

Sacred Heart Catholic School



2017-2018
Student Handbook

Sacred Heart Catholic School
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www.renweb.net

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Arkansas Nonpublic School Accrediting
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Introduction – General Statements

Mission Statement

Sacred Heart Catholic School is a family dedicated to Christ-centered values, respecting one's self and others, and inspiring servant leadership and academic excellence.

Philosophy

Sacred Heart Catholic School's responsibility is to foster a deep commitment to academic excellence, personal moral development, spiritual growth, and social consciousness in our students through a rigorous curriculum rooted in the tradition of our Catholic heritage. Using contemporary teaching techniques, technology, and the wisdom of the Sacred Heart family, faculty, and staff, we offer high quality academic programs which are integrated with religious truth and values. Sacred Heart exists to impart a love of learning and service and to encourage our students in an active life in the Catholic community and world.

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.

USDA Nondiscrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

Objectives

Our objectives are to work closely with the home in educating children toward the fullness of Christian life; to specifically teach Catholic principles and Christian values; to offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and example; to instruct the child in human knowledge and skills which enable the students to actively participate in the Christian community and human society; to recognize the dignity of all persons; to encourage service to the wider community by providing opportunities to serve; and to encourage teachers to become committed Christians and develop professional competence.

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.net (a link can also be found on the SHS website www.sacredheartmorilton.org).

All teachers will be posting their grades on Renweb at least once per week. These reports will provide up-to date graded coursework as well as semester averages. The final average will be computed at the end of the year when the two semesters will be averaged together.

If you have an active Renweb account, you may receive an e-mail when the bi-weekly progress report has been posted. Log into Renweb with your account information and choose your name (parents – choose your son or daughter's name) to view the reports.

Teachers will also be posting lesson plans two weeks in advance. Students and parents should be able to view assignments, tests, and activities from the site.

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

If you need to activate your Renweb account or need assistance with the program, contact Aaron Duvall at 354-4416.

E-Mail Communication Guidelines for Parents and Teachers

Sacred Heart Catholic School is very fortunate to have two direct ways for parents and teachers to communicate: phones and e-mail. These create a safer environment and offer a convenient way for parents to communicate with teachers and others. There are both benefits and drawbacks to use of these technologies. In some ways, the new technology has added to everyone's workload and led to an expectation of an instant turn-around response time that might not be possible. The guidelines for what is effective and appropriate in terms of e-mail communication need to be clarified.

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 e-mail to inform a teacher that your student is going home with another person or should be sent to after-school care, etc. The teacher may not have time to read your message in a timely fashion. Instead use the telephone to call the office to be sure your message has been understood and received.
- Response time can be further delayed by teachers being unavailable due to illness, attendance at training sessions, 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 a 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 to merely 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, e-mail is not appropriate. The telephone or face-to-face meeting is a better option.
- Sheer Volume - Each teacher at Sacred Heart Catholic School has numerous students each day. Think about the volume of e-mails that these numerous parents could generate in a day
- Medical or Health Concerns - E-mail is again not the best method in this instance. The telephone to the office is the best option.
- Professionalism - Please keep all contacts by e-mail 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 impacting him/her negatively.
- Communication, although important, needs to be controlled. Responding to e-mails takes time and thought.
- E-mails leave a lot of room for interpretation and often are misunderstood.

E-Mail Etiquette Tips for Parents and Teachers

- Never use e-mail for matters of controversy or real distress. When you have a really serious matter, it is always best to meet with the teacher directly.
- Do not send multiple e-mails 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 e-mail that you wouldn't want published. Remember that e-mail is not necessarily confidential. Confidential information should be conveyed in person or by phone.
- The rules for **civility** in e-mails are the same as in face-to-face meetings. Convey a positive tone in your e-mails 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

Deanna Davis Kindergarten
Emily Lear First Grade
Deidra Lee First Grade
Kim Fresneda Second Grade
Carol Bowling Third Grade
Heather Zinser Fourth Grade
John Taylor Fifth Grade
Cara Pizzalotto Sixth Grade
Paula Bostian Elementary Aide
Cynthia Ruff Elementary Aide

7-12 Faculty

Martha Briggler Business
Rebecca Magie Science
Aaron Duvall English, P.E., High School Athletics, Edline
Katy Bellott Art
Kim Hamling Social Studies & Religion
Heather Turnipseed-
Whaley Mathematics
David Hartman English
Dottie Greeson Social Science, Religion
Tonya Craven Spanish
Kathleen Smith Mathematics
Kyle Duvall Health, P.E., High School Athletics
Mary Kay Wiedower Religion

K-12 Faculty

Jennifer Roscoe Counselor
Patti Bottoms Librarian & Media Specialist
Bill Gilbreath IT Coordinator

K-12 Staff

Annise Ryan Bookkeeper
Barbi Kordsmeier School Secretary
Jackie Briggler Cafeteria Manager
Cheryl Underwood Cafeteria Support
Barbi Kordsmeier Cafeteria Bookkeeper
Alisha Koonce Development Director
Alma & Rick Duvall Elementary & High School Custodians
Tim Jackson Maintenance

Church Personnel

Msgr. Jack Harris Pastor
Mary Kay Wiedower Director of Religious Education
Linda Boedeker Church Secretary

Additional Personnel

John Taylor After-School Care

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.

Parents/guardians need to provide the school with the following items:

1. *Copy of Birth Certificate*
2. *Copy of Immunization Record*
3. *Copy of Social Security Card*
4. *Copy of Baptismal Certificate if Catholic*

In August, the parents/guardians will register the students for the school term. It is policy that kindergarten students be five years of age on or before September 1st of the current school year.

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 Social Security Card*
4. *Copy of Baptismal Certificate if Catholic*

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 on the east end of the school 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 east end of the elementary school. 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 to the left of the orange cones in the parking lot when students are dropped off in the morning and picked up in the afternoon. The right side of the orange cones 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 eight (8) absences from any one class per semester. This should be adequate time to take care of the students' normal illness or extenuating circumstances. **A student will be allowed to make up all assignments during these eight (8) 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, an admittance slip will be written for the student who will present the slip to each teacher during their scheduled day. **The last period teacher will return all slips to the office at the**

end of the day.

Any time a student presents a note from a licensed medical professional, or the principal clears the student's absence, the absence(s) 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. **A student will be allowed two unexcused absences from school per semester. When an absence is considered unexcused, no credit will be granted for work due nor can assignments be made up. When a student has more than two unexcused absences in a semester, the student will be required to remain in class for no credit and they must continue to do all assigned tasks for no credit.**

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:

miss 30 min. to 2-1/4 hours = 1/4 day absence

miss 2-1/4 to 4-1/2 hours = 1/2 day absence

miss 4-1/2 to 6-3/4 hours = 3/4 day absence

anything over 6-3/4 hours = 1 day absence

Tardies

Elementary – If a student arrives after 8:00 a.m., the parent will need to report to the 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 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 tardy – warning
2. 2nd tardy – 1 day lunch detention
3. 3rd tardy - 3 days lunch detention
4. 4th tardy - 3 days afterschool detention
5. 5th tardy - 2 days In School Suspension
6. 6 or more 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.

Excused and Unexcused Absences

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

1. Death or illness in family
2. Personal illness – medical documentation is required the day he/she returns.
3. Doctor appointments
4. School authorized absences
5. Absences beyond the control of the student or parents/guardians

No student may make up work missed due to unexcused absences.

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.

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 principal.

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 of any kind without the approval of the principal.

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 general rule, Sacred Heart will close for inclement weather at the same time as South Conway County Schools for transportation purposes.

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.

Off Campus Food/Drinks

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

Price

Lunches are \$2.60 for elementary students and \$2.85 for secondary 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 \$2.95 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

Parents should seal lunch money in an envelope with the following information on the outside:

1. Student's name
2. Student's grade
3. Amount of money enclosed
4. Number of lunches

Students in elementary need to turn in lunch money to their homeroom teacher. Students in high school need to turn in lunch money to their first period teacher. Students may also turn in lunch money to the office.

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 cafeteria personnel.

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 is prohibited.

The microwave in the kitchen is NOT available for student use.

After Eating Lunch

After lunch, elementary students may go to the playground or classroom as instructed. Secondary students may go into the gymnasium or remain in the cafeteria as instructed. Students may not remain in the hallways and are not to go into the gym lobby, dressing rooms or use the restrooms in the gym lobby. 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 anytime.

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 theology 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 the 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 will receive "local credit" for their participation. A "local credit" will count toward required credits for graduation but will not be counted in computation of GPA.

Basketball

A strong basketball program is available for students at Sacred Heart Catholic School. Students in grades 4-6 may participate in 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.

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 not 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 to complete 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 = Excellent
2 = Good
3 = Fair
4 = Poor
5 = Unacceptable

****** 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 (10-12 ONLY)

Students in grades 10-12 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) less than six 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 in one class. In this case the student could not be exempt from the class where they student earned the "3" in conduct. 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:

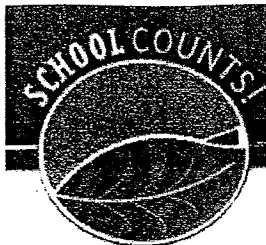
- 1st Honors all A's
- 2nd Honors more A's than B's
- 3rd Honors more B's than A's

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.



SCHOOL COUNTS! Criteria

Quality

Obtains no transcript grade lower than a "C"

Attendance

Achieves a 95% attendance record

Persistence

On schedule to complete high school in four consecutive years

Goal-Setting

Take more than the minimum number of credits required for graduation

Details:

1. Out-of-school suspensions will automatically exclude students from *School Counts!*.
2. Transfer students will have their eligibility evaluated according to established criteria; once accepted into *School Counts!*, the student will then be measured as other students are.
3. Medical absences will be included in absence report, but can be appealed through building administration to the *School Counts!* Steering Committee.
4. Certification will be on a yearly basis, with eligibility certificates available after the end of the school year.
5. One "D" grade may be dropped from a student's record over a four-year period.
6. Weighted courses in the curriculum will count based on the numerical value as set forth by the state Department of Education. (E.g., a grade of "D" in a course awarded a 2.00 grade point will be calculated as a "C" for purposes of meeting the *School Counts!* criteria.)
7. Courses with "D" grades may be retaken. The highest grade obtained in the course will be the official grade for the *School Counts!* initiative.
8. Any student who has repeated a grade level in high school is ineligible for the *School Counts!* Program.

Scholarships or awards made that are based on services rendered or hours worked by the student will not be counted against a student's financial aid award in determining eligibility for *School Counts!*

Retention Policy

Upon the recommendation of the teacher, the principal will take it under advisement to retain an elementary student. Parents/guardians will be called in for 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 - 5.0 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 - 4.0 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 and music 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 8 Honors classes to be eligible for Honor Graduate. The following is a list of Honors Classes.

ENGLISH

*Debate
Composition I
Composition II
*Journalism

MATH

Algebra II
Trigonometry
Calculus
College Algebra

SCIENCE

Physics
Anatomy

SOCIAL STUDIES

World History
*Psychology
Cont. Am History

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 repute of Sacred Heart Catholic School.**
- **Be punctual and meet their obligations in a timely manner.**
- **Express themselves without resorting to profane abusive, or crude language.**
- **Dress sensibly and appropriately, as the occasion demands.**
- **Be participating and contributing members of the school community.**
- **Respect SHCS’s religious traditions and rituals, which are rooted in the Roman Catholic Church.**

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 and/or paging devices such as cell phones, beepers, 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. 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.

Electronic Entertainment Devices

Electronic entertainment devices such as MP3 players, X-Boxes, Game Boys, Ipods, cameras, recording devices, 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 with approval from the principal. Recording devices used as a modification or adaptation as part of a student's CAP is acceptable.

Cameras and Video Recording Devices

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.

Sacred Heart Catholic School Dress Code

Students in grades K-12 are required to wear uniforms. Personal cleanliness and neatness is 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 capri's 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, dresses or long shirts. They must be school colors)**
- e. Pants, slacks, shorts, skorts, capri pants, and jumpers **must have sewn hems and 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” and “Fee Monday” for all students, and each Friday for seniors.
 - c. **ALLOWED:** 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 do not require a collar to be visible. The hoods may not be worn on the head while inside the building.
 - d. **ALLOWED:** School t-shirts in 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 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 covering:
 - a. **ALLOWED:** Girls may wear red, white, navy blue, khaki, or gray head covers.
 - b. **NOT Allowed:** Students may not wear hats, caps, earmuffs, or sock hats in the buildings.
5. Hair:
 - a. Boys: Hair will be cut over the ears, above the eyebrow and worn no longer than shirt collar length. 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, or tobacco.
14. Possession or use of any weapons including firearms and knives.
15. Insubordination to school officials.
16. Possession of electronic communication devices on campus without permission.

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.

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 student's, 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 extra curricular activities for the designated number of days of suspension. Class work and tests missed during suspension may not be completed for credit.

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 1st 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 1st of the current school year. If after July 1st 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 or position.

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, 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 respectfully. Inappropriate

contact, touch, gesture, language, or activity of a sexual nature is unacceptable. Slam dancing, mooshing, 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 absolutely 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 make arrangements with the teacher and parent(s) to meet at a time convenient with both parties.

Athletic and Special Events

All students as well as spectators at Sacred Heart's 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 workbooks. |
| Servers | *School wide clean-up days |
| Cooks | |
| Clean up | |

All volunteers who have direct contact with students **MUST** be Virtus trained. The Virtus program is administered through the Sacred Heart Church office, Linda Boedeker 354-4181.

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 present a signed statement to the school office of the service they participated in and the total hours worked. A compilation of hours accumulated will be sent to each family each grading period with the school report card.
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 \$300.00 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 and forwarding them to the office. You may forward your hours by email to bkordsmeier@sacredheartmorilton.org. These can be noted on regular paper.

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, Oktoberfest, 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. 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 their 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, every behavior is not 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 a specific teacher, it is essential that initial communication be with that teacher. 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.

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 their 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.