



Sacred Heart Catholic Elementary

10482 LeMoyne Blvd.

D'Iberville, Mississippi 39540

Phone: 228-392-4180 Fax: 228-392-4859

Website: sacredheartelementary.org

Dear Parents/Guardian:

Thank you for considering Sacred Heart Catholic Elementary School for your child's education. At Sacred Heart, your child will develop a foundation for life and shine like a star! Sacred Heart Catholic Elementary shares the responsibility with the parents, the church and the community to educate the children enabling them to become a mature, responsible member of society.

Sacred Heart Catholic Elementary is a ministry of Sacred Heart Church and the Biloxi Diocese, providing an environment allowing each student the opportunity to reach his/her God-given potential with instruction, discipline and Catholic values which focus on the formation of a strong moral character, academic excellence, ability to serve others and the motivation to achieve.

A Catholic education is only one way for your child to reach the ultimate goals of life, and Sacred Heart Catholic Elementary is only an extension of the education that begins in the home. Parents/guardians are the primary educators and thus are responsible for providing a family atmosphere filled with love, respect and desire for what is good and right by incorporating morals and values. The family provides the learning atmosphere where the child can develop values and a positive attitude with the love of Christ, and the school reinforces these characteristics with the academics of an education.

The Sacred Heart Catholic Elementary budget is supported by: tuition, registration fees, fundraising activities, and supporting parishes. In an effort to balance financial independence and reasonable tuition rates, we depend on our parents to participate in the following fundraising events throughout the year which include:

- Bingo
- Around the City Coupon Books
 - World's Finest Chocolate Candy
 - Sacred Heart 5K Run
 - Mardi Gras Draw
 - Golf Tournament
 - Any other events decided upon through the year

To help plan these events you are encouraged to attend the Family Involvement Teams (FIT) meetings on the first Thursday of each month. With your support, cooperation and involvement, your time at Sacred Heart will be appreciated and rewarding not only by you but by the faculty and staff, the children and the parish family.

Please help our planning efforts, for the 2016-17 school year, by registering your child before April 30. Again, thank you for considering Sacred Heart Catholic Elementary. Together we will pray, teach, live, serve and grow in the love of God and each other.

Mrs. Sema, Principal, Sacred Heart Catholic Elementary

Acknowledgement and Agreement of Parent Responsibilities

I, _____, have read the welcome letter, and I accept the responsibility of being a parent at Sacred Heart Catholic Elementary and agree to participate in the following activities throughout the school year showing my support and helping to form a foundation for life with morals, values and consideration for others with my child.

1. Maintain a united authority with the school.
2. Be consciously aware of the fact that obedience must first be taught and applied at home before it can be implemented at school.
3. Have an honest idea of my child's capabilities. Children are successful if they are not frustrated into thinking that they are expected to perform at a higher level than their ability allows or if they are not challenged to meet their highest potential.
4. Reinforce the teaching of respect for others and the property of others.
5. Encourage your child to develop good study habits.
6. Monitor your child's television viewing both in time and content of programs. Encourage active participation in family activities. In addition, monitor your child's use of the computer and telephone.
7. Provide a good Christian example for your child, through family prayer and regular attendance at Mass as a family. Use proper language at all times and practice Christian examples for your child to observe.
8. Supervise homework letting your child do his/her work unless you see that the work is being done improperly.
9. Participate with the Family Involvement Teams (FIT), which meets on the first Thursday of each month.
10. Bingo - Work 4 Sunday night's out of the year.
11. Bazaar – October (work two hours the weekend event).
12. Drawdown – February (purchase **two tickets totaling \$80.00** at registration, sell two tickets by December and volunteer to prepare for the event).
13. Participate in all other fundraising activities:
 - Around the City Coupon Books
 - World's Finest Chocolate Candy
 - Sacred Heart 5K Run
 - Mardi Gras Draw
 - Golf Tournament
 - Any other events decided upon through the year

Parent's Signature

Date

Print Name

Mardi Gras Draw Drawdown Tickets

The Mardi Gras Draw is an exciting event offering delicious food, entertainment, dancing, silent auction items, and the opportunity to win the Drawdown's cash grand prize of **\$4,000.00!** A drawdown ticket is \$40.00 and will admit one person. The Drawdown will be held on **Saturday, February 18, 2017 at 6:00 p.m. at the St. Martin Community Center.** All proceeds support school operations.

Each family is required to purchase two drawdown tickets for the Mardi Gras Draw and sell two or more tickets for the fundraiser. The tickets you are responsible for selling will be available at final registration in July and stubs must be returned to the office by February 1, 2017.

The information provided below, will appear on the ticket stubs you purchase at registration:

First Ticket

Name: _____

Phone Number: _____

Second Ticket

Name: _____

Phone Number: _____

Sacred Heart Catholic Elementary Registration Requirements And Tuition Options

You must submit the registration packet and fee to be considered registered.

Required Forms at Registration

Must be provided by each new student:

- Birth Certificate
- Social Security Card
- Shot Compliance Form 121
- If Catholic, a Baptismal Certificate

Required Fees at Registration

- A registration fee of **\$370.00 per child** is due at the time of registration.
- Each family is required to purchase 2 Mardi Gras Draw tickets for \$40.00 each totaling **\$80.00**.

Total amount due at registration is **\$450.00**

(If the family has more than one child half of the fee is due at registration and the other half is due by May 1, of the prior year you are applying for acceptance.)

The Registration fee includes the following fees:

- \$100.00 for Books
 - (snack fee for preschool students instead of books)
- \$15.00 for Superintendent's fees
- \$15.00 student insurance
- \$15.00 for Power School
 - (An online parent's access to student assignment and grade book)
- \$15.00 for School Reach phone and email emergency services
- \$10.00 for Special Class supplies (Art, Music, Spanish and P.E.)
- \$25.00 for playground repairs
- \$25.00 for teaching supplies
- \$25.00 library supplies
- \$75.00 for Technology
- \$50.00 for Fieldtrips
- \$80.00 2 Mardi Gras Draw tickets

The Registration fee and Mardi Gras Draw tickets are **Non-Refundable**

Tuition Payment Options:

- **One time payment in full by August 1**
- **Two payments in full**
First payment due by August 1st and Second payment due January 1st
- **10 Monthly Payments**

The first tuition payment is due August 1st and the last payment is due May 1st

Families receiving the Needs Based Tuition Assistance only qualify for the 10-month payment plan through First Bank and Trust.

A late fee of \$30.00 will be charged to each account paid after the 10th of each month

**Sacred Heart Catholic Elementary School
Tuition Rates 2016-2017**

Elementary (Kindergarten – 6th grades)	
Parish Affiliated with One Child	3,800.00
Parish Affiliated with Two Children	6,000.00
Parish Affiliated with Three Children or more	7,800.00
Non-Parish Affiliated with One Child	4,900.00
Non-Parish Affiliated with Two Children	7,250.00
Non-Parish Affiliated with Three Children or more	9,425.00
Multiple students add additional \$250.00 for each preschool child	
Preschool Only (3 & 4 year olds)	
Parish Affiliated per preschool child	4,050.00
Non Parish Affiliated preschool child	5,150.00

Families with children in elementary and preschool will have an additional \$250.00 charge for each preschool student.

The second child discount will be reinstated for the 2016-17 school year. For instance, a family with one 1st grade student and one PK student paying the parish affiliated rate would pay \$6,250.00.

Parish Affiliated means that you are a registered member of one of the parishes in the Biloxi Diocese and are actively using the envelopes for donations to that parish. The Pastor of the parish you are a member of must complete a Parish Affiliation Form to receive the parish affiliated tuition rate.

A **Non-Parish Affiliation** means you are not a member of any parish within the Diocese of Biloxi or you do not have a letter from your parish pastor stating your affiliation with that parish.

Needs Base Tuition Assistant and Scholarship Packets are available in the school office upon request. No application will be processed without the \$35.00 processing fee. The deadline for submitting tuition assistance packets is **May 1, 2016**. Individual families receiving the needs based tuition assistance only qualify for the 10-month payment plan with a loan from First Bank and Trust.

Additional fees:

- **Extended Care** – \$3.00 an hour
 Morning care begins at 6:30 a.m. to 7:30 a.m.
 Extended Care hours are from 3:15 p.m. until 5:30 p.m.
 Extended Care services will be billed at \$3.00 an hour.
 All remaining students after dismissal will go directly to Extended care.
 There will be an additional \$20.00 late fee for each 10-minute interval after 5:30, per child.
- **Lunch** - \$3.75 a meal (Sacred Heart does not serve breakfast only lunch)
- **Fundraising Supplies** – (donations for items used during fundraising events)

Sacred Heart Catholic Elementary Tuition Assistance Criteria and Procedure

All Parishes in the Biloxi Diocese provide tuition assistance to their parishioners who are in need of assistance and attend a Catholic school in the Biloxi Diocese. Scholarships are available when funds are available from Sacred Heart Parish collections and private donations.

Sacred Heart Parish offers tuition assistance and if available scholarships to the students in kindergarten through 6th grades for parishioners of Sacred Heart Parish and students attending St Patrick High School. Families registered at parishes other than Sacred Heart must seek assistance from their respective parish.

Any family in need of tuition assistance or a scholarship must complete and submit a tuition assistance and loan application form from First Bank and Trust by May 1, of the prior school year for which the application is for and provide a \$35.00 processing fee to be paid to First Bank and Trust. Returning families must participate in four or more fundraising events in the prior year to qualify for the needs based tuition assistance. Applications are available in the office upon request only.

First Bank and Trust will process the information and report each applicant's individual needs to the school. Once the school receives the report from First Bank and Trust, the report is reviewed by TARC (Tuition Assistance Review Committee). After reviewing the report and completing the TARC Applicant Information Form, (see attached example of the TARC form) the Forms and the TARC Committee's recommendations will be forwarded to the pastor of Sacred Heart Parish. The pastor of Sacred Heart Parish will review the report with the TARC recommendation and distribute the tuition assistance and or scholarships according to the needs and available funds. Returning students will receive first priority for funding.

Needs Based Tuition Assistant / Scholarship and Loan Packets are available in the school office upon request. No application will be processed without the \$35.00 processing fee. The deadline for submitting a tuition assistance and scholarship packet is **May 1, 2016**. Individual families receiving the needs based tuition assistance only qualify for the 10-month payment plan with a loan from First Bank and Trust.

TARC

Applicant's Information Form

Applicant Number _____
 Number of Children attending Sacred Heart Elementary ____
 Grade(s) each child is entering: _____

	Qualified Discount
____ New Family	30%
____ Returning Family ____ Number of years in school	31%

(Returning families must participate in four or more fundraising events to receive the automatic 31% discount and additional points for each event.)

Participated in 2014-15 fundraising events:

____ Bingo	+1%
____ World's Finest Chocolate	+1%
____ Enjoy the City	+1%
____ Mardi Gras Drawdown	+1%
____ Easter Candy	+1%
____ Bazaar	+2%
____ Parish Participation	+1%
____ Student Participates in Extra Curricular Activities	+1%

Total percentage points earned: _____
 Additional Income Required to Support Proposed Depth: _____
 Income Available to Support Debt: _____
 Tuition Amount: _____ Multiplied by total earned
 percentage points: _____
 Total amount of discount: _____

____ Approved for _____
 (Total amount of discount rounded off to nearest \$50.00)

____ Not Approved
 Committee member's signature:

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

(Pastor's Signature)

Family Information Form

Student Names: _____,
_____,

Family Religion: _____ Parish Affiliation: _____

Parents/Guardian Status

Individual completing this form Name: _____

Relationship to student: _____

If you are the guardian, please attach copy of Guardianship Decree.

Student's Parents Status: _____ Married _____ Divorced _____ Single Parent

Please circle the appropriate title for each section.

Mother/Guardian

Name _____

Address _____

City _____ State _____ Zip Code _____

County _____

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

E-mailAddress _____

Step Parent Name _____ Phone No. _____

(If Applicable)

Father/Guardian

Name _____

Address _____

City _____ State _____ Zip Code _____

County _____

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

E-mail Address _____

Step Parent Name _____ Phone No. _____

EMERGENCY CONTACT

Student Names: _____, _____

In the event of an emergency and I am not available, a Sacred Heart Catholic Elementary employee has my permission to contact the following individuals to assist and, if need be, release my child(ren) to their care.

Contact #1 Name _____ Relationship _____
Home Phone _____ Cell Phone _____

Contact #2 Name _____ Relationship _____
Home Phone _____ Cell Phone _____

Contact #3 Name _____ Relationship _____
Home Phone _____ Cell Phone _____

Contact #4 Name _____ Relationship _____
Home Phone _____ Cell Phone _____

Contact #5 Name _____ Relationship _____
Home Phone _____ Cell Phone _____

My child(ren) may not be released to the care of the following individuals:

MORNING AND EXTENDED CARE

Morning care begins at 6:30 a.m. to 7:30 a.m.

Extended Care hours are from 3:15 p.m. until 5:30 p.m.

Extended Care services will be billed at \$3.00 an hour.

There will be a \$20.00 late fee for each 10-minute interval for each child not picked up by 5:30.

Your child(ren) will go directly to extended care if he/she is not picked up by 3:15 p.m.

Please mark yes or no determining your child's participation in morning care.

Morning Care

Afternoon Extended Care

Yes__ No__

Yes__ No__

Please mark the days your child will be attending the Extended Care Program:

Morning Care

__ Monday __ Tuesday __ Wednesday __ Thursday __ Friday __ Occasionally

Afterschool Extended Care

__ Monday __ Tuesday __ Wednesday __ Thursday __ Friday __ Occasionally

STUDENT INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Grade _____ Student goes by _____

Social Security No _____ Race _____

Birth Date _____ Birth Certificate No. _____

Student lives with: Parents Mother Father Grandparent Other Guardian

Guardianship with: Mother Father Grandparent Other Guardian

Sacramental Data	Date	Church	Priest
Baptism			
Reconciliation			
Eucharist			

Has the student ever been the subject of, or threatened with, expulsion, suspension, alternative schooling or similar disciplinary measures? _____ Yes _____ No

If yes, explain: _____

Has the student ever been charged with any crime? _____ Yes _____ No

If yes, explain: _____

Students Past School Record

If transferring from another school, please complete the following information:

Sacred Heart Catholic Elementary School has my permission to request my child's records.

Name of School last attended: _____

Address: _____ Phone No. _____

List of School Attended	Town or City, State	School Year	Grade	Years in each Grade

Parent/Guardian Signature _____ **Date** _____

MEDICAL INFORMATION

Student's Name _____

Immunization Certification Form No. 121 up to date and on file:
___ Yes ___ No

Dated filed _____

Family Doctor: _____ Phone No. _____

Preferred Hospital: _____

Special medical conditions: Anemia Asthma Diabetes Epilepsy Heart Trouble

Other, please explain: _____

Allergies _____

Current Medications _____

Parent/Guardian Signature _____ **Date** _____

Sacred Heart Catholic Elementary
Diocese of Biloxi
Department of Education
Family/Student Registration

Misrepresentations:

The education of students at Sacred Heart Catholic Elementary School is based upon an agreement between the school and parents. The School agrees to provide educational services in exchange for the parents' payment of tuition/costs and their promise to abide by policies, procedures and rules of the school. The information provided on this form induces the school to enter into this agreement and, therefore, *ANY MISREPRESENTATION, INACCURACY OR UNTRUTH IN THE INFORMATION PROVIDED HEREIN, WHEN DISCOVERED, MAY BE GROUNDS, IN THE SOLE DISCRETION OF THE SCHOOL, FOR SUSEQUENT REMOVAL OF THE STUDENT(S) FROM THE SCHOOL AND THE TERMINATION OF THIS AGREEMENT.*

Education of children with special needs:

Consistent with the Gospel, Catholic Schools do not discriminate and believe that all children would benefit from an educational experience that includes the teaching of religious and moral values. In reality, however, due to limited financial resources Catholic schools are not able to effectively provide appropriate educational programs for all students. Some students require certain educational program modifications and resources that we are not able to provide within our schools. The law recognizes this in the fact that while public schools must make a "reasonable accommodation" to educate all students, we are called upon to make ONLY "minor adjustments" to our educational program for those students who would otherwise be qualified for admission. If your child has special needs, you are free to request a program for those students who would otherwise be qualified for admission. If your child has special needs, you are free to request a program modification on the attached form. Provided that your child is otherwise qualified for admission, if the required program modification constitutes "minor adjustment" the child may be admitted; however, if more than a "minor adjustment" is needed, then the child would be better served by an institution equipped to serve that particular need. *ANY TIME IT BECOMES APPARENT THAT A CHILD REQUIRES MORE THAN "MINOR ADJUSTMENTS" TO BE EFFECTIVELY EDUCATED, THE SCHOOL RESERVES THE RIGHT TO MAKE THIS KNOWN TO THE PARENTS ALONG WITH THE FACT THAT THE CHILD'S EDUCATIONAL NEEDS COULD BE BETTER SERVED ELSEWHERE.*

Student Name _____

With regard to the school's educational program, if you would like to request any program modifications or accommodations or make known any special needs, you may do so here:

Has your child participated in: ___ Speech ___ Title I Tutoring ___ Other

If other, please explain: _____

Signature

Date

Permission to Publish Photographs on Website and Newspaper Articles

(Authorization to disseminate and utilize information and wavier a remuneration and of liability)

I hereby grant Sacred Heart Catholic Elementary the right to obtain, disseminate and utilize the following listed information pertaining to my child/children:

(List students' names here) _____

Without cost, remuneration, royalty fee or expense, on its website, in the print media, in school publications, on the radio or on television programs and without further notice:

1. Photographic images, video images or similar technology which may effect a visual representation of my child/children including candid images taken during school hours and/or at school functions;
2. Audio or digitally reproduced, taped and other vocal reproductions and representations of any child/children's voice;
3. Honor Roll list containing my child/children's name in conjunction therewith;
4. Citizenship, religious and other awards received by child/children as judged appropriate for inclusion;
5. Samples of child/children's work (ex: art, essays, etc.);
6. School newsletter or school publications with any reference made to my child/children or his/her class activities.

I understand that no photographic or visual reproduction of my child appearing on the school's website/home page will identify my child/children by name. My child/children, however may be identified by name in other media representations. I understand that all images, reproductions, content or other information which is not hereby authorized to be appropriately utilized shall become the property of Sacred Heart Catholic Elementary School, to be used as deemed appropriate in its sole discretion, without royalty payments, fees or remuneration of any kind.

Further, I waive and release any claims for damages or liability against Sacred Heart Catholic Elementary School, its related parishes or the Catholic Diocese of Biloxi, which I may now have or have in the future, arising out of in anyway connected with the production, use and dissemination of the above authorized information on my child/children upon the aforementioned media sources.

(Please check one of the following statements)

___ I **do wish** to grant Sacred Heart Catholic Elementary School the right to obtain, disseminate and/or utilize the above information pertaining to my child/children.

___ I **do not wish** to grant Sacred Heart Catholic Elementary School the right to obtain, disseminate and/or utilize the above information pertaining to my child/children.

Parent/Guardian Signature

Date

Print Name

Sacred Heart Catholic Elementary School Procedure for Internet Access

Sacred Heart Catholic Elementary School provides access to the Internet for all students, faculty and staff. Students must have permission from at least one of their parents/guardian to access the Internet at school. Any use of the Internet at Sacred Heart Catholic Elementary must comply with the philosophy and rules of discipline already in place as outlined in the Student/Teacher Handbook as well as all policies and procedures, and any infraction of these rules while accessing the Internet will be dealt with as with any other infractions. The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff persons concerning proper use of the network. A student's activities while using the Internet in this school must be in support of education and research, and consistent with the educational objectives of Sacred Heart Catholic Elementary School. Such constitutes "acceptable use" under this policy. In addition, a student accessing the Internet from a school site is responsible for all online activities that take place through the use of the access line. Students are required to have teacher supervision when accessing information. Actions which constitute "unacceptable use" and, therefore, violate this policy, include by the way of illustration, but will not be limited to the following:

1. Using impolite, abusive, or otherwise objectionable language in messages;
2. Placing unlawful information on the Internet;
3. Using the Internet illegally in ways that violate federal, international, state or local laws or treaties;
4. Using the Internet at school for non-school related activities;
5. Sending messages or data that is likely to result in the loss of the recipients work, data and/or hardware or software;
6. Sending chain letters, flame letters, etc., or pyramid schemes to lists or individuals, and other types of use that would cause congestion of the Internet or otherwise interfere with the work of others
7. Using the Internet for advertising or commercial purposes;
8. Using the Internet for political lobbying;
9. Sending or receiving copyrighted materials or materials protected by trade secret without the owner's permission;
10. Knowingly giving one's (school's) password to others;
11. Using another person's password;
12. Using Internet access for sending or retrieving pornographic, threatening or violent material, such as information on bombs, and/or inappropriate text files, or files dangerous to the integrity of the network;
13. Circumventing security measures on school or remote computers or networks;
14. Attempting to gain improper access to another's resources, programs, or data; copy of most current Diocesan Policy Book.
15. Vandalizing, which includes any malicious attempt to harm or destroy data of another user on the Internet, and also including the uploading or creation of computer viruses;
16. Revealing one's name, address, phone number or any personal information to any person or identity on the system (with a requirement to immediately disconnect and inform a faculty member should anyone request this information of you);
17. Falsifying one's identity to others while using the Internet;
18. Changing any computer fields that do not belong to the user.

It is understood that any e-mail received through the online access at the school will not be considered private and will be read by a staff member. No student should solicit e-mail personally. Parents will not send email to individual students. Any messages that are inappropriate use will be reported. Use of any information obtained via the Internet and related technologies are at the users own risk. The educational programs governed by the school specifically deny any responsibility for the accuracy or quality of information obtained and makes no warranty with respect thereto or costs incurred thereby.

All students who will be using the Internet at Sacred Heart Catholic Elementary School and at least one of the parents/guardians of each student, shall sign and return the form on the back before the student is allowed to participate in use of the Internet.

STUDENTS AND PARENT’S AGREEMENT ON USE OF THE INTERNET

We/I have read the policy on Acceptable Use of the Internet Access at Sacred Heart Catholic Elementary School and my child and I understand and agree to abide by the principles and guidelines contained therein. As the student, I agree that should I encounter or become aware of any misuse of Internet access, I will immediately inform the Principal, teacher or staff member about same. As the parent/guardian, I hereby give my permission for my child to access the Internet at the school with the supervision of the faculty and/or staff. In addition, we, both student and parent/guardian, agree that we have read and shall refrain from those actions referred to in the policy which are considered unacceptable to the proper use of Internet resources.

Student’s Signature

Parent/Guardian Signature

Date

Parish Affiliation Form

Please check the Parish you are affiliated with and print your name and your child/children's name. If you are a member of Sacred Heart Parish you may return this form completed to the school office and a school official will deliver the form to the Pastor for his approval. If you are not a member of Sacred Heart Parish, please take this form to your pastor to complete and return it to the school office. You will be informed of your financial status once all information is returned to the school office.

_____ I am affiliated with Sacred Heart Parish, D'Iberville

_____ I am affiliated with St. Mary's Parish, Woolmarket

_____ I am affiliated with Holy Spirit/Christ the King, Vancleave/Latimar

_____ I am affiliated with _____ Parish in _____

Parent's Name: _____

Student Names:	Grade
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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Dear Pastor:

By signing this form you are stating that the above family is a member of your parish and qualifies for the subsidy tuition rate. The subsidy tuition rate is more than \$1,100.00 difference from a non-parish family. We would appreciate your parish providing Sacred Heart Elementary the difference for the subsidy rate as Sacred Heart parish does for the parishioners of its parish.

I have verified that the above named family is a member of _____ Parish.

_____ Pastor's Signature	_____ Date
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Will your parish subsidize the \$1,100.00 difference for the above named family.

_____ Yes _____ No

Does this family qualify for an additional Needs Based Tuition Assistance?

_____ Yes _____ No

If yes, what is the amount that your parish will pay for the above named family tuition assistance? \$ _____