Theology, <b>green</b> -Science) |
| 1 | Pack of Expo markers                                                                                                                                            | 1 | Pair of scissors                                                                                                                                           |
| 1 | Pair of earbuds with case ( <b>replace as needed</b> )                                                                                                          | 2 | Box of tissue ( <b>large</b> )                                                                                                                             |
| 1 | Box of colored pencils or crayons ( <b>Crayola</b> )                                                                                                            | 1 | Pack of highlighters                                                                                                                                       |
| 1 | Glue stick                                                                                                                                                      | 1 | Pack of sanitizer wipes ( <b>boys only</b> )                                                                                                               |
| 1 | Pack of blue or black ink pens ( <b>capped only</b> )                                                                                                           | 1 | Pack of washable markers                                                                                                                                   |
| 1 | Small pack of red ink pens ( <b>capped only</b> )                                                                                                               |   |                                                                                                                                                            |
| 1 | Roll paper towels ( <b>girls only</b> )                                                                                                                         |   | <b>*PARENT RESPONSIBILITY</b>                                                                                                                              |
| 4 | White-out tape ( <b>No liquid paper</b> )                                                                                                                       | 1 | Book Sack ( <b>No rolling</b> )                                                                                                                            |
| 1 | Jumbo book cover (History)                                                                                                                                      | 1 | TI-30xIIS (7 <sup>th</sup> &8 <sup>th</sup> grade use)                                                                                                     |

NO TRAPPER KEEPER IN EIGHTH GRADE. LABEL ALL SUPPLIES WITH STUDENT'S NAME

# REQUEST FOR ADMINISTERING NON-PRESCRIPTION MEDICATION TO **ELEMENTARY STUDENTS**

If **elementary** parents would like their child to receive any of the following medications (**Ibuprofen, Acetaminophen, Tums, Pepto Bismol, chloraseptic spray, redness reliever eye drops, dry eye drops, Afrin, Benadryl, Claritin**) to be administered by the school nurse during the school year, please complete the form below.

STUDENT \_\_\_\_\_

DOB \_\_\_\_\_

I hereby release, relieve and discharge the Diocese of Lafayette, Sacred Heart School Advisory Council, Sacred Heart School and/or any of its agents or employees from any and all liability for any injury or damage to the health of said child arising out of, or resulting from the student having taken non-prescription medicine during school hours.

**IF YOU CHOOSE TO GRANT PERMISSION FOR ALL MEDS LISTED ABOVE, YOU MAY WRITE  
“ALL MEDS ABOVE” IN THE BOX BELOW.**

| LIST MEDICATIONS BELOW |
|------------------------|
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |

**I HAVE READ AND AGREE TO THE ABOVE CONDITIONS.**

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

**PERMISSION TO TRAVEL TO ATHLETIC EVENTS  
AND OTHER RELATED ACTIVITIES**

**High School: All Students**

**Elementary: Only Elementary Football Players**

**(6<sup>th</sup>-8<sup>th</sup> Football players)**

1. A series of athletic events and competitions are planned for Sacred Heart School student athletes, managers, trainers and spirit group members according to the event calendar.
  - a. **Perspective Athletics/Club Members**
  - b. **To** – Schools and other venues as scheduled for scrimmages, games or other team activities, as well as extra-curricular activities.
  - c. **On** – Dates as scheduled for each sport or event. Parents and students are given schedules of activities throughout the school year and athletic season.
  - d. **Educational Purpose** – **As part of a team or unit all athletes and spirit group members are expected to travel to and from games and other events with the team or squad unless special circumstances warrant other arrangements.** Permission may be granted for special circumstances, only by the Principal or Athletic Director.
  - e. **Transportation Plan** - Student athletes for football, basketball, baseball, softball and track whenever possible; spirit group members are generally transported by the Trojan Bus, chartered buses or other buses driven by coaches or other certified licensed drivers. If necessary, other means of transportation could include transportation by responsible faculty and/or responsible parent drivers. **Students do not drive themselves or other students to or from out-of-town athletic events.**
  - f. **Details** – Parents are supplied with schedules for out-of-town travel at the beginning of each academic and sports season and with the details of each trip, such as time of departure and arrival back at school throughout the season.
2. We request that our child \_\_\_\_\_ in grade \_\_\_\_\_ travel to participate in the athletic, extra-curricular activities and events scheduled by the school and outlined in the scheduled events for each sport/activity. We believe the necessary precautions and plans for the child's care have been made. We feel that reasonable vigilance in the care and supervision of the children during the trip will be exercised.
3. In consideration for making the arrangements for this trip, we hereby waive, release and forever discharge any and all claims against the Diocese of Lafayette, the above named school, their Administrators, Advisory Council, teachers, employees, volunteers or agents for damages and/or injuries to or of my child listed in paragraph 2, above, which may arise from the participation in this activity.

**Parent/Guardian(s) Signature(s):**

**Date**

**Daytime Phone Number:**

\_\_\_\_\_  
\_\_\_\_\_

**\*\*This form is required for 6<sup>th</sup>-12<sup>th</sup> graders only.**

## MEDICAL INFORMATION

Participant's (Student) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

**MEDICAL MATTERS:** I hereby warrant that to the best of my knowledge, my child is in good health and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)

**Emergency Medical Treatment:** In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the phone number provided, contact:

Name and Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Health Plan Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Signature: \_\_\_\_\_

**Other Medical Treatment:** In the event it comes to the attention of the Sacred Heart School, its officers, directors and agents, and the Diocese of Lafayette, chaperones, or representatives associated with the activity, that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called.

Signature: \_\_\_\_\_

**Medications:** My child is taking medication at the present time. My child will bring all such medications necessary and such medications will be well-labeled. **Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:**

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Signature: \_\_\_\_\_

I hereby grant permission for non-prescription medication (i.e. ibuprofen, Tylenol, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: \_\_\_\_\_

**Specific Medical Information:** Sacred Heart School will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc): \_\_\_\_\_

Immunizations (tetanus/diphtheria) up to date:

Yes \_\_\_\_\_ No \_\_\_\_\_

Does child have a medically prescribed diet?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does child have any physical limitations? Yes \_\_\_\_\_ No \_\_\_\_\_

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, flu, Mono, etc? If so, list date and disease or condition:

\_\_\_\_\_

You should be aware of these special medical conditions of my child:

\_\_\_\_\_

\_\_\_\_\_

## Drug Testing Contract (Grades 6 – 12)

As a parent or legal guardian of a Sacred Heart School student, I agree to the following:

1. I have read the drug and drug testing policies of Sacred Heart School contained in the student handbook. I understand the policies and agree that my child and I will abide by these and accept the penalties as stipulated in the policies.
2. Additionally, I agree to support and uphold all policies, rules and regulations adopted by the Sacred Heart School Advisory Council.
3. I have been given availability to a school handbook that I will read, along with my child. I will support the policies, procedures, rules and regulations stipulated by the Administration as set forth in the school handbook.
4. I understand that pursuant to the current drug policy, specimens may be collected by collecting agency(ies) designated by Sacred Heart School.
5. I understand that a prescription must be on file for any medication that my child is currently taking. (See the form titled “Medical Information” which is included in this packet.)

|                             |                             |
|-----------------------------|-----------------------------|
| _____<br>Parent’s Signature | _____<br>Parent’s Signature |
| _____<br>Date               | _____<br>Date               |

I agree to learn and follow school drug and alcohol policies and accept the penalties imposed by the policies and/or the Administration.

|                                                 |                              |               |
|-------------------------------------------------|------------------------------|---------------|
| _____<br>Student’s Name ( <i>Please Print</i> ) | _____<br>Student’s Signature |               |
| _____<br>Homeroom Teacher                       | _____<br>Grade               | _____<br>Date |

## Permission for Emergency Contact to Sign Out a **High School** Student

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Please list all parents, emergency contacts, grandparents and/or other adults who may check this child out of school. **(If a faculty member is also a family member, he/she may be included on the list.)** In the event someone is not allowed to check-out the student, **make a special note on this form and schedule an appointment with the principal before the start of each school year to notify him/her of this special circumstance.** Please include home and cell phone numbers. **STUDENTS ARE NOT ALLOWED TO SIGN-OUT AND LEAVE CAMPUS WITH STUDENT DRIVERS OTHER THAN THEIR SIBLINGS.**

| Name & Relationship | Home Phone | Cell Phone | Work Phone |
|---------------------|------------|------------|------------|
| ,Parent             |            |            |            |
| ,Parent             |            |            |            |
|                     |            |            |            |
|                     |            |            |            |
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*2023 - 2024*  
*Sacred Heart School Student Parking*  
*\$15.00*

*Form must be completed when submitting the payment. (Please complete a separate form for each student.) Payments may be made with cash or a check payable to Sacred Heart School. (Payments are non-refundable.)*

*\*\*All student drivers must have purchased a parking decal by the first day the vehicle is parked on campus.*

*\*\*Student must have a valid driver's license in order to drive on campus.*

*Student's Name*\_\_\_\_\_ *Decal #*\_\_\_\_\_

*Classification* \_\_\_\_\_

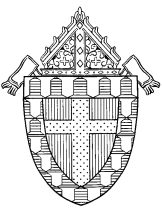
*Vehicle Information*

*Year*\_\_\_\_\_

*Color*\_\_\_\_\_

*Make and Model*\_\_\_\_\_

*License Plate Number*\_\_\_\_\_



**\*\*This form is required for HIGH SCHOOL only.**

## **VOLUNTEER DRIVER FORM**

**\*\* A COPY OF YOUR INSURANCE CARD AND A VALID DRIVER'S LICENSE  
MUST ACCOMPANY THIS FORM. \*\***

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Year, Make & Model of Vehicle: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_

Liability Limits: \_\_\_\_\_

(State Minimum limits required, Limits of \$100,000/\$300,000 recommended)

In order to provide for the safety of those we serve, we ask each volunteer to answer the following questions: YES / NO

- I have a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years. \_\_\_\_\_
- I have two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years. \_\_\_\_\_
- I have three or more moving violations and/or accidents in the last three years. \_\_\_\_\_

Please be aware, that as a volunteer driver, your insurance is primary. Thank you for helping us with our transportation needs.

### Certification/Pledge

*I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for a school function/event is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.*

*I pledge not to make phone calls or text while operating a vehicle as a volunteer. I will pull over to a safe place and come to a stop prior to any such use.*

\_\_\_\_\_  
Volunteer Driver Signature

\_\_\_\_\_  
Date

Student: \_\_\_\_\_ Grade \_\_\_\_\_

Student: \_\_\_\_\_ Grade \_\_\_\_\_

Student: \_\_\_\_\_ Grade \_\_\_\_\_

Student: \_\_\_\_\_ Grade \_\_\_\_\_

# REQUEST FOR ADMINISTERING NON-PRESCRIPTION MEDICATION TO HIGH SCHOOL STUDENTS

STUDENT \_\_\_\_\_

GRADE \_\_\_\_\_

I hereby release, relieve and discharge the Diocese of Lafayette, Sacred Heart School Advisory Council, Sacred Heart School and/or any of its agents or employees from any and all liability for any injury or damage to the health of said child arising out of, or resulting from the student having taken non-prescription medicine during school hours.

I agree to supply for my child and give permission for him/her to request that the office personnel to give him/her the following medications during school hours. **(LIST MEDICINES BEING SENT TO SCHOOL.)**

| MEDICATION | DOSAGE | FREQUENCY |
|------------|--------|-----------|
|            |        |           |
|            |        |           |
|            |        |           |
|            |        |           |

**I HAVE READ AND AGREE TO THE ABOVE CONDITIONS.**

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent