

Sacred Heart Catholic School



2025-2026
Parent/Student Handbook

Sacred Heart Catholic School
106 N. Saint Joseph Street
Morrilton, AR 72110

High School Phone: 501-354-8113
Elementary Phone: 501-354-4416
Fax: 501-354-2001

<https://www.sacredheartmorrilton.org/school/>

<https://factsmgt.com/>

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Arkansas Nonpublic School Accrediting Association, Inc.

Table of Contents

Introduction

General Statements: pages 7-10

Diocesan Manual of Policies and Procedures
Mission Statement
Philosophy
Core Values
Arkansas Law Pertaining to Private Education
Non-Discrimination Policy
Objectives
FACTS
Email Communication Guidelines for Parents & Teachers

Section 1

Personnel: pages 11-12

Administration
Faculty
Staff
Church Personnel

Section 2

Admission Requirements: page 13

Kindergarten Admission
Transfer Student Admission
Student Withdrawal

Section 3

Attendance Policy – pages 14-18

Arrival Time
Dismissal Time
Attendance High School
Absences
College Visits
Tardies
Student's Responsibility
Student Participation in Activities
Leaving Campus
Errands
Field Trips
Severe Weather Policy
Office Telephone

Section 4

Special Programs/Misc: pages 19-21

Lunch Program
Off Campus Food/Drinks
Price
Payment Procedure
Lunch Count

Non School Lunch
After Eating Lunch
Gym & Stage Area
Counseling Program
Religion Program
Library Program
Parking on Campus
Physical Education Classes
Requirements
Behavior
Attendance for Sports
Cell Phone Use in Parking Area
Visitors

Section 5

Educational Requirements: pages 22-27

Homework
Make Up Work
Grading
Semester Exams
Exemptions
Course Drop Date
Retention Policy
Graduation Requirements
Honor Graduate Requirements
Class Rank
Concurrent Credit
Confidential Records

Section 6

Student Conduct: pages 28-42

Honor Code
Student Honor Code
Academic Integrity
Early Morning Detention
In School Suspicion (ISS)
Bomb Threats
Disregard of Direction or Command
Electronic Communications
Electronic Entertainment Devices
Cameras and Video Recording Devices
Personal Search
Search and Seizure
Dress Code
Dress Code for Events in Church
Violations of School Codes
Alcohol and Drug Abuse
Drug Testing Policy

Weapons
Detention
Suspension
Expulsion
Pregnancy

Section 7

Finance: pages 43-47

Financial Agreement
Delinquent Tuition Policy
Educational Freedom Accounts (EFAs)
Tuition Assistance Program
AAA Tuition and Finance Procedures
Applying for School-Funded Assistance
Arkansas Brighter Future 529 Plan
Textbooks and Supplies
Contributions

Section 8

Activities and Events: pages 48-51

Extra-Curricular Activities
Dance Regulations
Fund Raising
Parent/Teacher Conferences
Athletic and Special Events
Parent Volunteers
School Support Program

Section 9

Student Responsibility: pages 52-55

Lockers
Money and Valuables
Handbook
Handling Conflicts
Internet, Electronic Mail, and Social Networking Usage Policy
School Internet and Email Rules
Social Media Code of Conduct for Students/Parents
Positive Communication in Group Messages

Section 10

Parent Responsibility: pages 56-57

Parent Responsibilities
Legal Custody
Family Educational Rights and Privacy Act (FERPA)

Section 11

Safety and Security: pages 58-59

Abuse
Child Abuse Investigations

Safe Environment Training for Adults
Circle of Grace for Youth and Children

Diocesan Manual of Policies and Procedures for Catholic School

The Diocesan Manual of Policies and Procedures for Catholic Schools (5.03) will govern all parochial and Diocesan schools in the Diocese of Little Rock. Copies of the manual are available through the Diocese of Little Rock Catholic School Office website: <https://www.dolr.org/schools-office>. Pastors, principals, teachers and school boards will be familiar with the sections pertaining to their areas of responsibility. Sections of the manual will be used for staff development throughout the school year.

Student/Parent Handbook

All schools shall have a handbook which contains the school's policies for students and parents. Diocesan policy supersedes the local school handbook. Students and parents/guardians must sign a form to indicate that they have received, read, and agree to abide by the policies contained in the school's student/parent handbook.

**Sacred Heart Catholic School ("Sacred Heart" or the "School") Student and Parent Handbook ("Handbook") is published and distributed to the families of the Sacred Heart Catholic School community to provide guidance and information regarding various aspects of student and campus life. The purpose is to help students fully benefit from their experience at Sacred Heart.*

Students, parent(s) or guardian(s), faculty, administration, and staff are expected to read and become familiar with the contents of the Handbook to ensure all members of the school community understand the expectations and responsibilities that come with being part of Sacred Heart Catholic School.

While the policies outlined in this Handbook generally apply, the School retains the right to take actions it deems to be in the best interest of Sacred Heart Catholic School, its faculty, staff, and students.

This Handbook does not limit the authority of the School to interpret, amend, or implement its rules, policies, and procedures at any time—before, during, or after the school year. The Handbook is provided for informational purposes only and is not intended to constitute, nor does it constitute, a contract or part of a contract between Sacred Heart Catholic School and any parent(s), guardian(s), or student affiliated with or attending the School. The School may, in its sole discretion, modify, update, or eliminate policies as necessary throughout the school year.

Mission Statement

Since 1879, Sacred Heart Catholic School has strived to be a Christ-centered community dedicated to developing the whole child and serving families in the Arkansas River Valley. Faculty and staff collaborate to establish a safe, encouraging, and welcoming environment where students are able to discover their individual gifts.

We are committed to:

- *Enlightening Minds* through a comprehensive and rigorous P-12 learning environment
- *Enriching Souls* through the Roman Catholic faith, service to others, and spiritual growth
- *Inspiring Hearts* through leadership and integrity

Vision

Guided by our Christian tradition, Sacred Heart Catholic School will provide the highest quality education from preschool through high school where teachers, students, staff, and school families work together to nourish the body, mind, and soul of each student, and help them become faithful servants of Christ.

Philosophy

Sacred Heart Catholic School seeks to offer high quality academic programs, which are integrated with religious truth and values. Students are prepared for life in today's Church and society and for leadership in society and the Church of tomorrow through a strong, basic, and contemporary curriculum, which includes instruction and formation in the beliefs, values, and traditions of Catholic Christianity.

The development of the whole person of the student (spiritually, intellectually, personally, socially, and physically) is the focus of Catholic education. The teachers, as partners with the parents, play a significant role in this educational ministry as they daily witness the meaning of mature faith and Christian living. They are selected with care and are challenged to on-going professional and spiritual growth.

Core Values

Our core values sustain the tradition and anchor the dynamic mission of Sacred Heart Catholic School.

- **Enlightening Minds** – Through the use of contemporary teaching techniques, technology, and the wisdom of our faculty and staff. Sacred Heart offers high quality academic programs, which are integrated with religious truth and values.
- **Enriching Souls** – Sacred Heart Catholic School strives to foster a deeper commitment to the personal moral development, spiritual growth, and social consciousness in our students and O.

Nondiscrimination Statement

The Catholic schools of Arkansas, Diocese of Little Rock, will not discriminate on the basis of age, gender, race, color, disability, and national or ethnic origin in the administration of educational policies, personnel policies, or other administered programs.

Objectives

Our objectives are:

- Work closely with parents in educating children toward the fullness of Christian life
- Specifically teach Catholic principles and Christian values

- Offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and example
- Instruct the child in human knowledge and skills which enable the students to actively participate in the Christian community and human society
- Recognize the dignity of all persons
- Encourage service to the wider community by providing opportunities to serve
- Encourage teachers to become more committed Christians and develop more professional knowledge

FACTS

FACTS is a service provided by Sacred Heart Catholic School that enables students and parents to access current class content, assignments, manage tuition, and other useful resources in a completely secure environment. The FACTS site is accessible from any computer on the internet at <https://factsmgt.com>. A link can be found on the SHS website www.sacredheartmorilton.org. All teachers post their grades on FACTS at least once per week. They will also be posting assignments weekly in advance. Students and parents should be able to view all assignments, tests, and activities from this site. FACTS will be used to send messages by text, voice mail, and email to students and parents who are registered. Parents should check their account regularly. If you need to activate your FACTS account or need assistance with this program, contact the school.

E-Mail Communication Guidelines for Parents and Teachers

Sacred Heart Catholic School is fortunate to have several direct ways for parents and teachers to communicate. FACTS, text, phone, and email are your direct lines to our staff. These create a safer environment and offer a convenient way for our parents. The guidelines for what is effective and appropriate in terms of email communication are clarified below.

Teacher Communication Expectations

- The classroom environment does not allow teachers to check their emails regularly during the academic day. It is recommended that staff check emails before and after school or if time permits during their preparation period.
- Only non-vital messages should be sent via this medium. Example: Do not use email to inform a teacher that your child is going home with another person or should be sent to after-school care, etc. The teacher may not have time to read messages in a timely fashion. Please call the Elementary office at 501-354-4416 or the High School office at 501-354-8113 to ensure your message is understood and received.
- Response time can be delayed by teachers being unavailable due to illness, attendance, training, conferences, or workshops before or after school.
- Teachers devote many after school hours to curricular needs, standards training and assessment, and preparation for classroom instruction.

Issues to Consider Before Emailing Teacher

- Timing – Keep in mind the classroom environment and complexity of each teacher's day. If you don't get a response the same day, it does not mean you are being ignored.

- Purpose of the Communication – Think about your goal in communicating with the teacher. If the goal is merely to share a piece of information or give the teacher some lead time to think about an issue you would like to discuss, an email is appropriate. If the goal, however, is to have two-way communication and meaningful dialogue, email is not appropriate. The telephone or face-to-face meeting is a better option.
- Sheer Volume – Each teacher has numerous students each day. Think about the volume of emails that these numerous parents could generate in a day.
- Medical or Health Concerns – email is not the best method in this instance. Calling the Elementary office at 501-354-4416 or the High School office at 501-354-8113 is the best option.
- Professionalism – Please keep all contacts by email and the telephone professional. Jokes, special stories, chain letters, funny pictures, and/or commercial solicitations are inappropriate and reduce valuable teaching time. Emails leave a lot of room for interpretation and often are misunderstood. Communication, although important, needs to be controlled. Responding to emails takes time and thought.

Please Keep in Mind

- Teachers are interested in communicating with parents. Teachers want to know if a student is experiencing difficulties with studies or with home situations that are affecting him/her negatively.

Email Etiquette Tips for Parents and Teachers

- Never use email for matters of controversy or real distress. When you have a serious matter, it is always best to meet with the teacher directly. Call the High School office (501-354-8113) or Elementary Office (501-354-4416) to set up an appointment.
- Do not send multiple emails on the same topic. Generally, teachers will try to get back to you as quickly as they can. Remember, they have many students and are concerned for all of them.
- Never say anything by email that you would not want published. Remember that email is not necessarily confidential. Confidential information should be conveyed in person or by phone.
- The rules for civility in emails are the same as in face-to-face meetings. Convey a positive tone in your emails, which can set the stage for a cordial working relationship with teachers and other school personnel.

SECTION 1: PERSONNEL

Administration

Jennifer Roscoe	Principal
Kyle Duvall	Assistant Principal

K-6 Faculty

Pam Baker	Kindergarten
Lexi Burgener	First Grade
Tara Williams	Second Grade
Samantha Henry	Third Grade
Linda Wiedower	Fourth Grade
Kim Fresneda	Fifth Grade
Shelly Baker	Sixth Grade
Paula Bostian	Elementary Administrative Assistant
Haley Lynch	Elementary Aide

7-12 Faculty

Taylor Berry	CTE, Softball
Kyle Duvall	BB Coach
Sarah Duvall	Religion, Math
Kimberly Hamling	Religion, History
Shane Himes	English
Daniel Johnson	AD, BB Coach, PE
Sarah Koch	Religion, PRE
J.T. Roscoe	Science
Irene Taylor	Drama
John Taylor	Science, Religion
Heather Turnipseed	Mathematics
Taylor Yokem	IT, Comp Science
Heather Zinser	History, Religion

K-12 Faculty

Holly Bailey	LSP Aide, Custodian
Karen Benson	Reading Specialist
Patti Bottoms	Librarian/Media Specialist, Director of Communication
Suzanne Freyaldenhoven	Music
Colleen Hoelzeman	LSP Teacher, Elementary Art
Paige McCammon	Counselor
Emily Murphy	LSP Coordinator
Jeannette Price	LSP Classroom Teacher
Megan Ridenhour	Counselor

K-12 Staff

Annise Ryan	Bookkeeper
Barbi Kordsmeier	School Secretary, Cafeteria Bookkeeper
Jackie Briggler	Cafeteria Manager
Michelle Poteete	Cafeteria
Alisha Koonce	Director of Advancement
Abby Parham	School Nurse
Gene Bishop	Head of Maintenance

Church Personnel

Father Stephen Hart	Pastor, School Administrator
Fr. Kiran Ingilela	Associate Pastor
Sarah Koch	Director of Religious Education (DRE)
Sarah Duvall	Asst DRE
	Church Secretary

SECTION 2: ADMISSION REQUIREMENTS

Kindergarten Admission

The enrollment process begins with Kindergarten Preview held in the Spring. At this time, each student and his/her parents/guardians have the opportunity to meet the kindergarten teacher. The teacher has the opportunity to evaluate each student's pre-school progress.

Registration is in August for all students. It is policy that Kindergarten students be five (5) years of age on or before August 1st of the current school year.

Parents/guardians need to provide the following items:

1. Copy of Birth Certificate
2. Copy of Immunization Record
3. Copy of Baptismal Certificate, if Catholic

*An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health. Please see the school's website for information regarding Arkansas Act 676.

Transfer Student Admission

The enrollment process begins with an application in FACTS and the parents and student meeting with the principal. A parent/guardian must sign a release form for school records from the previous school attended by the student. Sacred Heart Catholic School will not accept any student who is under current expulsion or that is in the process of being expelled. Parents/guardians need to provide the school with the following items:

1. Copy of Birth Certificate
2. Copy of Immunization Record
3. Copy of Baptismal Certificate, if Catholic
4. Testing in some academic areas

As openings become available, the following priorities will be used to accept students to Sacred Heart Catholic School:

1. Members of Sacred Heart Catholic Church
2. Members of other Catholic Churches
3. Non-Catholic students

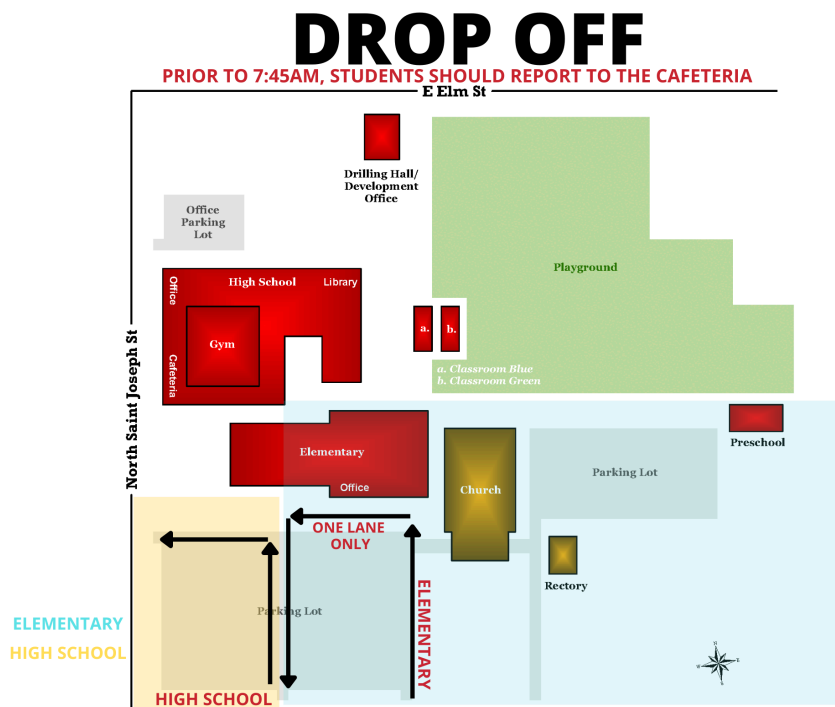
Student Withdrawal

A student withdrawing from Sacred Heart will meet all financial obligations and return all school property before Sacred Heart can release records to the school to which the student is transferring. Upon meeting all obligations, the student's records will be mailed to the new school when Sacred Heart receives the request from the school.

SECTION 3: ATTENDANCE POLICY

Arrival Time

School will be open by 7:30 a.m. After 7:30 a.m., students are not to loiter in the parking lot, in parked cars, or outside the building. Students (K-12) who arrive before 7:45 a.m. will go to the cafeteria. NO ONE is allowed in the gym before school or during basketball practice. At 7:45 a.m. students may go to their classrooms. Elementary drop off - enter the parking lot on the east end, turn left around the oval, drop off in front of the elementary school, and turn left around the oval to exit. High school drop off - enter the western parking lot entrance, turn left in front of the gym entrance, and exit onto St. Joseph St.



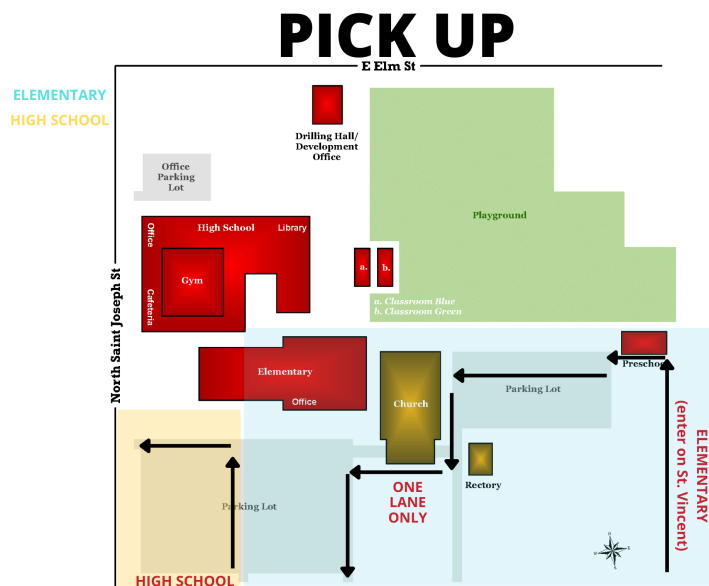
Dismissal Time

The school day ends at 3:15 p.m. for grades K-6 and 3:25 for grades 7-12. The school will have four 1:30 early dismissal days on October 1st, December 3rd, February 4th, and April 1st.

Elementary — Teachers accompany students to the carpool lane under the Church awning. Enter on St. Vincent St. and turn left in front of the preschool; pull in front of the church, turn left to exit. Please do not block any driveways on St. Vincent Street. Once making the turn towards school, cars will form two lines. The right lane will be used for any parent that is picking up a preschool child. Any elementary students remaining in the carpool area after 3:30 will be taken to after school care. Elementary students are not to be in the high school building or gym after school.

Junior/Senior High — Parents can park in front of gym or form a pick up line in front of the gym by entering the west entrance to the parking lot and exiting onto St. Joseph St. Students who drive recklessly at any time in the parking lot are subject to loss of driving privilege, suspension and/or

expulsion. Please do not park north of the oval during the hours of 7:30 a.m. to 8:00 a.m. and 3:00 p.m. to 4:00 p.m. or in the fire lanes.



Attendance- High School

Attendance is an educational issue. Daily school attendance is necessary and expected. Time missed from class can never fully be made up, and it is to the student's advantage to be in class every day. Students who accumulate excessive absences to exhibit consistent non-engagement may lose credit in a class. School-sponsored activities will not count against a student's attendance record.

Students in grades 7-12 are not permitted more than ten (10) absences from any one class per semester (see additional rules for exemptions in the second semester). This should be adequate time to take care of a student's normal illness or extenuating circumstances. A student will be allowed to make up all assignments during these ten (10) days by presenting a written explanation of the absences signed by the student's parent or person legally responsible before school on the day the student returns. This note will contain the date(s) of the absence(s), the reason for the absence(s), and the signature of the parent or person legally responsible. When the note is presented to the office, the office will update the system with code A for absence. Any time a student presents a note from a licensed medical professional, or the principal clears the student's absence, the absence will not count toward the allowed number and the student will be allowed to make up their work. Generally, any student who has accumulated 17 days of absences during the school year will be required to attend summer school or complete approved coursework to make up the work missed or repeat the grade.

If a student exceeds the allowed number of absences in a semester, each absence will be considered unexcused unless the student, upon returning to school, brings to the principal a note from a licensed medical professional.

The student's parents, guardians, or persons legally responsible shall be notified when the student has accumulated absences equal to one half of the allowed number of absences permitted under school policy and again when the student reaches the maximum number of absences allowed by policy. Notice

shall be made by telephone contact with the student's parent(s), guardian(s), or person(s) legally responsible by the end of the day in which such absence occurred or by regular mail with a return address on the envelope sent no later than the following day.

Whenever a student exceeds the number of unexcused absences as provided by policy, the school will notify the prosecuting authority. The parent or person legally responsible for the student shall be subject to a civil penalty.

Absences

Frequent absences will result in a consultation between the principal and parents. Parents are requested not to allow students to miss any portion of the school day unless an emergency should arise. It is discouraged to schedule vacations during the school year, and teachers will not be required to send student work home ahead of time in the event a student is going on vacation. Absences will be calculated as followed:

Elementary- Absent all Day: check out before 10:00 AM, check in after 2:00 PM
Absent Half Day: check in after 10:00 AM, check out before 2:00 PM

High School- Absences will be calculated per class period. A student must attend 35 minutes of a class period to be counted present.

*After 3 early checkouts from the same class period (without a doctor's note is presented), students may face disciplinary action.

College Visits

During the junior and senior years, students are eligible for two approved college preview days. Students must request approval through the Counselor's Office. Juniors and seniors in good academic and disciplinary standing must plan for their official colleges. The student must present a completed College Day Release Form (available in the counselor's office) at least 3 days prior to the visit. Documentation from the college visit is required as official proof of the college visit in order to be counted as an excused absence.

Tardies

Elementary – If a student arrives after 8:00 a.m., the parent will need to report to the Elementary Office to sign in the student.

High School - When a student arrives late, after 8:00 a.m., he/she will be marked tardy and must go immediately to the High School Office to sign the Sign In/Out Sheet before going to class.

If a student is consistently tardy in the morning or between classes, a consultation between the parents, the principal, and the student will be scheduled for elementary children. Secondary students will be allowed three (3) tardies each semester. Parents will be notified after the second tardy. Students will face disciplinary action for every tardy infraction after 3 in each semester. Any student receiving more than 10 tardies per academic school year (excused or unexcused) may not be exempt for semester tests. Students who are not in their seats when the tardy bell rings will be considered tardy unless excused by

another staff member that created the tardy.

Student's Responsibility

The student is responsible for checking with his/her teachers concerning any work missed due to an excused absence. Students should ask their teachers about make-up work on the day they return to class. They will be given the same amount of time to complete their work as the rest of the class. This does not apply to absence due to school business. They must check with teachers before the absence and work is due at the same time as the class. Work must be turned into the teacher before you leave campus for school business.

Student Participation in Activities

When a student is absent for more than 4 class periods from school, he/she will not be permitted to participate in any school activity that same day or night unless prior arrangements were made with the principal. This includes even elementary students participating in pee wee games.

Leaving Campus

Sacred Heart is a closed campus - unplanned check-outs should only be for emergencies, because they disrupt classroom learning. No student may leave the campus during the school day without the written permission of a parent or by the principal after speaking with the parent. If there is a serious emergency, parents are requested to contact the office.

Students are not allowed to go to the parking lot during school hours without permission from the office. The person responsible for transporting the student is required to come to the office to sign the Sign In/Out Sheet.

Students are to enter the building after arriving on campus in the mornings. No students should sit in their vehicle before school.

Errands

No students are to be sent on errands off campus of any kind without the approval of the principal and permission from a parent.

Example: Prom

Field Trips

Students must have their parent(s) complete a field trip release form for the student to participate in a field trip. Since field trips are educational in nature, all students in the class are expected to attend. All class work missed as a result of a field trip must be made up.

Severe Weather Policy

The official announcement for closing school early or canceling school due to inclement weather will be posted to FACTS, KVOM Radio Station (101.7 FM or 800 AM) and social media each day the weather is questionable. Other than rare occasions, Sacred Heart will close for inclement weather at the same time as South Conway County Schools. High School teachers will utilize Google Classroom/FACTS to post assignments. Elementary will coordinate with parents.

Office Telephone

The following school telephone usage rules apply:

1. School telephones are for business purposes only, NOT for student use.
2. School telephones are to be used for emergencies ONLY.
3. Except in the case of extreme emergencies, such as family illness, messages will not be delivered to students.
4. Students will not be called to the telephone.

Section 4: Special Programs/ Miscellaneous

Lunch Program

Cleanliness and consideration is expected in the cafeteria at all times. Students and staff may not enter the kitchen area of the cafeteria due to federal regulations. Every student must report to the cafeteria during lunch whether eating or not.

Off Campus Food/Drinks

No fast food or drinks purchased off campus may be brought into the building during the school day or during lunch.

Price

Lunch is \$3.70 for elementary students and \$3.90 for high school students unless the students are on the free or reduced lunch program. A la carte items for students in grades 7-12 will be \$1.25. Information regarding the Federal Lunch Program is available in the office. Lunch for visitors is \$5.00. Visitors need to call the school office at 354-8113 by 8:15 a.m. on the day they are visiting for lunch, so they can be added to the daily lunch count.

Payment Procedure

Lunch payments should be turned into the office. Automatic payments are available for lunch payments monthly through FACTS.

Lunch Count

A lunch count is taken each morning at 8:00 a.m. If a student arrives after the lunch count has been taken and intends to eat lunch, he/she should notify the office.

Non-School Lunch

Students may bring their lunch to school and may eat in the cafeteria with their class. These students may also bring their drink, (NO sodas allowed) or they may purchase milk in the cafeteria for 50 cents. Students may drink water with their meal, but they must bring their own drinking vessels. Soft drinks cannot be brought into the cafeteria if purchased at school. Lunch from fast food chains or restaurants brought to students is prohibited. There will be a microwave in the cafeteria available for student use.

After Eating Lunch

After lunch, elementary students may go to the playground or classroom as instructed. High School students may go into the gymnasium, outside on the hill with benches, or basketball court when instructed by a duty teacher. Students may not remain in the hallways. The gym lobby, dressing rooms, and restrooms in the gym lobby are closed during lunch. High school clubs and class meetings may be held during the lunch period.

Gym & Stage Area

Street shoes or sneakers worn outside the gym are never to be worn on the gym floor. Students must be under the supervision of school personnel when they are in the gym, weight room or stage/backstage

area at any time. No food or drinks at any time are allowed in the gym unless approved by the coach during practice.

Counseling Program

Academic guidance is coordinated through the school counselor. The counselor coordinates achievement tests, scholarships, awards, and college visitation. Parents/guardians and students are encouraged to make appointments with the counselor to discuss test results and academic plans.

Religion Program

One of the major goals of Sacred Heart Catholic School is to foster the formation of a Christian community. Therefore, all students will attend religion classes, liturgies, Masses, and other Church related functions when appropriate. Students will attend Mass on Thursdays at 9:00 a.m. On special occasions, the date and time will change. Prayer is conducted before each class period in the secondary school and with regularity in the elementary school.

Library Program

1. Students will conduct themselves in a quiet manner in the library. Food and drink are not permitted.
2. Students in grades K-1 may check out one item at a time. Students in grades 2-3 may check out two items at a time. Students in grades 4-12 may check out three items at a time.
3. Students are responsible for returning borrowed items by the due date. Suspension of borrowing privileges will occur when students have overdue items.
4. Reference books do not leave the library without special permission from the librarian.
5. Students must adhere to school policy when using the library computers.

Parking on Campus

Students who drive to school must obtain a parking space through the office. An annual rental fee of \$5.00 per space for students.

Parking for teachers and staff will be the first row by the flagpole and the front row in front of student parking. Please do not park in these spaces prior to 8:00 am each day.

Physical Education Classes

The school has a well-organized physical education program for your child's physical fitness. Physical education classes are provided for all elementary students. Students in grades 7-9 are required to take physical education courses.

Requirements

Students wishing to participate in team sports at Sacred Heart Catholic School must undergo a physical examination by a medical doctor. In addition, students must maintain a **2.00 GPA** (C average) to be eligible to participate in team sports. Students with less than a 2.00 GPA in a semester grading period will not be eligible to participate in team sports during the following term. Students may regain eligibility by maintaining a 2.00 GPA on all semester grades received during the next semester.

The Arkansas Activities Association now mandates that any student who is past due with tuition, fees, etc. more than 60 days will immediately be declared ineligible for participation.

For information regarding all sports please see the Athletic Handbook.

Behavior

Inappropriate behavior exhibited at school functions (here or off campus) will be subject to disciplinary action. They will not be allowed to participate in school functions or attend that day/evening.

Attendance for Sports

Students selected for teams or squads must attend all practices and appropriate ball games unless excused by the principal. Failure to attend mandated practices or ball games may result in suspension or removal of the student from the team or squad.

Cell Phone Use in Parking Area

The school requires all persons entering the campus to adhere to the Arkansas code regarding cell phone usage in any of the areas on campus. A person (student or parent) will lose driving privileges on campus if he/she is found to be in violation.

Arkansas Code § 27-51-1609 - Restrictions in school zones

(a) Except as provided under subsection (b) of this section, a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building.

(b) A driver of a motor vehicle who is passing a school building or school zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating a motor vehicle for an emergency purpose.

(c) This section does not apply to law enforcement officers.

Visitors

All visitors including parent(s) or guardians(s) are to sign in at the school office when entering the building for any purpose and sign out upon departure. Any visitor or parent/guardian wishing to observe a classroom must have approval from the principal prior to arriving at school for a visit.

Section 5: Educational Requirements

Homework

Sacred Heart adheres to the policy of assigning homework to the students. Homework is intended to aid students in developing good work habits, independence, and a sense of responsibility. Each parent should provide a quiet place for his or her child to complete work or study. Schedule a regular time for homework early in the evening so the child will have adequate time to complete the work. It shall be the policy of Sacred Heart School to delegate the responsibility of assigning homework for students by professional staff in accordance with the following principles and guidelines.

Make-up Work

The responsibility of arranging for and completing make-up work/assignments lies with the **student**. School personnel will cooperate with the student to arrange permitted make-up work, so that the student will not be unduly penalized for necessary and/or unavoidable absences. It is our school's policy that late work will not be accepted without penalty. However, students will be responsible for arranging make-up work or getting assignments prior to school sponsored trips.

***Students will have one more day than the total number of days absent to make up the assignments. After that time, the student will receive no credit for the work made up.

***All tests assigned prior to a student's absence must be made up the day the student returns to school. If a student checks out before a test, but checks back in before the end of the school day, the student will report to the classroom to take the test.

Grading

The present grading system is by percentage and letter which is defined by:

Academics: Elementary and High School

A	90 - 100	Superior Achievement
B	80 - 89	Above Average
C	70 - 79	Average
D	60 - 69	Below Average but Passing
F	Below 60	Failing

Conduct: Elementary

A	90 - 100	Excellent Behavior
B	80 - 89	Good Behavior
C	70 - 79	Below Average Behavior

D	60 - 69	Poor Behavior
F	Below 60	Unacceptable Behavior

Conduct: High School

1	Excellent Behavior
2	Good Behavior
3	Below Average Behavior
4	Poor Behavior (Probation for Clubs and Sports)
5	Unacceptable Behavior (Possible Expulsion)

**** The school principal may also issue conduct grades to students.

Semester Exams

All students in grades 7-8 will have comprehensive semester exams in December and May. All students in grades 9-12 will have comprehensive semester exams in December, but may earn an exemption from semester exams in May (see requirements for exemptions). Students may take semester exams if payments for fees/or tuition are not current. However, after ten school days and payment, or arrangement for payment, is not made the student will receive no credit for their work that semester.

Semester Grades:

STUDENT	1 st Qtr	2 nd Qtr	Semester Exam	Semester Grade
John Doe	91/1/A	87/1/A	81 (B)	B (89)

FORMULA	EXAMPLE
1 st qtr % grade + 2 nd qtr % grade = W	95 + 87 = 182
W / 2 = X	182 / 2 = 91
X x 3 = Y	91 x 3 = 273
Y + semester test % = Z	273 + 81 = 354
Z / 4 = semester grade	354 / 4 = 88.5 = 89

Exemptions (9-12 ONLY)

Students in grades 9-12 may choose to take exemptions from their final tests if they have met the school's criteria. The criteria include: 1) no Class A violations for the entire year; 2) a B or better average in the class the second semester; 3) no suspensions; 4) no conduct grades below a 2 for any two quarters; 5) no more than 10 days absent the first semester (excludes school sponsored absences), 6) no more than 5 absences for the second semester, and 7) no more than 10 tardies for the entire school year.

The criteria for exemptions are on a class-by-class basis. For example, a student may have met all criteria except that they earned a 3 in conduct for two quarters in one class. In this case, the student could not be exempt from the class where that student earned the three. The same would be true by grade or absence. Any absence in any class in regard to this policy applies to the total of five days with the exceptions of school business, or by any absence(s) excused by the principal for extenuating circumstances.

Course Drop Date

Students will not be allowed to drop a course after 30 school days at the beginning of each semester/course.

Retention Policy

Upon the recommendation of the teacher, the principal will take it under advisement to retain an elementary student. Parents/guardians will have a conference with the principal. A student in grades 7-8 will be retained in his/her final grade the following school year if 50% of the core academic courses are failed. Final grades will be calculated by averaging semesters 1 and 2 averages.

Graduation Requirements

During grades, 9-12 students must successfully complete the following 26 units to graduate from Sacred Heart Catholic School:

Religion - 4.0 units*	Electives - 6.0 units
Social Studies - 3.0 units**	English - 4.0 units
Science - 3.0 units***	Math - 4.0 units****
Health - 0.5 units	P.E. - 0.5 units*****
Oral Communications - 0.5 units	Fine Arts – 0.5 unit*****

* Transfer students may use electives toward Religion requirements in special cases.

** 1 unit each of American History, Civics, and World History are required.

*** 1 unit of Physical Science and 1 unit of Biology are required.

**** Algebra I and Geometry are both required.

***** No more than 1 unit of P.E. may be used toward graduation requirements.

***** Art courses are counted as fine arts courses.

Honor Status Program

Sacred Heart High School seeks to challenge students to reach their greatest academic potential. Therefore, Sacred Heart High School is offering an Honors Status Program to challenge high achievers to greater heights and depths of academic accomplishment in chosen courses. Honors selections are conducted at an accelerated pace and with greater intellectual depth.

Freshman Year Honors Courses

- Honors English 9
- Honors Algebra I
- Honors Physical Science

Sophomore Year Honors Courses

- Honors English 10
- Honors Geometry
- Honors Biology
- Honors US History

Junior Year Honors Courses

- Honors English 11
- Honors Algebra II
- Honors Trig
- Honors Chemistry
- Concurrent course

Senior Year Honors Courses

- Honors English 12
- Comp I or Comp II
- Honors Calculus
- Honors Anatomy and Physiology
- Honors World History
- Honors Physics
- Concurrent Course

Code of Excellence

A successful student with Honors Status designation exemplifies the following characteristics and has the following abilities:

- Academic initiative and enthusiasm
- Self-motivation and independent work ethic
- High standards of honesty and reliability
- Strong reading and writing skills
- Ability to use higher level thinking
- Ability to handle an accelerated pace and independent learning
- Any student that is caught cheating, will be removed from honor graduate status

Enrollment Process Indicators and Requirements

Please be aware of the items below are required and will be reviewed by an undisclosed committee as a part of the enrollment process:

- Cumulative GPA requirement is 3.5

- Previous grades and/or standardized test scores
- Independent learning capabilities
- Student exemplifies the Code of Excellence
- Recommendations from instructors or other school officials

The Following Stipulations Apply For Honor's Status in a Course

- Courses must be submitted by the instructor for designation as an Honors Status course. An addendum to the current curriculum must be established for a course to be approved.
- Student records (GPA, standardized test scores, transcript, and teacher recommendation) will be reviewed by an undisclosed committee to determine if the student will be admitted to an honors class. All decisions made by the committee are final.
- In order to apply, applicants must have a minimum cumulative GPA of 3.5.
- Students who are accepted for Honors Status will receive instruction in regular classes. However, additional independent work guided by the teacher will constitute the Honors Status addendum.
- Regular meetings with the instructor and other Honors students are a necessary part of the Honors Status program. These meetings may take place before school, during lunch, and/or after school.
- Students must maintain a 90% semester average or better in all Honors Status courses, successfully complete course requirements for Honors Status students, and consistently adhere to the Code of Excellence.
- Students must complete 100% of work in Honors courses to maintain Honors Status.
- Students are given additional credit of 0.25 each semester they are in honors, totaling 0.50 additional quality points for the class.
- Honors Status will be assessed at semester report time.
- If a student falls below Honors Status for academic reasons, meaning the semester average is less than a 90%, he/she will be removed from the Honors class for the next semester, but will secure the 0.25 additional credit for the current attempted semester.
- Honors Status courses (including AP, Honors, and Concurrent) that are transferred from other academic institutions must meet the same criteria and requirements of Sacred Heart High School Honors Program. If requirements are met, the student may receive a weight no higher than 0.5 for the class.
- Administration reserves the right to make any necessary changes or addendums to the Honors Status Program.
- Honors Status in a course is designated by an "H" or "Honors" on the high school transcript.

Honor Graduate Requirements

To graduate with Honors at the completion of high school, students must have minimally met the following stipulations:

- Chemistry or Physics
- Trigonometry or College Algebra
- Maintain an overall 3.5 GPA
- Demonstrate consistent adherence to the Code of Excellence
- Honors will be calculated at the end of the academic school year for both semester 1 and 2

Class Rank

Sacred Heart uses the weighted GPA when determining a student's class rank. Honor Graduates will be ranked higher than students who choose not to fulfill the Honor Graduate requirements listed above.

Valedictorian is the top ranking Honor Graduate(s). Salutatorian is the second highest top running Honor Graduate(s). In order to be named Valedictorian or Salutatorian, a student must also be enrolled at Sacred Heart for 11th and 12th grade.

Concurrent Credit

Act 6001-1989 enables Sacred Heart School students to earn concurrent high school and college credit. If students meet the entrance requirements of higher education institutions, they may take college courses and earn both high school and college credit. One three-hour college level class will equal 1 unit of high school credit. A Sacred Heart School junior or senior choosing to complete graduation using college level classes must be enrolled in a minimum of three classes on the campus of Sacred Heart School and a minimum of six college hours on the college campus or a minimum of 4 classes on campus and 3 college hours on the college campus. Upon completion of any off-campus courses, the official grade(s) must be sent to Sacred Heart School directly from the institution where they were earned. The grade(s) will then be placed on the transcript and be computed in the student's grade point average. Students may attend classes in summer school at accredited area high schools, colleges, or universities, or by approved correspondence courses. Credit will be earned by these courses of study as designated by these schools or correspondence courses. The cost of concurrent credit will be the responsibility of the student. To learn more regarding the cost of each credit hour, please contact the Counselor's Office or UACCM.

Confidential Records

A student's records are confidential and will be open to professional staff, the student if he/she has attained the age of 18, or the student's parents and or guardian at a time mutually agreed upon by the principal (Diocesan policy 5.22).

Section 6: Student Conduct

Honor Code

Sacred Heart Catholic School is a community of individuals committed to the love of God and one another. This Honor Code is a covenant among the members of the community that calls for sound judgment, self-confidence, leadership, and strong moral character in a Christian academic environment. Achievement of these goals depends on holding to standards that honor God and other people. Sacred Heart Catholic School students carry the Sacred Heart community with them wherever they go. This code, therefore, will be enforced during school and at all school-sponsored events. Violations of the Honor code will be dealt with immediately and appropriately.

Student Honor Code

Sacred Heart Catholic School expects students to:

- Seek knowledge and wisdom and be truthful
- Do their own work and give proper credit for the materials or ideas of others
- Avoid contact with non-prescription drugs, alcohol, and tobacco.
- Treat others with courtesy, charity, and respect
- Respect the property and rights of others and to protect the property and good repute of Sacred Heart Catholic School
- Be punctual and meet their obligations in a timely manner
- Express themselves without resorting to profane abusive, or crude language
- Dress sensibly and appropriately, as the occasion demands
- Be participating and contributing members of the school community
- Respect SHCS's religious traditions and rituals, which are rooted in the Roman Catholic Church

Academic Integrity

Plagiarism includes, but is not limited to, the following actions:

- Using or possessing, as well as giving or receiving unauthorized materials in a testing situation (including notes, textbook, cheat sheets, electronic devices including smartwatches)
- Giving or sharing information on a test, quiz, homework, project, or any other work from your classes without the approval of your teacher
- Copying another student's work in any form
- Passing or receiving definite answers to test or quiz questions
- Turning in work for credit that is not one's own (this includes, but is not limited to, information from the internet including AI writing platforms)
- Submitting text that has been cut and pasted from the internet without attribution
- Sharing or copying information from another student's computer or mobile device
- Paraphrasing without attribution

Plagiarism of any sort, as defined and explained in Sacred Heart's plagiarism policy, is strictly prohibited.

A student will be considered to be in violation of the plagiarism policy if he or she does any of the following:

- Uses the direct wording of another source without documenting the source and putting the words in quotation marks
- Uses the ideas of another person without fully documenting the source of those ideas
- Copies the basic sentence structure of another writer's work, provides incorrect or fictitious information from a source
- Cites a source in such a way as to change its content, meaning, or intention of a source
- Turns in the work of someone else (peer, teacher, parent) as his or her own
 - This includes, but is not limited to, homework assignments, journal entries, formal papers, and projects. Though many teachers at Sacred Heart effectively practice cooperative and team learning, turning in another person's work is not compatible with the theories and objectives of cooperative learning.
- Completes another student's assignment for him or her and allows it to be turned in as the other student's work
- Uses an AI platform to generate a response and submits that response as his or her own

Please note: Plagiarism and cheating are NOT LIMITED to the examples provided above.

Consequences of Academic Dishonesty

1st Offense:

- Discipline slip to be completed by teacher and student referred to administrator
- Parent contacted by administrator
- Student will receive a zero but may be allowed to rework the original assignment for partial credit. An alternative assignment may be used for this requirement.
- Student will be assigned one day of morning detention and/or ISS

2nd Offense:

- Discipline slip to be completed by teacher and student referred to administrator
- Parent contacted by administrator
- Student will receive a zero and will not be allowed to rework the assignment
- Student will be assigned 2 days of morning detention and/or ISS
- Club sponsors reserve the right to place students who are club members on probation from that club. In the event that the behavior continues, club sponsors will follow their clubs rules and/or bylaws.

***Any student caught cheating on an exam will receive a 0%.**

****Athletes need to be aware of their coach's rules and expectations as it applies to disciplinary actions taken upon a student at school.**

***Note: Consequences apply not only to the student receiving the information but also to the student supplying the information.**

Clarity on Electronic Devices

- Electronic devices include, but are not limited to, cell phones, computers, and smartwatches
- Smartwatches are not permitted at Sacred Heart during the academic school day. If a student brings a smartwatch to school, it should also be placed in the student's assigned pocket in front of the office until the end of the school day.
- Cell phones must be turned off and placed in the pockets, which are organized by grade, outside the front office when entering the high school building in the mornings. Every student should place his/her cell phone in the number assigned to that student.
- No student should bring a "fake phone" to school. All phones in a pocket should be those that are activated and in use by the student daily.
- Computers must be stored in backpacks at all times, unless the teacher has given specific direction that the class is using the computers for an assignment, quiz, etc. during that class period.
- For a computer to be accessed during study hall, the student must gain permission from the study hall teacher.
- Computers must be used for academic purposes only during class. No student should be watching movies, irrelevant videos, playing games, etc. during class time.
- Headphones are only allowed in the classrooms and under teacher observation/supervision, or during lunch when seated in the bleachers. Students are not allowed to wear headphones in the hallways. Any student violating this rule will have their headphones confiscated.

Consequences of Misuse of Electronic Devices

1st Offense:

- Discipline slip to be completed by teacher
- Parent contacted by administrator
- Warning issued

2nd Offense:

- Discipline slip to be completed by teacher
- Parent contacted by administrator
- 1 day of early morning detention and/or ISS

3rd Offense:

- Discipline slip completed by teacher
- Parent contacted by administrator
- 2 days of early morning detention and/or ISS
- Administrator reserves the right to ban student of electronics at school

Sacred Heart Early Morning Detention

- Any student who has been given detention by a teacher or administrator will report to detention on the scheduled day in the scheduled teacher's classroom ON TIME at or before 7:25 AM, and he/she will be dismissed at 7:55 AM. If a student is late, he/she will be issued an additional day of early morning detention.
- No-shows for detention will result in ISS as deemed necessary by the administration.

In-School Suspension (ISS)

- If a student is assigned ISS, it is important that that student is at school ON TIME. He or she will be given assignments to complete separately from his/her classmates and will be supervised by an adult. All assignments must be completed by the end of the school day unless otherwise specified by a teacher or administrator.
- Upon a student's first time in ISS, the student will receive credit for his/her work.

Bomb Threats

Any student who calls in a bomb threat to the school will be referred to the legal authorities and will be recommended for expulsion.

Disregard of Direction or Command

A student shall comply with reasonable directions or commands of teachers, paraprofessionals, principal, and all administrative personnel or authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule/regulation of the school or any reasonable instruction of school personnel. An insubordinate act may result in a conference, detention, suspension, or expulsion based on the severity of the incident as determined by the principal.

Electronic Communications

Electronic communication such as cell phones, smart watches, laser pointers, or similar communication devices may not be used or turned on during the school day (7:45 a.m. until 3:25 p.m.). Students in high school must place phones in assigned pockets located outside of the office each morning before class. If a student is caught with a phone, they will be subject to punishment. Bringing 2 phones to school and putting 1 in the pockets will result in punishment. Students assume all liability for these devices. Elementary students must turn in their devices to their homeroom teacher when they arrive at school, and they will pick them up at the end of the school day. Sacred Heart is not responsible for any electronic devices brought to school. We will not look for or investigate any phone lost or stolen.

Electronic Entertainment Device

Electronic entertainment devices such as MP3 players, X-Boxes, Game Boys, iPods, cameras, recording devices, Nintendo switch, phones, etc. are not to be used during the school day from 7:45 a.m. until 3:25 p.m. by all students.

Cameras and Video Recording Device

Students may not use cameras, video recorders, cameras on chromebooks, or phones with cameras during the school day without permission of the building principal. Postings on the internet or the selling

of still pictures, videos, or recorded conversations made during the school day or at school events without written permission of the school and the person(s) represented in the pictures or recordings is prohibited.

Personal Search

A search of a pupil's person shall be limited to a situation where the building principal has reasonable belief the student is concealing evidence of an illegal act, contraband, or a school rule violation. A witness shall be present when a personal search is conducted. If the student objects to the search, the student will be detained by school officials, parental contact attempted, and proper law enforcement officials contacted to search and remove the student.

Search and Seizure

Provisions for temporary storage and safety of students' personal possessions ordinarily used in their day-to-day activities will be made in all school buildings. Designated officials may, according to law and policy, have access to student lockers when evidence suggests that the welfare of students and other personnel may be threatened, or that the student is possessing contraband items or evidence of an illegal act or violation of school rules. Student lockers, automobiles, personal belongings, or personal searches will be conducted if there is reasonable belief that any contraband, controlled substances, or weapons may be present.

Dress Code

As the Honor Code stated, Sacred Heart Catholic School expects students to dress sensibly and appropriately, as the occasion demands. To help parents, students, and teachers in understanding what is sensible and appropriate for the school environment, a dress code is printed below. We will not have Free Fridays or Fee Mondays anymore. The first Monday of each month will be designated as Spirit Monday; school t-shirts, jeans or uniform shorts. Clothing must be free of rips and holes. Administration will be outside for drop off each day to ensure dress code compliance. No **REBELS** gear will be allowed, including Spirit Days.

Mass Days (High School): Dress code for Boys: long pants and collared shirt. Girls: long pants or uniform skirt and collared shirt.

Sacred Heart Catholic School Dress Code

Students in grades K-12 are required to wear uniforms. Personal cleanliness and neatness are required.

Uniforms:

1. Pants/Shorts/Skirts/Dresses:
 - a. **ALLOWED:** Solid colored navy blue- or khaki-colored pants (pants of corduroy material are allowed). Leather belts are required on all pants, shorts, or capris that have belt loops for high school students only. All one piece dresses must have collars.
 - b. **ALLOWED:** Solid colored shorts for both males and females that are navy blue or khaki colored and they may not be shorter than 2 inches above the knee.

- c. **ALLOWED:** Females may wear Capri pants, skorts, and jumpers that are not shorter than **2 inches above the knee.** Skorts and skirts must be solid navy or khaki in color.
- d. **NOT ALLOWED:** Safari, carpenter, overalls, or cargo pants or shorts; pants with side pockets or oversized pockets; pockets, zippers, loops, or other adornments on the legs of the pants. Yoga pants, tights, or leggings are not acceptable (unless worn under skirts or dresses and must be solid school colors.) Running/basketball shorts are not allowed unless in practice (they cannot be in the halls or cafeteria).
- e. Pants, slacks, shorts, skorts, capri pants, and jumpers must be free of holes and have sewn hems. (Jeans on Spirit Day must be free of holes.)

2. Shirts/Sweatshirts:

- a. **ALLOWED:** Solid colored red, white, navy blue or gray polo-style, or oxford shirts. All shirts, sweatshirts, and sweaters must have the approved school logo or have no logo at all to be acceptable. The exception will be on Fridays when students may wear any Knights sweatshirt. Black sweatshirts with the red crest will only be allowed on Fridays.
- b. All shirts must be long enough to be always tucked in. Sweaters and sweatshirts may be worn without being tucked in. EXCEPTIONS: Shirts, sweaters, or sweatshirts may have a logo, and will not have to be tucked in on Free Friday for seniors.
- c. **ALLOWED:** Solid red, white, navy blue, or gray sweatshirts and sweaters may be worn over shirts with collars and the collars must be always visible. Hooded sweatshirts with the approved school logo or plain in one of the acceptable school colors can be worn but must have a shirt with collar worn under. The collar does not have to be visible. The hoods may not be worn on the head while inside the building.
- d. **ALLOWED:** School t-shirts in solid red, white, navy blue, or gray may be worn as an outer shirt over collar shirts that meets the uniform code and both the outer shirt and collared shirt must be tucked in at all times.
- e. **ALLOWED:** Undershirts must be solid red, white, navy blue, or gray if any portion is visible.

3. Jackets, Sweaters and/or Coats:

- a. **ALLOWED:** Jackets, sweaters, coats, or vests in the building must be solid colored red, white, navy blue, gray, or khaki and they may *not* have visible, non-school logos. Denim jackets are not appropriate in the school or classroom. Sacred Heart letter jackets fall into the allowed category. These items have no adornments such as fringe, fur, patches, etc. Outer garments worn for warmth in this category may also be worn in the classroom.
- b. **NOT Allowed:** Any jacket, coat, sweater, or vest that does not meet the allowed criteria may not be worn inside the building.

4. Headbands/Bows/Socks/Leggings:

- a. **ALLOWED:** Girls may wear red, white, navy blue, khaki, or gray headbands

- with no logos.
 - b. **ALLOWED:** Visible socks must be solid in color (red, white, navy, gray, or black).
 - c. **ALLOWED:** Leggings may only be worn under skirts or dresses and must be solid in color (red, white, navy, khaki, gray, or black).
 - d. **NOT Allowed:** Students may not wear hats, caps, earmuffs, or sock hats in the building.
5. Hair:
- a. Boys: Hair will be cut over the ears, above the eyebrow (including when pulled forward) and worn no longer than shirt collar length. No ponytail or man buns are allowed at school or school functions. No facial hair is allowed. Sideburns may be no longer than the bottom of the ear.
 - b. Color and style of hair should be appropriate for the school environment. Hairstyles that draw attention to individuals or are disruptive are prohibited. Hair colorings or dyes are not permitted unless in a natural color or hue.
6. Earrings:
- a. Boys: Earrings may not be worn to school.
 - b. Girls: Earrings may be worn in the ears only.
 - c. No visible tattoos are allowed.
 - d. No visible piercing will be allowed.
7. Inappropriate Attire:
- a. Sunglasses are prohibited in the school buildings.
 - b. Caps and hats are prohibited in the school buildings.
 - c. Undergarments should not be visible.
8. Elementary students must wear tennis shoes.
9. No facial make-up is allowed for elementary students.

Dress Code Events in Church that Includes Mass

Any ceremony taking place at church during Mass (Confirmation, Ring Day, Graduation, participating in liturgies, singing in the choir, etc) is a dress-up event and there is a specific dress code. This policy also adheres to other dress up events, such as senior awards night. Parent(s)/guardian(s) and students must sign the Church Dress Code form during registration.

Guys' Attire:

- Button-down dress shirt with a collar and an appropriate tie. The tie must be tied and worn at the traditional collar level, and shirttails must be tucked in.
- Dress pants or chino-style pants (khakis). Cargo pants are not allowed.
- Pants and shirt must be free of holes and tears.
- Jacket/coat is optional.
- Dress shoes and socks required; tennis shoes, crocs, sandals, slides, flip flops, and house shoes are not appropriate.
- *Button-down dress shirt with tie is not required on senior awards night. A more business casual shirt, such as a polo shirt, may be worn. Hawaiian-style shirts and tee shirts are not appropriate.

Girls' Attire:

- Skirts and dresses must be no shorter than 2 inches above the top of the knee. Fingertip length dresses are only allowed if they meet the 2 inches above the knee requirement.
- Skirts and dresses must not be tight or form-fitting.
- Dresses, blouses, and tops must cover the chest, back, and stomach completely. This includes ensuring no visible cleavage, and avoiding low square necklines, low v-necklines, off-the-shoulder tops and dresses, crop tops, or any cutouts that expose the chest, back, or stomach.
- Sleeveless dresses and blouses are acceptable but must cover to the edge of the shoulder.
- Dress pants may be worn with an appropriate blouse.
- Appropriate one-piece outfits with long pants are permitted. Shorts of any kind and rompers with shorts are not permitted.
- Dress shoes required. Heels must be of a modest height (<3 inches); tennis shoes, crocs, flip flops, slides, and house shoes are not appropriate.

Students' attire will be checked by a teacher or school staff member before a special event in church begins. If a student's attire does not meet the guidelines for a special event or ceremony, here are the steps that the student may be asked to take:

1. **Easy Fix:** If the outfit can be easily adjusted or covered (e.g., with a sweater, shawl, or jacket), the student will be given the opportunity to make that change and continue to participate.
2. **Borrowing or Bringing Appropriate Clothing:** If the clothing cannot be easily covered, the student may borrow something from a friend or have someone bring appropriate attire. The student will be given the opportunity to change, and as long as the change can be made promptly, they may continue to participate. The event will not be delayed while the student changes clothes.
3. **Going Home to Change:** If there is no quick fix and no way to remedy the situation on-site, the student may need to go home to change. Please note that the event will not be delayed for the student to return. If they are unable to return before the event begins, they will not be able to participate.

Violations of School Codes

Level 3 Offenses (Most Serious)

Level 3 offenses are serious violations that are spiritually, emotionally, or physically detrimental to the school environment. These behaviors undermine the values and safety of our school community.

Examples of Level 3 offenses include:

1. Actions or attitudes that are spiritually detrimental to the school
2. Any act of disrespect toward school personnel or fellow students, including harmful or inappropriate social media postings
3. Verbal and/or physical abuse of others, including threats
4. Possession, use, or sale of drugs, alcohol, vaping devices, or tobacco
5. Possession or use of any weapons, including firearms and knives
6. Stealing

7. Vandalism or destruction of property
8. Insubordination toward school officials
9. Skipping classes
10. Leaving school without permission
11. Deliberate deception
12. Cheating (results in a zero on the test)
13. Copying another student's work
14. Plagiarism
15. Repeated Level 1 or 2 offenses

Consequences for Level 3 Offenses

All Level 3 offenses will be referred to the principal. After reviewing the incident with the student, the principal will contact the parents/guardians and schedule a conference.

Possible consequences include:

- In-school suspension
- Out-of-school suspension
- Expulsion from Sacred Heart Catholic School
- Loss of privileges
- Removal from offices, clubs, or Student Council

Level 2 Offenses (Moderate Severity)

Level 2 offenses may disrupt the learning environment or demonstrate repeated disregard for school rules. These may become Level 3 offenses if they are habitual or escalate in seriousness.

Examples of Level 2 offenses include:

1. Disruptive behavior in class or common areas
2. Repeated tardiness
3. Consistently coming to class unprepared
4. Excessive public displays of affection
5. Repeated Level 1 offenses

Consequences for Level 2 Offenses

Level 2 offenses may be handled by a teacher or school staff member, but repeated or more serious incidents will be referred to the principal.

Possible consequences include:

- Verbal warning
- Parent/guardian notification
- Detention
- Conference with parents/guardians and student
- Referral to the principal

Level 1 Offenses (Minor Infractions)

Level 1 offenses are minor misbehaviors that, while not severe, interfere with the order and cleanliness of the school environment.

Examples of Level 1 offenses include:

1. Eating or drinking in the classroom
2. Out of uniform (first offense)
3. Minor classroom issue
4. Running in buildings
5. Littering on campus

Consequences for Level 1 Offenses

These are typically addressed immediately by the teacher or staff member.

Possible consequences include:

- Verbal reminder or redirection
- Teacher-assigned consequences (e.g., cleanup duty)
- Parent/guardian notification (if repeated)

Alcohol and Drug Abuse

The possession, use, or distribution of illegal drugs or alcoholic beverages is not permitted in the school, on the school grounds, or at any school function. Any student not adhering to this policy will be suspended for ten school days following parent notification. The offense may be punishable by expulsion upon the recommendation of the principal.

Return to school will be contingent upon the student being actively involved in professional counseling and/or therapy if chemical dependency is evident. A second offense will result in automatic expulsion. When a student is involved in the distribution of alcohol/drugs to other students, whether for financial gain or not, he/she will automatically be expelled from school. Primarily, the distribution of drugs in Arkansas is a felony. Secondly, the action is aiding and abetting another youth in an illegal action. Such conduct cannot and will not be tolerated by the Diocese of Little Rock and its school system.

A teacher is required by law to report to school authorities any incident of alcohol or drug abuse. Not to report such an incident is against the law (Arkansas Code Ann. 6-21-608).

Students who sell or distribute items under the pretense of these items being drugs, intoxicants, or hallucinogens fall under the same guidelines explained above in this category.

DRUG TESTING POLICY

Sacred Heart Catholic School recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes and the total development of each individual. The principal, priest, and the Sacred Heart School Board are determined to help students

by providing another option for them to stay away from drugs. Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

A. PURPOSE OF A CHEMICAL ABUSE POLICY:

1. To allow the students and parents in the Sacred Heart family to know that the school is concerned about their total well-being
2. To assist the students of Sacred Heart in resisting the peer pressure that directs them toward drug use/misuse
3. To establish high standards of conduct for students of Sacred Heart Catholic School
4. To identify any student who may be using/misusing drugs and to identify that drug
5. To assure that any chronic dependency is treated and addressed properly
6. To re-emphasize to the student his or her responsibility as a positive, Christian role model

- B. The provisions of this policy apply to students enrolled in Sacred Heart Catholic School in grades seven through twelve. No student will be allowed to participate in any activity outside the regular curriculum until a consent form for a drug test has been completed and signed by both the student and custodial parent/legal guardian and returned to the principal. Positive screening results are cumulative, meaning a third positive test at any point during the student's enrollment will result in loss of eligibility in the programs and/or loss of driving privileges for the remainder of the student's academic career at Sacred Heart.

C. DEFINITIONS

1. For the purposes of this policy, **prohibited substances** are those drugs which could be abused or misused under Arkansas Statutes, or which are controlled by the Food and Drug Administration unless prescribed by a licensed physician.
2. **Extra-curricular activities** are defined for the purpose of this policy to be participation in competitions, campus parking, school trips, presentations, and other activities.

The following list is an example of activities:

Baseball	Key Club
Basketball	Robotics
Beta Club	Quiz Bowl
Cheerleading	Softball
Cross Country	Student Council
Golf	Yearbook

*May include others not yet formed or not listed

- D. **Prescription Medications:** The detection of lawfully prescribed medication in the student's drug test is not a violation of this policy when taken in accordance with a licensed physician's recommendation or prescription to that specific student. Students who test positive but refuse to provide a current and valid prescription will be subject to the actions specified in this policy for a positive test.

- E. **Consent Form:** Student and custodial parents/legal guardians will be required to sign a consent form at the beginning of each year for drug testing. No student shall be allowed to participate in any extra-curricular activity or purchase a parking permit until the consent form has been signed by both the student and custodial parent/legal guardian and returned to the principal. Students transferring to Sacred Heart during the school year must sign the consent form during the first two weeks of enrollment.
- F. **Testing Selection Process:** One day at the beginning of the school year, all students participating in extra-curricular activities will be tested. Upon completion of this initial test, students will be subject to random tests throughout the year. The number of names drawn will be determined by the principal. (Usually no less than 2% and no more than 30% of the students enrolled in grades seven through twelve at the time of the test. Urinalysis will be the method utilized to test for the presence of abuse/misuse of drugs in the body. All students selected must report to the designated testing site and the school immediately upon notification.)
- G. **Testing Agency:** Sacred Heart Catholic School will choose a qualified agency for the purpose of collecting and processing samples and maintaining privacy with respect to test results and related matters. The testing agency will provide a Medical Review Officer (MRO) for the purpose of interpreting the results. Upon notification by the school, the testing company will randomly select students by computer. Testing dates will be selected by the school.
- H. **Cost:** The cost of the initial test will be \$15.00 per student. If a student tests positive, we will add an additional \$12.00 to send the results to a Medical Review Officer (MRO).
- I. **Refusal to Submit to Testing:** Any student selected who refuses to submit to random drug testing and/or re-testing will be subject to the provisions of a positive test.
- J. **Testing Procedure:** All urine specimens will be taken at a designated collection site. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms and will conform to all collection site procedures. All test results and MRO communications will be sent to the principal or his designee.
- K. **Analysis Process:** Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests non-negative for any substance, that sample will be immediately retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second non-negative test will result in the sample's being immediately delivered to the test vendor for confirmation with results provided directly to the MRO.
- L. **Results and Notifications:** All test results, including those verified by the designated MRO, will be reported to the principal or his designee. All reports will be in writing.

- M. **Records:** The principal or principal's designee will maintain all records concerning drug/alcohol testing and the school's designated MRO in a separate locked file. The records will not be kept in the student's regular file. Only the principal or the principal's designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parent/legal guardians may obtain a copy of his/her drug testing records upon written request.
- N. **Scope of Tests:** The drug screen tests for one or more illegal drugs. The principal or his designee shall decide from week to week which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.
- O. **Limited Access to Results:** The results will be reported only to the principal or his designee.
- P. **Procedures in the Event of a Positive Result:** Whenever a student's test result indicates the presence of illegal drugs (positive test), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the principal or his designee, the student, the custodial parent or legal guardian, and the head coach or sponsor.
- Q. **First Positive Test Result:** Upon verification of a positive test result for any donor, the custodial parent/legal guardian will be notified, and a meeting will be scheduled with the principal or principal's designee, the student, the custodial parent/legal guardian, and the student's head coach or sponsor. Counseling and/or rehabilitation will be required for the student who tests positive. The student will be suspended from all extra-curricular activities and the privilege of parking on campus for 10 school days.
- A student testing positive may be required to practice or participate in off-season activities at the head coach's or sponsor's discretion. He/she cannot compete or dress out for any competition.
 - Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Arkansas Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parents/guardians must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling, the suspension will become 20 school days.
 - On day eleven, eligibility will be restored provided the student submits to a school test with negative results (at the expense of parent-guardian).

- d. The student will be required to submit to drug tests for the rest of the school year at the expense of the parents/guardians at least monthly.
- R. **Second Positive Result:** For the second positive result, the student will be suspended from participating in any extracurricular activities and parking on campus for 365 days.
 - a. The student will be required to be enrolled in substance abuse counseling. The parents are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been enrolled and is participating in counseling.
 - b. The student will be required to submit to monthly drug tests for 365 days from the second positive test at the expense of the parent/guardian.
- S. **Third Positive Result:** For the third positive result, the student will be ineligible to participate in any extra-curricular activities for the remainder of their high school career.
- T. **Non-Punitive Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, the school shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the school.
- U. **Other Disciplinary Measures:** The school may also issue disciplinary action when founded upon reasonable belief and suspicion that a student has participated in drug activities as stated in the Student Handbook.

Weapons

Possession of weapons will not be tolerated. Any information received by administration, staff, or faculty will be turned over to the police. Automatic expulsion results from the possession of firearms at school.

Detention

All detentions will be served before or after school. Parents will be notified of the detention. If a student receives numerous detentions, the student's parents will be contacted for a conference. Further detentions may result in Saturday detentions or in-school suspension.

Suspension

Suspension from school will be the decision of the principal in consultation with the pastor. The principal will notify the student, parent/guardian for the reason of the suspension, the time of the suspension, and the requirements for reinstatement. It is the discretion of the principal regarding how school assignments are handled during a suspension. If a student is suspended from school, he/she may not be on the school campus or participate in extracurricular activities for the designated number of days of suspension. Any student receiving a suspension will lose semester test exemption privilege.

Expulsion

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the principal in consultation with the pastor and superintendent. A conference between the principal and the parent(s) and/or guardian(s) must be held to explain the reasons for the expulsion. Following the conference, the principal will send a written report containing reasons for the expulsion to the student's parents/guardians and to the Diocesan superintendent.

If the parent(s) and/or guardian(s) believe that there is information of which the superintendent was not aware, they shall contact the superintendent in writing within 10 days of the conference to provide information and ask for reconsideration. The superintendent shall make the final decision regarding the expulsion.

Pregnancy

In keeping with the Catholic teachings regarding respect for human life, every concern is given for the dignity and feelings of an unmarried girl who becomes pregnant and for the boy who is involved. The individuals involved should hold a conference with the pastor and principal to discuss the available options considering our Catholic philosophy. The individuals are given the option to continue their studies in the school. In the case of a student who is in the senior year, if all credits are met, the student may receive her diploma privately outside of the formal commencement ceremony. (DOLR Policy 2.22). Married students are not allowed to enroll or attend Catholic Schools. (DOLR Policy 2.23).

Selling Goods

Addition: No students shall sell non-school related items or goods at school unless approved by the principal.

Section 7: Finance

Full tuition is calculated based on the school operating budget divided by the number of students enrolled. Tuition may be paid using Education Freedom Account (EFA) funds and, based on financial need, may also be discounted with tuition assistance funds. Families also receive a subsidy, which is possible thanks to support from the parish, generous donors, and annual fundraising campaigns. Ideally all families should contribute financially to the school, be it through tuition or donations, in the spirit of shared responsibility and financial sustainability, building on the partnership that exists between parents and the school.

Family Billing - parents must agree to the following tuition contract in FACTS Management:

FINANCIAL AGREEMENT: TUITION CONTRACT

The tuition contract is between Sacred Heart Catholic School and the parent or legal guardian (referred to as “parent”). Parent signature on this contract is evidence of the parent's understanding and agreement to the terms of this contract.

Tuition rates are determined by the School Board and published on the school's website or available in the school office.

Each family should have received a tuition statement via mail prior to enrollment. By your digital acceptance of this tuition contract, you are indicating your acceptance of the tuition balance due on the statement.

Tuition may be paid in full one business day prior to the first day of school, or in equal installments each semester depending on the payment plan selected by the family. Installments are due on the first of the month and late fees will apply if not paid by the 20th of the month (see additional NSF charges below).

- 10 Month payment schedule: August through May.
- Semester payments are due August and January.

A payment method is required to be linked during the FACTS Payment Plan selection. Parents can select ACH withdrawal at no additional cost, and payments are automatically debited from their bank. Credit and debit cards will have an added 2.95% fee. For cash/check payments, please contact the school office.

The parent is responsible for maintaining a valid payment method on file in the family FACTS portal.

NSF (non-sufficient funds) charges are \$32 per incident. An automatic reattempt will be made 5 days after the first payment attempt. A second payment attempt will be made 15 days after the first payment attempt. Contact the School Bookkeeper to make alternate payment arrangements after an NSF incident (aryan@sacredheartmorrliton.org).

Any NSF not received 30 days past due should be discussed with the school office. For payments that are 60 days past due may cause the family to be suspended from accessing academic information (transcripts, assignments, grades, report cards, etc). Payments that are 90 days past due may be turned over to a collection agency and may result in suspension of the student and ineligibility for re-enrollment

the following school year.

Students will not register for future courses, graduate from Sacred Heart Catholic School, or receive any records (including report cards) until all balances are fully paid.

Parents agree to pay for all incidental fees, such as overdue library fees, unreturned/damaged textbooks or chrome books, field trips, curriculum, and other fees as applicable to the student. These will be charged to the parent's account through FACTS within 30 days of the statement of detailed charges sent to the family.

Automatic tuition drafts are available and encouraged. For more information, inquire in the Office.

If a child is enrolled after the start of the school year, tuition and school engagement hours will be prorated, but all other costs will be charged in full.

If an enrolled child is withdrawn before the end of the school year, tuition will be prorated, but all other costs will be charged in full.

Delinquent Tuition Policy

The success of our Catholic school/preschool hinges on the commitment of families to make Catholic education a financial priority, be involved in their child's education, and make their tuition and fee payment(s) on a timely basis. Payments should be prompt so that Sacred Heart can meet its monthly financial obligations (electric bills, salaries, etc.).

The school understands that unexpected situations can and do arise and the school strives to work with our families. When unforeseen financial circumstances happen, families are responsible for contacting the school's business manager or the principal to review the financial hardship and seek to devise a suitable payment plan.

Letters regarding delinquent balances will be sent and parents should call the office within ten days of receiving the letter to either make a payment or to set up a payment plan. Failure to make contact will be in violation of the school's policy for delinquent payment and may result in the following:

- 30 days past due: request to families to contact the school
- 60 days past due: access to student files is restricted (no transcripts, report cards, reports, etc)
- 90 days past due: collection efforts may be turned over to a collection agency, potential to hold re-enrollment for the next school year, refusal of student attendance. Parents will be responsible for all collection expenses, including attorney fees, to the extent the law permits. All charges passed on to the school by banks due to insufficient funds/closed accounts, etc., will be added to the family's financial obligations to the school.

Our mission and our sincere intention is to ensure that all families who desire a Catholic education are able to access it, regardless of financial means. We will always do our best to find a solution for families who reach out to us.

Education Freedom Accounts (EFA)

The Arkansas Children's Educational Freedom Account (EFA) Program provides flexible funding to families who find that a traditional public school does not meet their student's specific educational needs. Families who choose to participate in this program will have 90% of their child's state education funding deposited in an online Educational Freedom Account. Parents can then use that funding to pay for approved school expenses, such as tuition at an eligible private school.

Tuition Assistance Program

Philosophy - The Tuition Assistance Program at Sacred Heart Catholic School is designed to provide tuition assistance to qualified families while ensuring the financial stability of the school. The philosophy that drives this program is to remove cost as a barrier to beginning or continuing a family's choice to get a Catholic education at Sacred Heart Catholic School. Assistance funds may be used for tuition or other expenses at the discretion of the principal. The program operates under the direction of the school board and administrative staff of the school.

Process and Procedure – Tuition assistance funding through several programs including.

- ACE Scholarships - ACE Scholarships works with low-income families from a variety of different circumstances across numerous states. To qualify for an ACE scholarship, a family must meet the income requirements. Click the link below for more information and how to apply for the ACE Scholarship. Applications are due by April 15 each year.
acescholarships.org
- Growing Catholic Education – funding is provided directly to the school for middle income families who qualify. Families should apply for Sacred Heart aid in FACTS.
- Reform Alliance – PIAK scholarships are available for any student whose family income is at or below 200% of the federal poverty line. It is typically renewable each year. Students must have attended public school in the prior year, unless they have a disability or are new to Arkansas schools.
 - Family income must be below 200% of the federal poverty line.
 - Student must have attended public school at some point in the 2024-25 school year.
 - Exceptions are made for students starting kindergarten, or those moving from out-of-state.
 - Exceptions to prior public school enrollment are also made for students with qualifying disabilities. [REFORM ALLIANCE](#)
 - Directly from the school. School-based assistance is available thanks to the generosity of donors and fundraising efforts throughout the school year. [APPLY ONLINE.](#)

As mandated by the Arkansas Activities Association, Sacred Heart partners with a third party firm - FACTS Management Company - to qualify families for assistance based on need and funds available. The process is objective and confidential.

Athletics - Tuition and Financial Aid Procedures (Arkansas Activities Association/AAA)

If tuition is charged, it must be paid by the parent, legal guardian, or other family member. If a parent, guardian, or other family member secures a loan for payment of tuition, it must remain an obligation of the parents, guardian, or other family member to repay the principal and interest in full with no exceptions. Financial aid will be allowed under the following conditions:

1. Financial aid may only be awarded based on need. Proof of need must be filed in the AAA office on forms approved by the Executive Director. To determine the need basis, all schools awarding financial aid shall use one of the following agencies: Financial Aid Independent Review, Financial Aid for School Tuition, Private School Aid Service, School and Student Service for Financial Aid, Tuition Aid Data Services, and FACTS Grant in Aid Agency. The use of any unapproved agency renders the student ineligible.
2. Any loan program, grant program, educational foundation, scholarship, or similar program that is established and/or administered, in whole or in part, by a school or official of a school is considered financial aid.
3. Schools shall remove any student from athletic eligibility whose accounts with the school are 60 days overdue.

All records about financial aid or tuition assistance shall be open to the AAA upon its request. Each school shall be responsible for securing the necessary authorization to allow the AAA to review or audit such records.

In addition, nonpublic member schools providing financial assistance programs for athletes shall present to the Executive Director of the AAA by October 1 of each year the following documents: Financial Aid For Nonpublic School Athletes and Financial Aid Form Supplemental List. Nonpublic member schools must also submit to the AAA a Student-Athlete Financial Aid Report Form for fall sports by December 7 of each year and a Student-Athlete Financial Aid Report Form for winter and spring sports by May 8 of each year.

Applying for School-Funded Assistance

The following steps are presented for you to better understand the process:

Step I - A family will log on to the FACTS website and give financial information and answer questions that will provide the company with the data to make a determination of the percentage of tuition needed. The registration period will be established annually by the School Board and disseminated to all families in order to have the information needed to make allocations prior to the end of the school year.

Step II - After the deadline for registration passes, FACTS will make the recommendations from the information received to be reviewed by the principal.

Step III – Awards will be granted based on need recommended by FACTS and funds available.

Any family that accepts Tuition Assistance each year must not have any outstanding balances after July 1 of the current school year.

Arkansas Brighter Future 529 Plan

Did you know that Arkansas taxpayers are eligible to deduct up to \$5,000 (up to \$10,000 for married couples making a proper election) from their adjusted gross income calculation for contributions to an Arkansas Brighter Future 529 Plan account? Arkansas taxpayers can deduct up to \$5,000 (up to \$10,000 for married couples) of your Arkansas 529 GIFT Plan contributions from your Arkansas adjusted gross income with any unused excess contribution in a tax year being carried over to the next succeeding four

tax years, beginning January 1, 2017.

Learn about other Arkansas state income tax advantages to help you save more for education:

- Arkansas Taxpayer Deduction
- Qualified Tax-Free Withdrawals
- Gift-Tax Advantages
- Estate Planning Benefits
- Carry Forward Advantages
- Additional Taxpayer Advantages
- Rollover Contribution Benefits
- Arkansas Business Advantages

ARKANSAS529.ORG

Fees for Textbooks and Supplies

The textbooks selected for our school are approved by the diocesan school office. Textbooks are chosen to meet the academic and moral needs of the students. A general fee is charged to each student to defray expenses of textbooks, workbooks, testing materials, paper, magazines, and audio-visual materials. This fee may vary each year and is due prior to the first day of school unless otherwise arranged.

The hardbound textbooks are issued on a rental basis, which is included in the general fee. All textbooks are the property of the school and must be handled carefully. There should be no writing in the books. If a book is lost or damaged, the student will be expected to pay for its replacement. The student's name should be written in the book.

Contributions

Contributions to the school are welcome and encouraged as an opportunity to further improve educational opportunities at Sacred Heart. Donations are tax deductible within the limits of the law.

Section 8: Activities and Events

Extra-Curricular Activities

Extra-curricular activities must be properly chaperoned by adults (21 years of age or older). A list of chaperons will be provided to the principal for approval at least one week in advance. Each club has specific criteria that must be met before students may participate. Students must be enrolled at Sacred Heart for one year before they become eligible for nomination to an office, position, Homecoming Court or Prom Court.

Dress Code/Dance Regulations

1. School sponsored dances are for grades 9-12. The Homecoming and Red/White Dances are exceptions with grades 7-12 allowed.
2. Bare midriffs are prohibited. Female students should use modesty in their dress choices.
3. Dance tickets must be purchased directly from the faculty sponsor. They must be purchased no later than 3:25 p.m. on the day of the dance. Tickets will not be sold at the door. The sponsor must write the student's name and date on the back of the ticket and keep a list of all persons attending.
4. If a student brings a guest other than a Sacred Heart student, the Sacred Heart student is responsible for the guest's compliance with the dance policies. Guests will be required to complete the Dance Guest Form (found on the school website under *About Us, Policies*), to be completed by visiting student, parent, and administration. If the guest is asked to leave the dance, the Sacred Heart student who brought him/her must also leave. School rules and consequences apply at all extracurricular activities and the guest's violation of rules or policy will result in punishment for the Sacred Heart student. Guests may not be older than 19 years of age.
5. Students and guests must arrive at the dance by a time specified by school authorities. They will not be admitted after that time. Once the students and guests arrive at a dance, they may not leave until the dance is over unless their parent(s) come for them.
6. No alcoholic beverages, tobacco products, vaping products, outside food or drinks, or drugs of any kind are allowed. Any student or guests found with or under the influence of alcoholic beverages or drugs will be turned in to the school authorities. Parents/guardians will be called to retrieve those persons and law enforcement officials will be contacted if warranted.
7. Students and guests are expected to dance respectably. Inappropriate contact, touch, gesture, language, or activity of a sexual nature is unacceptable. Slam dancing, moshing, crowd surfing, running trains or any form of disruptive behavior is not allowed. *
8. In the event that a student is asked to leave a dance, parents/guardians and school authorities will be notified and disciplinary actions will be taken.

*In case of inappropriate behavior, the student/guest will first be given a warning. The second offense will result in having to sit out several dances. If the third offense occurs, the parent(s) of the student/guest will be called, and the student/guest will leave. This will result in suspension of the Sacred Heart student or the guest will not be allowed to return to Sacred Heart events.

Fund Raising

Tickets or articles of any kind other than those associated with school sponsored activities are not to be sold on school property by students or outside organizations unless approved by the principal.

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled twice during the school year, at the end of the first nine weeks and the end of the third nine weeks. It is essential for parents to attend these conferences. Conferences with teachers that are needed outside of these scheduled days must be pre arranged with the principal who will arrange with the teacher and parent(s) to meet at a time convenient with both parties.

Athletic and Special Events

All students and spectators at Sacred Heart events are expected to conduct themselves in a manner that will support the Christian atmosphere fostered at Sacred Heart Catholic School. In the event that inappropriate behavior occurs and persists, those involved will be removed from the premises. This policy pertains to both home and away games.

Parent Volunteers

Sacred Heart Catholic School could not operate as efficiently as it does without our generous parent volunteers. Parents/guardians are encouraged to volunteer for:

Elementary playground duty	Spring Festival
Providing transportation on field trips	Oktoberfest
Reading to elementary students	Bazaar
Classroom parties: Halloween, Christmas, Etc.	Elementary Field Day
Spaghetti Dinners: Set up	Booster Club
Servers: Cooks or Clean up	Clean gym after basketball games
Work in concession stand	School wide clean-up days
Work Bingo at KC Hall	

Teachers and students are grateful to our Sacred Heart parents/guardians for all their help and support.

School Support Program

Your subsidy amount is made possible due to your school engagement efforts.

Parent participation in their child's education, both academically and by working at various school activities and fundraisers, is a significant part of the Sacred Heart experience. The equity earned through fundraising and donations helps to maintain affordable tuition and fees, keeps parents engaged with their child's school, and teaches students the value of service and supporting causes that matter. It also provides a subsidy that keeps tuition affordable.

This fee will be waived with verified support hours:

- Families are required to complete at least 18 hours. These hours must include 5 for the Bazaar and/or Oktoberfest and 5 basketball games/concession stand for those with students in AAA activities.
- Hours will be credited \$100/each per family. However, any hours not worked will be charged to the family at a rate of \$100/hour/student. The support payment due must be made on or before the last day of the school year.
- These hours are earned to offset the subsidy applied to tuition and fees through the Bazaar, Endowment, Knights of Columbus subsidy, parish subsidy, 2nd collection donations, Development, Oktoberfest, and Super Raffle.
- This fee may not be paid with EFA funds.
- Hours must be submitted and approved and will be tracked throughout the year and fees will be assessed for unfulfilled hours.
- Any member of the immediate family may earn and count support hours for their family. Immediate family is defined as mother, father, siblings, grandparents, stepmother, and stepfather.
- Students who participate cannot count support hours and school required service hours for the same event.
- Although there are other lay and liturgical events that are not recorded as support hours, your participation is encouraged in them. Some examples include Vacation Bible School, First Communion, and Confirmation.
- The school will provide support engagement opportunities through information sent home and/or the weekly email. However, parents should reach out to the school early in the school year if you need to find additional opportunities.

This policy is not intended to force volunteerism but rather to build a sense of community while supporting the needs of the school. Parents are welcome and encouraged to continue earning hours beyond the required 18 per family.

OPPORTUNITIES TO EARN ENGAGEMENT HOURS:

- Bazaar - held the weekend after Memorial Day. Can include helping in advance, the weekend of, and with clean-up
- Oktoberfest - held the first weekend in October
- Concession stand - parents with students in AAA activities are required to work concession stand hours, but any parent can work during ballgames and many are needed
- Serving on boards, committees, PTO, Booster Club, etc.
- Classroom and playground assistance (does not include attending parties or field trips), chaperoning dance events, etc.
- Trivia Night - held in February
- Helping with Spring festival, field day, classroom teacher support, Grandparent's Day.
- Knights of Columbus bingo during September and April

- At-home projects such as stuffing envelopes, etc
- General campus maintenance as needed. Let us know if you have any talents for projects!

ULTIMATELY, WE WANT YOUR PRESENCE, NOT YOUR MONEY

For more information about engagement opportunities, email akoonce@sacredheartmorrilton.org

Section 9: Student Responsibility

Lockers

Each student in grades 7-12 will be assigned a locker number at registration. Students are not permitted to switch lockers with other students without permission from the principal. Lockers are not to be marked on or defaced in any way, and lockers should be always neat and clean. Lockers may be inspected at random by school personnel.

High School restrooms will be the main restrooms used for home basketball games, which will increase the traffic in the High School hallway. Each student is encouraged to purchase a combination lock to be used on his or her locker. The combination is to be turned into the office. Students are advised to always lock their lockers to protect their property. If a student chooses not to keep his or her locker secure, the school cannot be held responsible for lost items. **Food and drinks may not be stored in lockers. Only use magnets when posting pictures or signs on lockers. No tape or Glue.**

Money and Valuables

Students are responsible for their own property. They should not leave money or items of value unattended. Students should not bring large amounts of money or other valuables to school. Personal items left in classrooms, gym, etc. at the end of the day will be brought to the office where students may claim them. Items not collected by the end of the month will be donated to charity.

Handbook

Students are expected to be knowledgeable about the contents of this handbook. Parents should read and explain the handbook to the younger students. Having knowledge of the guidelines set forth in the handbook will enable the students to adhere to policies of the school.

In setting forth this student handbook, Sacred Heart has attempted to be as specific as possible in order to avoid any confusion. However, not every behavior is always black or white; sometimes it is more in the gray area. Students and parents should trust in the administration, faculty, and staff to make wise decisions for students whenever these gray areas occur.

Handling Conflicts

If a student has a concern or complaint regarding any teacher or student, it is essential that initial communication be with that person. When a student brings a complaint home, parents should take the time to advise him/her as to how to approach the teacher to begin the resolution of this conflict. This training or advice will give the student a wonderful opportunity to learn the skills of conflict resolution.

The key is giving young people the skills needed to work through these daily concerns and the positive experience of seeing them solved in a Christian relational way. We will reap great rewards as a community by following this pattern of taking the complaint to the person(s) involved at the lowest level. Most importantly, our young people begin to take responsibility for resolving conflict in a Christian and mature way. This training and experience is one of the most valuable tools we can give them as they prepare to enter the adult world. We need to be very careful that we do not attempt to solve their

problems for them at this age, but simply advise and counsel them in learning how they can best solve their own conflicts.

As the students face these situations and see resolution, it will give them confidence and independence, which truly builds self-esteem and responsibility. It is a critical stage in student development which calls for restraint, prayer, and counseling from parents/guardians and sensitivity in listening and problem solving on the part of teachers. Faculty members learn how they can improve as teachers, strengthening our faculty and helping us to better meet the needs of students. In summary, as a Catholic community we are committed to handling concerns, complaints, and conflicts as much as we can in a Christian manner. In doing this we will be affording ourselves the opportunity to allow God to work to resolve the concern and to help us overcome the awkwardness and fear in the resolution of differences. Certainly, this way can be a valuable educational and spiritual lesson for our young people, which gives them the confidence to be responsible and sensitive problem solvers in their world.

Internet, Electronic Mail, and Social Networking Usage Policy for Students

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Families should be warned that material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The intent is to make Internet access available to further educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But, ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. The school supports and respects each family's right to decide whether or not to apply for access.

School Internet and Email Rules

Students are responsible for behavior on school computer networks just as they are in a classroom or school hallway. The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required for students under the age of 18. Access is a privilege – not a right and entails responsibility. Individual users of the school computer networks are responsible for their behavior and communication over the networks. It is presumed that users will comply with school standards and will honor the agreement that they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect that files stored on school servers would always be private. There should be no expectations of privacy when using the school computers, computer network or computer system. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

As outlined in the school policy and procedures the following guidelines must be followed:

Computer Access

Each student in grades K-12 will be issued a school issued Chromebook.

- The administration or teacher has the right to access information stored in any student file on any student screen, or student electronic mail.
- Hardware or software shall not be damaged, modified, or abused.
- Intentionally altering the files, data or software on the school computers will be viewed as vandalism.
- Loading software on any computer without authorization of the technology coordinator is forbidden.
- Making copies of licensed or copyrighted software is illegal and therefore prohibited.
- Using or sharing another's password is not allowed.
- Elementary students are not allowed to take Chromebooks out of the classroom.
- Elementary students will be limited in Chromebook usage time.

Internet Access

- Before accessing the Internet, each student will receive instruction in the proper use of the on-line tools.
- Students must notify the teacher immediately of inappropriate material found.
- Use of the Internet without the knowledge and permission of a teacher or administrator is prohibited.
- Students may not download programs.
- Use of the Internet without a clearly defined educational objective, understood by both student and teacher is not allowed.
- Students will use polite language; obscene languages, harassing, insulting, or attacking language will not be tolerated.
- Transmission or downloading materials in violation of copyright laws is prohibited.

The following are not permitted:

- Sending and displaying offensive messages or pictures.
- Damaging computer, computer system or computer networks
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Students are not to reveal any personal information.

The use of personal electronic devices are subject to this policy.

Violation may result in loss of access as well as other disciplinary or legal actions.

Sacred Heart Catholic School Social Media Code of Conduct for Students and Parents

According to the United States Conference of Catholic Bishops social media guidelines, "All posts and comments should be marked by Christian charity and respect for the truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective." Our school has adopted this Code of Conduct for our Facebook pages and any subsequent social media platforms. We also have chosen to extend this code to apply to Sacred Heart Families when discussing our school online.

As such, we ask our parents, students and faculty to abide by this code on your personal accounts anytime you reference Sacred Heart. We want to always preserve the integrity and educational process of our school and what we stand for and we ask that you help us to do this. Below are expectations for all SHCS families:

- Do not use social media to publicly challenge school policies or discuss issues about individual students, teachers, or administrators. Please contact the school directly, according to the protocol described in the handbook.
- Respect your privacy, as well as that of teachers and students/parents associated with Sacred Heart by not providing personal or confidential information without permission. This includes referencing an individual without using their actual name in a derogatory manner.
- Do not tag any school-specific page in a post as a way of complaining about the school or anyone associated with the school. Contact school administration directly with your concerns.
- Before posting or tagging photographs of any person at a school event, obtain his/her permission. Do not post photos that could be misconstrued.
- Any violations of Sacred Heart's social media Code of Conduct may result in disciplinary actions, including termination of enrollment of student(s).

As parents, you set the example of how your children will behave in this digital age. Remember all internet postings are permanent, able to be duplicated, and may go viral. While you have the right to express yourself, it does not mean you are excluded from the consequences of your communication. Think twice, type once. In many cases, do not type at all.

Positive Communication in Group Messages

To foster a supportive and respectful classroom environment, we kindly ask that all parents use group messaging platforms for constructive and informative communication only. Please refrain from posting negative comments or criticisms in group messages, as these can create unnecessary tension and misunderstandings. If you have concerns or issues that need to be addressed, we encourage you to reach out directly to the teacher or school staff in a private and respectful manner. Together, we can model the values of kindness, respect, and collaboration for our children.

Section 10: Parent Responsibility

Parental Responsibilities

The education of students at Sacred Heart Catholic School is a shared responsibility of parents, faculty, and staff. In order to accomplish the mission of having each student achieve at his or her highest potential, the support and cooperation of parents is essential. It is the responsibility of parents:

- To familiarize themselves with student handbook policies
- To help monitor their child's academic progress as well as behavior at school and at school sponsored events
- To financially support the school
- To see that your child is in compliance with the dress code each curricular day and at events
- To call in absences and to send absentee notes when their student(s) are absent
- To provide their student(s) with the required school supplies
- To communicate with all staff members of the school

Proverbs 22:6 says, "Teach the child in the way he should go; even when he is old, he will not depart from it."

Legal Custody

- A. In order to avoid continuing child custody controversies that involve school personnel during the school day and to avoid disruptions to the educational atmosphere in the school, the transfer of a child between the child's custodial parent and non-custodial parent ...when both are present...is prohibited from taking place on the real property of the school on normal school days and during the normal hours of school operation. The provision of this policy shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from picking the child up at prearranged times on prearranged days if prior approval had been made with the school's principal.
- B. When the non-custodial parent is to be denied access to the student, the custodial parent must provide the principal with:
 1. A copy of the court order giving custodial right to the parent
 2. A written statement to the principal that such denial is approved by the custodial parent
 3. Copies of a student's records may be given to the non-custodial parent only with written permission of the custodial parent
 4. Office Procedure:
 - A separate file will be kept on file in the office that contains information needed to support this policy. Regulations pertaining to issues of individual privacy will be followed. Access to this file will be office personnel only.
 - If any situation presents itself that is governed by this policy, it shall be the building administrator or pastor that will have primary jurisdiction in resolution of this issue. If both are unavailable and cannot be reached by telephonic communication, an office employee will be designated to carry out the issue.
 - An incident report will be made and placed on file in the office.
 - All administrative office personnel, as well as the pastor, will have a working knowledge of this policy and its procedures and will be charged with carrying out the policy and procedures as outlined.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the records, the parent or eligible student has the right to a formal hearing. After the hearing, if the school decides not to amend the record, the parent or eligible.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interests;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parent Sex Offender

Refer to the Diocesan Sex Offender Policy (5.38) which can be found at www.dolr.org/safe-environment.

Section 11: Safety and Security

Abuse

Child abuse, particularly child sexual abuse, is a grave and far-reaching problem. For state law and this policy, “child abuse” is defined very broadly to include any physical, mental, or emotional injury or neglect of a person under the age of 18 caused by a person who has assumed responsibility for the care, custody, or control of such child. This definition includes parents and other guardians. It also includes every person employed by Sacred Heart Catholic School, in any capacity.

Child Abuse Investigations (Diocesan Policy 5.38)

Law enforcement officials shall be allowed access to public and private school records during a child abuse investigation. School officials cannot deny them access to a student’s records. (Ark. Code Ann. §12-12-508)

Sacred Heart Catholic School

Sacred Heart Catholic School abides by the Child Abuse laws of the State of Arkansas. This law mandates that all suspected abuse or neglect cases be reported to Child Protective Services. All teachers and staff are required by law to report abuse (whether sexual, physical, mental, emotional, verbal, or neglect) to the Arkansas Department of Human Services. The penalty for teachers or staff for not reporting abuse is a fine or possible imprisonment, according to the seriousness of the case.

Diocese of Little Rock

The Diocese of Little Rock is committed to protecting children and young people. If a child is in immediate danger, please call 911. If not in immediate danger, please call the [State of Arkansas Hotline for Crimes Against Children](#) at (800) 482-5964. After contacting the civil authorities, please follow these steps:

- If your report is regarding abuse by a bishop, go to [Report Catholic Bishop Abuse](#).
- If your report is regarding abuse by a priest, deacon, religious, or other member of Church or School personnel, please email [Deacon Matthew Glover](#), chancellor for canonical affairs, or call him at (501) 664-0340, ext. 361. Then for victim assistance, e-mail [Laura Gottsponer, LCSW](#), victim assistance coordinator, or call her at (501) 664-0340, ext. 425.
- If you prefer to report abuse to the diocese by mail, please send a letter to Laura Gottsponer, LCSW, victim assistance coordinator. Or address your letter to Deacon Matthew Glover, chancellor for canonical affairs. See the addresses below.

Laura Gottsponer, LCSW
Victim Assistance
Coordinator Diocese of Little
Rock
P.O. Box 7565
Little Rock, AR 72217-7565

Deacon Matthew Glover
Chancellor of Canonical Affairs
Diocese of Little Rock
P.O. Box 7565
Little Rock, AR 72217-7565

Safe Environment Training for Adults

As of July 1, 2017, the Diocese of Little Rock uses CMG Connect, a safe environment training program developed by our risk management company, Catholic Mutual Group (CMG). The background check is run based on the information entered into CMG Connect. For the background check, please note that the information you provide online is encrypted and cannot be shared with anyone else, and no paper copies are retained.

Who must be trained?

Only those persons who fall into one of two categories:

All employees of the diocese, a parish, or a school.

Volunteers with routine contact with minors. This includes only those volunteers who have regular contact with minors as an essential part of their regular volunteering duties.

How do I get trained? Go to CMG Connect, create a new account, and start the “Safe Environment Curriculum - Little Rock” online training course.

What if I have already been trained? No one who has already done safe environment training and a background check will have to redo anything now. Users scheduled for five-year recertification will be notified of how to do that by their parish/school safe environment coordinator.

Circle of Grace Training for Youth and Children

All dioceses in the United States must provide safe environment training for children and youth. This program is not “sex education.” Instead, it is age-appropriate information for children and youth so they can know how to help create safe environments and what to do when they feel that a particular environment is unsafe. For our children and youth, our diocese uses Circle of Grace, a program developed by the Diocese of Omaha and endorsed by Catholic Mutual Group. For more information about the Circle of Grace program, please contact your local parish or school safe environment coordinator.