

Sacred Heart Catholic School



2020-2021

Student Handbook

Sacred Heart Catholic School
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www.sacredheartmorrilton.org
www.renweb.com

ACCREDITED BY

**Arkansas Nonpublic School Accrediting
Association, Inc.**

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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

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 to 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 guides them in transforming the Good News of the Gospel into action.
- **Inspiring Hearts**– Sacred Heart provides a family atmosphere, which values the role of family, friends, and milestone moments in the development of our students. Through a service-oriented curriculum, we promote social justice, the dignity of human life, and an active life in the Catholic community and world.

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 the home 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

RenWeb

RenWeb is a service provided by Sacred Heart Catholic School that enables students and parents to access current class content, assignments, and other useful resources in a completely secure environment. New students and parents receive their RenWeb activation code and instructions during registration. The RenWeb site is accessible from any computer on the Internet at www.renweb.com. A link can be found on the SHS website www.sacredheartmorriton.org. All teachers post their grades on RenWeb at least once per week. These reports will provide up to date graded coursework as well as semester averages. 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.

Messaging on RenWeb will be used to send messages by text, voice mail, and email to students and parents who are registered.

If you need to activate your RenWeb account or need assistance with this program, contact Alisha Koonce at 501-354-4358.

E-Mail Communication Guidelines for Parents and Teachers

Sacred Heart Catholic School is very fortunate to have several direct ways for parents and teachers to communicate. Renweb, text, phone, and email are your direct lines to our staff. These create a safer environment and offer a convenient way for our parents. There are both benefits and drawbacks of using these technologies. In some ways, the new technology has added to everyone's workload and led to an expectation of an instant response time. The guidelines for what is effective and appropriate in terms of email communication are clarified below.

Teacher Realities

- The classroom environment does not allow teachers to check their emails regularly during the academic day. It is recommended to our staff to check emails before and after school or if time permits during their preparation times.

- 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 High School office at 501-354-8113 to insure your message is understood and received.
- Response time can be delayed by teachers being unavailable due to illness, attendance, training or 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 E-Mailing 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 should 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 a 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 – E-mail again is not the best method in this instance. Calling the Elementary office at 501-354-4416 or 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.

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.
- Communication, although important, needs to be controlled. Responding to emails takes time and thought.
- Emails leave a lot of room for interpretation and often are misunderstood.

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

Buddy Greeson

Principal

K-6 Faculty

Casey McKendree

Kindergarten

Lexi Andrews

First Grade

Donna Pruett

First Grade

Tara Williams

Second Grade

Gayla Fairchild

Third Grade

Kim Fresneda

Fourth Grade

John Taylor

Fifth Grade, Afterschool Care

Heather Zinser

Sixth Grade

Paula Bostian

Elementary Aide

Cynthia Ruff

Elementary Aide

Holly Bailey

Elementary Aide

7-12 Faculty

Martha Briggler

Business

Rebecca Magie

Science

Mary Eggart

English

Katie Bellott

Art

Kim Hamling

Social Studies & Religion

Heather Turnipseed- Whaley

Mathematics

Rhonda Wahrmund

English

Tim Koch

Social Science, Religion

Irene Taylor

Virtual Arkansas

Kathleen Smith

Mathematics

Kyle Duvall

Health, P.E., High School Athletics

Tyler Gattin

Boys Basketball

Mary Kay Wiedower

Religion

K-12 Faculty

Jennifer Roscoe

Counselor

Patti Bottoms

Librarian, Media Specialist, Elementary Director of Learning

K-12 Staff

Annise Ryan

Bookkeeper

Barbi Kordsmeier

School Secretary – Cafeteria Bookkeeper

Jackie Briggler

Cafeteria Manager

Cheryl Underwood

Cafeteria Support

Jean Padia

Cafeteria Support

Alisha Koonce

Development Director

Tim Jackson

Maintenance

Scott Killgore

Custodian

Church Personnel

Msgr Jack Harris
Father Joseph Friend
Mary Kay Wiedower
Linda Boedeker

Pastor
Associate Pastor
Director of Religious Education
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 September 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

Transfer Student Admission

The enrollment process begins with 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. A parent will complete a General Information Form pertaining to 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. Member 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 on the parking lot, in parked cars, or outside the building. All students (K-12) who arrive before 7:45 a.m. will wait in the cafeteria. At 7:45 a.m. students may go to their classrooms.

Dismissal Time

The school day ends at 3:15 p.m. for grades K-6 and 3:25 for grades 7-12.

Elementary—Teachers accompany students to the bus stop at the front Elementary entrance or to the carpool area located in front of the church. Any elementary students remaining in the carpool area after 3:30 will be taken to afterschool care. Elementary students are not to be in the high school building or gym before 3:25 p.m.

Junior/Senior High—Students riding the bus will line up at the bus stop located at the front Elementary entrance. All students driving vehicles must exit the parking lot by the exit at the far southwest end of the parking lot and the railroad tracks. Students who drive recklessly at any time in the parking lot are subject to loss of driving privilege, suspension and/or expulsion. Please stay in the left lane in the parking lot when students are dropped off in the morning and picked up in the afternoon. The right lane is the bus zone for the students riding the bus. 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 lane.

Attendance- High School

Students in grades 7-12 are not permitted more than ten (10) absences from any one class per 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.

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 not to exceed \$500.00.

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. Absences are marked as follows:

- 30 min. to 2-1/4 hours = 1/4 day absence
- 2-1/4 to 4-1/2 hours = 1/2 day absence
- 4-1/2 to 6-3/4 hours = 3/4 day absence
- anything over 6-3/4 hours = 1 day absence

Excused and Unexcused Absences

Absences will be either excused or unexcused. Excused absences will be allowed for the following reasons:

- Death or illness in family
- Personal illness – medical documentation is required
- Doctor appointments
- School authorized absences

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. Teachers will notify the student on the first tardy. Parents will be notified after the second tardy. Students will face disciplinary action for every tardy infraction after 3 in each semester. **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.**

1. 1st unexcused tardy – warning
 2. 2nd unexcused tardy – 1 day lunch detention
 3. 3rd unexcused tardy - 3 days lunch detention
 4. 4th unexcused tardy - 3 days afterschool detention
 5. 5th unexcused tardy - 2 days In School Suspension
 6. 6 or more unexcused tardies will result in Home Suspension.
- Missed work cannot be made up.

7. Students with 5 or more unexcused tardies during the school year, will lose their exemption privileges for final test.

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 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.

Leaving Campus

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 principal.

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".

Errands

No students are to be sent on errands off campus of any kind without the approval of the principal.

Example: Prom

Field Trips

Students must have their parent 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 cancelling school due to inclement weather will be posted to RenWeb, KVOM Radio Station (101.7 FM or 800 AM) and television stations each day the weather is questionable. As a rule, Sacred Heart will close for inclement weather at the same time as South Conway County Schools for transportation purposes. Sacred Heart has 2 snow days and 5 cyber days. High School teachers will utilize Google Classroom/RenWeb to post assignments. Elementary will coordinate with parents.

Section 4 – Special Programs

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

Lunches are \$2.90 for elementary students and \$3.10 for high school students unless the students are on the free or reduced lunch program. Information regarding the Federal Lunch Program is available in the office. Lunch is \$3.05 for teachers and faculty and \$5.00 for visitors. 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 drafts are available for lunch payments monthly.

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 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.

Lunches from fast food chains or restaurants brought to students are 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 duty teacher. Students may not remain in the hallways. 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.

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 Wednesday 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-3 visit the library weekly. Students in grades 4-12 visit once every two weeks. The frequency of visits is subject to change.
3. 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.
4. Students are responsible for returning borrowed items by the due date. A fine of 20 cents per item per school day accrues on late items. Suspension of borrowing privileges will occur when students have overdue items and/or unpaid fines.
5. Students will pay for lost or damaged items. The librarian will determine replacement cost plus fine.
6. Reference books do not leave the library without special permission from the librarian.
7. Students must adhere to school policy when using the library computers.

Transportation Program

Transportation to the school for students in the Morrilton area is available through the South Conway County School District bus program. Parents of students who will ride busses need to make bus transportation arrangements with South Conway County School District Transportation Department at 354-9421. It will be the responsibility of parents to adhere to all policies and procedures of the SCCSD. For example, days in which your student will not ride the bus, parents MUST contact SCCSD Bus Barn at the number above. Failure to follow procedures and policies could jeopardize the agreement between SCCSD and Sacred Heart School.

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

Physical Education Program:

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 take physical education courses.

Athletics

Students who participate in athletics in grades 9-12 do not receive graduation credit for their participation

Basketball

A strong basketball program is available for students at Sacred Heart Catholic School. Students in grades 4-6 may participate on Pee Wee basketball teams. Students in grades 7-9 are encouraged to play on the Junior High basketball team. Students in grades 10-12 are encouraged to play on the Senior High basketball team.

Baseball and Softball

The baseball and softball teams are formed in the spring. Students in grades 9-12 who are interested in these sports, and meet all criteria to play, may try out for the teams.

Cheer

Students in 7-12 are eligible to cheer participate in cheerleading. Tryouts are held in the spring.

Cross Country

Boys and girls in grades 7-12 are available to compete in Cross Country. Competitive meets will occur during the fall semester.

Golf

Boys and girls in grades 9-12 are available to play.

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.

Behavior

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

Attendance

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.

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.

A. Homework in grades K-12 will be assigned in accordance with the following principles and guidelines:

1. Assignments will be assigned to provide either massed practice for a skill/concept recently learned or distributive practice for a skill /concept, which was learned earlier but review, is needed to maximize retention.
2. Massed practice of a new skill/concept is essential to achieve a high degree of mastery.
3. Distributive practice of previously learned skills/concepts is essential to promote maximum retention and recall.
4. Practice is most effective if it is provided in short frequent sessions.
5. Guided practice under the supervision of a teacher prior to independent practice is essential to ensure that the student practices the skills/concept correctly.
6. The more specific the linkage of practice to the skill/concept being taught for mastery or review, the more likely positive results will be achieved.
7. The level of difficulty and complexity of practice must be at or below the level to which the student may proceed without supervision and/or guidance.
8. Increased meaningfulness of the practice increases the probability of effectiveness.
9. Practice of specific and small bits of learning is most effective as long as meaning is not compromised.
10. The more immediate the results of the practice are made known to the student, the higher the probability of effectiveness.

B. The following guidelines will be observed by professional staff in homework assignments:

1. Assignments will be considered as an extension of the classroom instruction for the purpose of either independent skill practice or mastery, or for the review of previously mastered skill/concepts.
2. Assignments will not involve skill/concepts that have not been previously taught.
3. Assignments to achieve mastery of new skills/concepts will follow guided practice to ensure that the student successfully practices to master the skills/concepts.
4. Assignments to achieve mastery of new skills/concepts will focus specifically on these skills/concepts in order to promote mastery in a more effective way.
5. Maximum use of classroom time for input and supervised study should be planned for each lesson. Some homework assignments can be best accomplished during supervised study conducted as part of the allotted instructional period.

6. Assignments will be designated to provide short, frequent practice sessions focused on small segments of learning while maintaining maximum meaning for the student.
7. Assignments will be made which address common needs of individuals rather than automatically assigning common homework to all students without regard to the individual student's need or purpose of the assignment.
8. Staff should implement plans for immediate feedback to the student whenever possible. The feedback should communicate to the student specifically what aspects of the assignments are complete and what is incorrect. Follow-up instructions and exercises should be implemented to guide the student in making and practicing corrections. At the elementary level, the time between completing the assignment and the reviewing knowledge of results should range from immediate to twenty-four hours. As the secondary level, this range should be from immediate to not more than three days.
9. Professional staff will exercise judgment relative to the quantity and frequency of homework assignments in relation the above principles and guidelines. The emphasis will be on quality rather than quantity. The following guidelines should be considered in making homework assignments.

C. Frequency of Assignment:

Grades K-1

Frequency of Assignments: 2-3 days per week. Time required completing daily assignments: 15-30 minutes each content area.

Grades 2-3

Frequency of assignments: 3-4 per week. Time required to complete daily assignments: 30-45 minutes.*

Grades 4-6

Frequency of assignments: 3-5 days per week. Time required to complete daily assignments 30-60 minutes.*

Grades 7-9

Frequency of assignments: 3-5 days per week. Time required to complete daily assignments 45-60 minutes.*

Grades 10-12

Frequency of assignments: 3-5 days per week. Time required to complete daily assignments: 60-150 minutes.*

* Daily assignments for independent skill practice for new learning should range from 15-18 minutes per subject.

Make-up Work

The responsibility for arranging for and completing make-up work or 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. 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**

Grading

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

Academics: Elementary:

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

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 – F as above

Conduct: High School

- 1 = Outstanding Behavior
- 2 = Average Behavior
- 3 = Below Average Behavior (Probation for clubs and sports)
- 4 = Unacceptable Behavior (Possible Expulsion)

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

Semester Exams

Comprehensive semester exams are given at the conclusion of each semester to all junior and senior high students. The exam grade constitutes one-fourth of the entire semester grade. All students in grades 7-12 will have semester exams in December and May. 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

$1^{\text{st}} \text{ qtr } \% \text{ grade} + 2^{\text{nd}} \text{ qtr } \% \text{ grade} = W$
 $W / 2 = X$
 $X \times 3 = Y$
 $Y + \text{semester test } \% = Z$
 $Z / 4 = \text{semester grade}$

EXAMPLE

$95 + 87 = 182$
 $182 / 2 = 91$
 $91 \times 3 = 273$
 $273 + 81 = 354$
 $354 / 4 = 88.5 = 89$

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 are: 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 the entire year; 5) no more than 5 days absent the second semester (excludes school sponsored absences).

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 consecutive quarters in one class. In this case, the student could not be exempt from the class where that student earned the "3". The same would be true by grade or absence. Any absence in any class in regards 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.

Honor Roll

K-6th grade: At the end of each quarter, students with satisfactory conduct grades may qualify for honors. Honors are as follows:

1st Honors all A's
2nd Honors more A's than B's
3rd Honors more B's than A's

Any K-6 student whose grades improve from one quarter to the next in at least one subject without dropping in other grades is eligible for an achievement award provided there are no unsatisfactory conduct grades.

7th-12th grade: At the end of each quarter, students may qualify for honors. A “3”, “4” or “5” in conduct makes him/her ineligible for honors. A grade of “F” in any class will prevent a student from being on the Honor Roll. Honors are as follows:

1st Honors	4.00 GPA	1’s in conduct
2nd Honors	3.50 to 3.99 GPA	1’s or 2’s in conduct
3rd honors	3.00 to 3.49 GPA	1’s or 2’s in conduct

Beta Club membership is available to those high school students who meet the requirements. A suspension excludes a student from the honor roll for that quarter.

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 grade the following school year if 50% of the core academic courses are failed.

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

*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 a 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 Graduate Requirements

During grades 9-12 students must have a 3.5 GPA or better and complete 9 Honors classes to be eligible for Honor Graduate. The following is a list of Honors Classes.

ENGLISH

Creative Writing
Composition I
Composition II
*Senior English

SOCIAL STUDIES

World History
World Geography
Cont. Am History
Current Events

MATH

Algebra II
Trigonometry
Calculus College Algebra

SCIENCE

Physics
Anatomy

FINE ARTS

Art II
Art History

BUSINESS

Computer Applications II
Accounting II

FOREIGN LANGUAGE

Spanish II, III

*Denotes classes that students may use as Honors after completing additional assignments.

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 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.

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 reputation 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.**

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 and Paging Devices

Electronic communication such as cell phones, smart watches (Apple watch), laser pointers, or similar communication devices may not be used or turned on during the curricular day (7:45 a.m. until 3:25 p.m.). Students in high school may possess their devices, but they cannot turn them on. Each classroom in High School will have cell phone pockets on the wall for the students to put their phone in at the beginning of class. If student is caught with a phone that is not in a pocket, 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, iPod, cameras, recording devices, Nintendo switch, phones, smart watches, etc. are not to be used during the school day from 7:45 a.m. until 3:25 p.m. by high school students. Elementary students are not to bring, or be in the possession of, these devices at school.

Kindles, laptops, and iPads are allowed in grades 7-12 for curriculum purposes and with approval from the principal for elementary students. Recording devices used as a modification or adaptation as part of a student's MAP is acceptable.

Cameras and Video Recording Device

Students may not use cameras, video recorders, 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 school appropriate shorts may be worn for \$1.00 per student. Clothing must be free of rips and holes.

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:
 - 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.
 - 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.
 - 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. They must be solid school colors.)
 - 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.

- b. All shirts must be long enough to be tucked in at all times. 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 visible at all times. 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, 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. Head Bands:

- a. **ALLOWED:** Girls may wear red, white, navy blue, khaki, or gray head covers with no logos.
- b. **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. Hair styles 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.

Violations of School Codes

Class A Violations

1. Actions or attitudes, which are spiritually detrimental to the school.
2. Any act of disrespect toward school personnel or fellow students (including social media postings that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students or staff).
3. Verbal and/or physical abuse of others, including threats to others.
4. Leaving school without permission.
5. Consistent tardiness.
6. Use of profane or abusive language.
7. Cheating will result in a zero on the test.
8. Copying another's work.
9. Plagiarism.
10. Deliberate deception.
11. Stealing.
12. Vandalism/destruction of property.
13. Possession, use, or sale of drugs, alcohol, vaping, or tobacco.
14. Possession or use of any weapons including firearms and knives.
15. Insubordination to school officials.
16. Skipping classes.

Consequences of Class A Violations

Class A violations are of a very serious nature. These offenses will be referred to the principal who, after reviewing the situation with the student, will contact the student's parents/guardians and request a conference.

The consequences of Class A violations might be the notification to parents/guardians, conference with the parents/guardians and student, in-school suspension, suspension, expulsion from Sacred Heart Catholic School, loss of privileges, loss of an office or membership in clubs or Student Council.

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 other 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 in order 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. 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.
 - b. 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.
 - c. 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 extra-curricular activities and parking on campus for 365 days.
 - a. The student will be required to be enrolled in the substance abuse counseling. The parents are responsible for all costs associated 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 third 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.

Class B Violations

1. Eating, or drinking in the classroom.
2. Disruptive behavior. (May also be a Class A violation.)
3. Running in buildings.
4. Littering the campus.
5. Consistently unprepared for class.
6. Excessive public display of affection.

Consequences of Class B Violations

The classroom teacher or the adult witnessing the offense will ordinarily handle all Class B violations according to the following schedule. However, repeated offenses in any of these areas may result in the offense becoming a Class A offense, which would mean the students, parents/guardians and the principal would become involved. Generally, the consequences of a Class B offense might be a warning, a notification to parents/guardians, and/or detention.

Detention

All detentions will be served the same day the offense has been committed from 3:25-4:00 p.m. 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 an in school suspension.

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. Class work and tests missed during suspension may not be completed for credit. In School Suspension (ISS) work and tests will be given that day but will lose exemption privileges.

Expulsion

Students who are expelled from Sacred Heart Catholic School may not complete the school year nor come onto the school's campus for any reason.

(1) Notification of the expulsion will be sent to the school board president. (2) A written report containing reasons for the expulsion will be sent to the student's parents and to the diocesan superintendent. (3) If parents wish to appeal the decision, they will contact the president of the school board who will arrange a hearing with the Arbitration Committee.

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 in light of 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).

Section 7 – Finance

Tuition

Tuition payments are based on ten installments throughout the school year. All fees and the August tuition payment must be paid at registration. Tuition payments for September through May must be paid at the beginning of each month. A late fee of \$20.00 will be charged after the 20th of each month. However, tuition is due by the first of each month.

Payments should be prompt so that Sacred Heart can meet its financial obligations (electric bills, salaries, etc.). Anyone anticipating a problem with tuition or fees should contact the school office for an appointment with the Finance Committee. If financial obligations are not met, the student(s) will not be allowed to enroll for the next school year, nor will records be released to another school.

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

Tuition Assistance Program

Philosophy - The Tuition Assistance Program at Sacred Heart Catholic School is designed to provide tuition assistance to aid in managing costs for qualified families while providing financial stability to 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. The program operates under the direction of the school board and administrative staff of the school.

Process and Procedure - The funding for the program is a function of the School Board and Development Board of Sacred Heart Catholic School, through donors who wish to contribute to the program. It will be the function of the Development Committee to secure the funds for the program that will be allocated to qualified families. The school board has chosen a third party, FACTS Management Company, to qualify families for assistance by determining the amount of assistance needed on a family-by-family basis. The process will be objective and confidential with only the school principal and school bookkeeper having knowledge of the amount of assistance awarded to each family. 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 need. 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. The principal will then use a determined password to access the information on each family that made application.

Step III - An anonymous committee will be appointed by the principal to make recommendations for awards based on confidential and anonymous data provided by the principal. It will be the job of the committee to determine how much tuition assistance will be awarded to each family. The committee will have the amount that FACTS has recommended and the amount of money the Tuition Assistance Program has available in order to make a determination for each family. It will be the duty of the principal to contact each family who applied and provide them with the information determined. It will also be the duty of the principal to report the amount of assistance awarded to each applicant to the school bookkeeper for accounting purposes.

Any family that accepts Tuition Assistance each year must not owe the school any money or property after July 1 of the current school year. If after July 1 a family who owes the school money or property will not be eligible to participate in the Tuition Assistance Program for the upcoming school year. **FACTS online address- www.factstuitionaid.com (there is a link on school web site)**

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 each student to defray expenses of textbooks, workbooks, testing materials, paper, magazines, and audio-visual materials.

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 helpful in defraying the costs of providing an excellent education for our youth.

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.

Dance Regulations

1. School sponsored dances are for grades 9-12. The Homecoming and Rebel Romp Dances are exceptions with grades 7-12 allowed. Elementary dances are prohibited.
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. 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.
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 comes 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 told to stop. The second offense will result in having to sit out several dances. If the third offense occurs, the parents of the student/guest will be called and the student/guest will leave. This will result in suspension of the Sacred Heart student.

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 then 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 prearranged 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 | *Room Mother/Father |
| * Providing transportation on field trips | *Spring Festival |
| *Reading to elementary students | *Octoberfest |
| *Classroom parties | *Bazaar |
| Halloween | *Elementary Field Day |
| Christmas | *Booster Club |
| Valentine's Day | *Work in concession stand |
| *Spaghetti Dinners | *Clean gym after basketball games |
| Set up | *Helping teachers grade papers and |
| *Servers | workbooks. |
| Cooks | *School wide clean-up days |
| Clean up | *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

Each family enrolled in Sacred Heart Catholic School will be responsible for the following:

1. Completion of 33 support hours per school year. Sacred Heart School must be the direct beneficiary of the services rendered.
2. Accumulation of school support hours will begin the first day of summer vacation, and the completion of the support program will end the last day of school during that school year.
3. The compilation of hours is completely on the honor system. Each time a person participates in service as outlined in Item 1, they will simply enter these in RenWeb. (Training will be offered)
4. 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.

5. Students who participate cannot count support hours and school required service hours for the same event.
6. 15 of the 33 hours may be in Athletics/Booster Club and/or PTO.
7. 3 of the 33 hours must be bazaar hours.

OR

A family may make a \$330.00 support payment.

- 1) The support payment will be prorated based on the number of support hours completed at the end of the year. A rate of \$10.00 per hour will be assessed to those families who have accumulated less than 30 hours.
- 2) The support payment due must be made on or before the last day of the school year.

Each family is responsible for documentation of the support hours. You may forward your hours by email to bkordsmeier@sacredheartmorrilton.org. These can be noted on regular paper. You are encouraged to enter them yourself into Renweb.

There are many opportunities to volunteer in events that directly benefit Sacred Heart School. These include, but at this time are not inclusive of, the Bazaar, Octoberfest, classroom/playground volunteer, and school specialty days such as Grandparent's Day, Spring Festival, dance chaperones, scheduled work days, dinners, PTO functions, and Booster Club events.

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, Confirmation, Boy Scouts, Girl Scouts, Cub Scouts, and Brownies.

It will be the responsibility of the school to inform you of support program opportunities through school notes, the school web site, and principal's bulletins. We have always enjoyed quality parental involvement in the school. Your continued support and cooperation as we work together will make Sacred Heart School the finest it can be.

This policy in no way does not intend to force people to volunteer nor does it intend for families to get hours and stop working for the betterment of the school. Its intent is to create an atmosphere where all of us can work together as a family for the betterment of the school community, to involve all families in bettering the school while enjoying the fellowship of other members of the school community, and to create that wonderful feeling of ownership in the school program.

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 anyway, and lockers should be neat and clean at all times. 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 in to 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.**

Insurance

Since medical bills resulting from accidents to students at school are the responsibility of the parent, all parents of students attending Sacred Heart Catholic School are given the opportunity and encouraged to look into the purchase of student accident insurance through the school.

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 a 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 the 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 student who agrees 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

- 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 of or sharing another's password is not allowed.

Internet Access

- Before accessing the Internet, each student will receive instruction in the proper use of the on-line tools.
- Students must notify teacher immediately of inappropriate material found.
- Use of 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.

In addition to the above, we expect the following from all Sacred Heart families:

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 out 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:

- Don't 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 even, 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.

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.