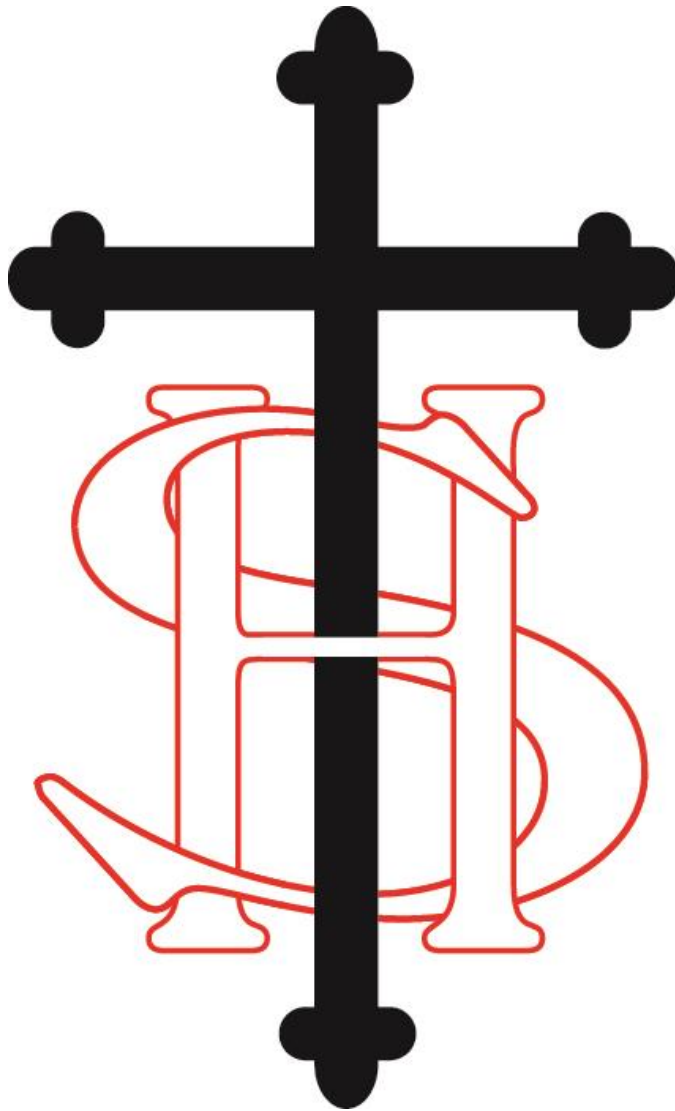


Sacred Heart Catholic School

Parent Student Handbook 2022-2023



**Sacred Heart Catholic School
312 North B Street
Arkansas City, Kansas 67005
(620-442-6550)**

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I. Introduction

1 Letter from School Administrator

Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Welcome to Sacred Heart Catholic School! In choosing Sacred Heart, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In Christ,

Mr. Adam Butler
Principal

102 School Leadership Roster

Administrative Team

Pastor: Fr. Sam Brand
School Administrator: Mr. Adam Butler
School Secretary: Mrs. Jessica Morgan

School Advisory Council

President: Jessica Morgan
Rebecca Bergkamp
Fallon Gile
Laura Thielen

Faculty

Pre-Kindergarten: Mrs. Nancy Orr
Kindergarten: Ms. Kelly Rowe
First Grade: Mrs. Kimberly Garrett
Second Grade: Mrs. Tabatha Lake
Third Grade: Mrs. Jennifer Stoner
Fourth Grade/Fifth Grade: Mrs. Connie Kane
Music: Mrs. Nancy Orr
Physical Education: Mrs. Krystle Byers
Art: Mrs. Krystle Byers
Paraprofessional: Mrs. Maria Romero

Support Staff

Food Service Director: Mrs. Jessica Morgan
Food Service Staff: Mrs. Dee Pudden, Mrs. Hazel McGuire, Mrs. Catherine Fuller
After School Care: Mrs. Maria Romero

II. Identification

201 Mission Statement

Sacred Heart Catholic School will provide a Christ-centered atmosphere to assist parents in forming compassionate children who grow in loving God and neighbor as they live their faith. They will be academically prepared to be responsible citizens.

202 Philosophy of Education

The Catholic school can be successful only if it works with the parents (the Child's primary educator), in the context of the parish (the basic unit of the Church family) united as one system under the Bishop.

Catholic Schools must go beyond instruction to shape the total person and foster a mature adult faith capable of living out one's baptismal promises.

The definitive aim of Catholic education is to form Disciples of Christ. Christ is the foundation of the entire Catholic educational process. Jesus is Master Teacher, who is the Way, the Truth, and the Life.

The Catholic School reaches beyond religion class to emphasize the application of Gospel values to all subject areas at every stage of life. Lifelong faith, not mere memorization, is the ultimate goal of the

Catholic educational process. To seek truth demands teacher and learner alike to think critically, creatively, and deeply. To grow to love Truth requires a relentless pursuit after the true meaning of life. To learn to live Truth requires a commitment to apply moral principles of the changing and challenging issues of everyday life.

203 Values

1.UNITY: “That they all may be one.” (John 17:21) United as one family with our bishop, Catholic schools are at the service of the family, the parish, and the common good. Grounded in charity, we honor the dignity of every human person with respect for all life; for family and community; for peoples of all cultures, and especially for the most vulnerable. “Let no one have contempt for your youth; but set an example for those who believe, in speech, conduct, love, faith, and purity.” (1 Timothy 5:12)

2.FAITHFULNESS: “Remain faithful to what you have learned . . .” (2 Timothy 3:14) Loyal to the teachings of Jesus Christ as taught in our Catholic faith, we believe that the formation of disciples is our first purpose, our critical function, and our ultimate measuring stick. Trusting in God, we have a relentless passion for finding the best way to provide Catholic education, moving forward alone, if necessary. “Stir into flame the gift of God which you have.” (2 Timothy 1:6)

3.STEWARDSHIP: “Place your gifts at the service of one another.” (1 Peter 4:10) The grateful response of a Christian disciple who recognizes and receives God’s gifts and shares these gifts in love of God and neighbor. “Guard this rich trust . . .”(2 Timothy 1:14)

4.SCHOLARSHIP: “For everyone to whom much is given, of him shall much be required.” (Luke 12:48) As disciples of Jesus, the Divine Teacher, we will infuse virtue into instruction and activity so that our students will be respectful and courageous scholars who use their knowledge and gifts for the glory of God and in service to humanity. “Be steadfast and persevering . . .” (1 Corinthians 15:58)

204 School Sponsorship and Affiliation

Sacred Heart Catholic School (SHCS) functions under the umbrella of the Diocese of Wichita, Kansas.

205 Handbook Review and Revision

The School Advisory Council, faculty, and/or administrative team will review the parent/student handbook on a minimum of once each year at which revisions may occur. Also, the Handbook may be reviewed and revised at any time during the school year. We reserve the right to change policy at any time at our discretion.

206 Admission Philosophy and Guidelines

Nondiscriminatory Policy

SHCS admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. As openings become available, the following priorities will be used to accept students to SHCS:

1. active parishioners
2. approved acceptance upon completed application process.

Catholic schools welcome students of all abilities. However, the range of services available will vary according to each school’s resources. Decisions concerning admissions and continued enrollment of a student in a parochial school are based upon the student’s emotional, academic and physical abilities, as well as the resources available to the particular school in meeting the student’s needs.

Important Admissions Disclaimer: All new admissions decisions are determined by the administration of SHCS.

III. Procedures

301 Admissions

SHCS accepts students entering pre-kindergarten through fifth grade upon completion of registration requirements and availability based upon student enrollment. These requirements may include readiness and/or achievement tests, a review of the student's previous records, and providing evidence that the Parents share in the goals of the School based upon its philosophy and purpose.

301a Registration—A child is not officially enrolled until satisfying all requirements.

1. The following forms must be completed and received by the school office:

___ Student Registration with the non-refundable \$100 registration fee – **if no slot is available for your child, your fee will be refunded.**

___ Signed Statement of Cooperation

___ Birth Certificate

___ Baptismal Certificate

___ Student's Health History

___ Immunization Records

___ Student Health Screening

___ Student Records from Previous School (if applicable)

___ Signed Permission to Publish

___ Signed Parish Family Agreement (parish affiliation and stewardship if applicable)

___ Home Language Survey

2. Meet the following admission requirements:

On entering pre-kindergarten program, the child must be age three or four years old by September 1 of the current school year.

On entering kindergarten, the child must be five years old by September 1. All students entering kindergarten must be able to pass satisfactorily the developmental readiness screening to ascertain their readiness for the kindergarten program.

Students entering all other grades must provide recent standardized test scores, previous records and/or take an achievement test, which will be administered by SHCS staff at the time of interview. All final grade placements will be made by the administrator.

3. An interview will be conducted, and students may be tested before placement.

301b Tuition and Fees for 2019-2020 School Year Per Child

-three year old - \$85 per month; four year old \$135 per month.

-kindergarten through fifth grade - \$125 per year

-Tuition for non-Catholic students \$240 per month for the first child and \$120 per additional child.

301c Payments

Enrollment, tuition, and after school care payments are due by the 1st of each month; If payments are not received reminders will be sent on the 15th of each month. Prompt payment is expected. If there is an outstanding balance at the last day of the month another reminder will be sent out. A meeting will be scheduled with the administrative staff to make arrangements to pay on outstanding accounts. Continued outstanding balances may result in the loss of your students' admission status. If payment arrangements need to be made please do not hesitate to contact the school office.

302 Academics

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Kansas guidelines, are followed for the teaching of all secular subject areas. Letter grades are given starting in third grade.

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

302a Student Remediation

If a school determines that a child in grades PreK-5 is not adequately prepared to move on to the next grade level, the school shall require successful remediation before a student is promoted to the next grade. Remediation could be the result of excessive absences, failure to meet the grade level standards, failure to demonstrate success on standardized assessments, and/or failure to pass a course. The amount and type of remediation will be determined by the school. Remediation could include documented progress on an ILP, summer school, after-school work, Saturday school, documented progress on self-paced computerized program, etc.

Students may be retained in the same grade for a variety of reasons. Teachers will consult with the principal any time retention is contemplated. The school will consult with the parents or guardian as early as possible. The school reserves the right to determine appropriate grade placement, and all diocesan schools shall respect that placement if the student transfers.

Promotion from the parish school is based on satisfactory achievement and conduct and is made at the discretion of the principal. Elaborate promotion ceremonies at the elementary level are discouraged. Only students who have successfully completed the necessary requirements will be allowed to participate in the promotion ceremonies.

302b Conferences

Parent/teacher conferences will be held during the first and third quarters to discuss each student's progress, or as needed otherwise.

The staff is always happy to discuss a student's progress or address any questions during plan time or during a scheduled before or after school conference time. Also, Parent-teacher conferences will be scheduled during the first and third quarter for all students.

302c Grading Scale

A reporting key for kindergarten through second grade will be as follows: 1.- Academic Warning, 2. - Approaches Standard, 3. - Meets Standard, 4. - Exceeds Standards

The following grading scale will be used for report cards and on each student's permanent academic record starting in the third grade.

A+ 100-99%	B+ 90-91%	C+ 81-82%	D+ 72-73%	65% Below F
A 98-94%	B 85-89%	C 76-80%	D 67-71%	
A- 92-93%	B- 83-84%	C- 74-75%	D- 65-66%	

302d Report Cards and Progress Reports

Report cards will be issued quarterly approximately one week after the end of each quarter.

302e Homework

Typically, daily homework should not be in excess of 10 minutes per grade level for grades 1 through 5: 10 minutes for 1st grade, 20 minutes for second grade etc. Teachers may assign homework to aid students in the progress of their studies. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for Parent involvement in student learning. Therefore, we encourage parents to provide a suitable environment for the completion of daily homework. Parents are urged to monitor their child's work daily. The Parent should help the child to become responsible in returning the homework completed and on time. Parents should make a point to find time each day to discuss what their child has learned at school.

303 Attendance

Regular attendance is a critical component for success in school. Parents are requested to schedule family vacations during school vacation periods and avoid scheduling when possible while school is in session. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

303a Excused Absences

In order for an absence to be excused for any reason, whether prearranged or unscheduled, the Parent must notify the School. Advance notification, either written or verbal, is required for a prearranged absence. A telephone call or email is necessary the day of an unscheduled absence. School work that is missed will be allowed to be made up for excused absences (see makeup work). When a student is absent, it will be considered an excused absence for the following reasons (assuming the School Office has received parental notification):

- Student illness – (in an event of an extended illness or frequent absences due to illness, a doctor's note may be required).
- Doctor or dentist appointments (occasional, unavoidable medical appointments).
- School-sponsored activities
- Death in the immediate family or close family friends.
- Unavoidable mechanical failure of automobile or accident
- Unavoidable traffic delays (refers to unanticipated delays such as an accident blocking traffic or travel disruption due to inclement weather).
- Other approved absences – approval for other absences may be requested from the school office, and if approved makeup work will be allowed.

Please note that an absence is not automatically excused because a Parent requests permission for the student to be gone from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.

303b Unexcused Absences

Any absence for which the school does not receive appropriate notification will be unexcused. There will be no allowances made for missed work if an absence is unexcused. Examples of unexcused absences include, but are not limited to:

- Lack of Parental notification
- Oversleeping (either intentional or unintentional)
- Running late (daily schedules need to be adjusted to ensure that the student arrives on time).
- Birthdays (student birthdays are special events; however, absence from school will not be excused).
- Absences due to family vacations or extended weekends that have not been pre-approved by the School Office – prior notification and approval are required for absences due to family vacations to be excused.

- Student skips school (any absence when a student simply chooses to skip school for any reason which will result in disciplinary action as well).

No student is to leave the school premises without first obtaining permission from the office. It is essential that the School be aware of a student's location at all times.

303c Excessive Absences

Any student who misses more than 10 days in a semester or 20 days per school year will be reviewed for retention in the current grade level the following school year and/or removal from the school. The School reserves the right, should a student exceed these limits, to require the Parents to submit a written explanation detailing and justifying each absence and to facilitate the student to make up a corresponding the time at parent cost in a program approved by the school. (Diocese of Wichita)

“There are students whose chronic health condition or other education needs, makes regular attendance difficult. Such needs are to be substantiated in an Individual Health Plan or Learning Plan, and the attendance requirement may be adjusted accordingly.” (Diocese of Wichita)

303d Makeup Work

For prearranged absences, school work may be sent home prior to the absence but it is up to teacher discretion. Once work is sent home, the work will be due the first day the student returns to school. For unscheduled absences, the makeup work will be available to the student on the day of their return to school or may be available in the office per parent request. Students will have one day to complete missed work for each day they are absent excluding prearranged absences.

303e Tardiness

Students arriving after 7:50 a.m. will be considered tardy. When a student arrives after Mass or Rosary the Parent must come into the office to sign their child in.

Tardiness results in a loss of instructional time for the student and interrupts the instruction of the entire class. Please help us by making sure your child arrives on time. Students are considered tardy if they are not in class when the bell rings at 7:50 a.m. Examples of unexcused tardies:

- Oversleeping – either intentional or unintentional (arriving before 9:30 is considered at tardy)
- Running late –daily schedules need to be adjusted to ensure that the student arrives on time (arriving before 9:30 is considered a tardy).

Six tardies equal 1 unexcused absence. Unexcused absences accumulated by being tardy to school will result in a written parent contact indicating the need for a truancy referral.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

A doctor's note will be required for tardies to be counted as excused.

303f Release During School Day

Students who need to leave during the school day must be picked up by an approved guardian in the School Office. Guardians must first report to the School Office to request their child be released. At that time, the child will report to the office. Once the child is in the office, the guardian must sign the student check-in and out log listing the reason, date, and time. Guardians may not request the child go out to the car. They must be escorted by the guardian. Parents may not call ahead and ask that the child be waiting in the office to be picked up. They will only be called to the office when the guardian arrives.

304 Student Activities

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student's involvement in school activities. The administration and teachers, using recommendations from students and their parents, will offer various extra activities during each school year. Listed below are some suggestions.

304a Academic Clubs

Battle of the Books

304b Leadership

Grade 4-5 may participate in Liturgy Club, Grades K-5 Student Council.

304c Eligibility

All students participating in school sponsored activities who have below average grade in two or more subjects will be placed on the ineligibility list and will have grades checked on a weekly basis and may be reinstated for eligibility when all grades have improved to at least a "C" (76% or above).

305 Lifestyle Expectations

305a Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their Parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school or at school activities as well as the time they are away from school. Students and Parents understand that the School reserves the right to impose discipline including expulsion, based upon conduct which occurs outside of the School which would have an adverse effect on the testimony of the student or school (ie. social media). Expectations adopted for general conduct are:

1. Students will refrain from using inappropriate language. Obscene language, excessive grumbling and complaining will not be tolerated.
2. Students will exercise courtesy and kindness when dealing with others, as well as not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Sexual harassment of employees, students, visitors, or others will not be tolerated.
4. Students will show respect for their own bodies, the temple of the Holy Spirit, by neither possessing nor using tobacco, alcohol, other controlled substances, visible tattoos, or engaging in biblically impure conduct.
5. Students will respect the authority of the faculty and staff of SCHS.
6. Students will show respect for the school facilities by keeping hands and marking utensils away from the walls, tables, floors, and windows. Unnecessary waste or damage to school property or facilities will not be tolerated.
7. Students will show respect for others by not taking things that do not belong to them.
8. Students will exercise the commandment of honesty at all times.
9. Students will show reverence toward God's Word during chapel time.
10. Students will be representatives of their school in the community in which they live and will observe this conduct code at all times.
11. Students will not participate in or view inappropriate websites.
12. Students will not participate in any other conduct that, in the school's discretion, significantly impairs the student's testimony or brings discredit to the school and community.

305a1 Smoke-Free Workplace

The State's Clean Indoor Air Act of 2010 requires that smoking be prohibited in indoor workplaces and within ten feet of their entrances and their operable windows. This includes cigarettes, cigars, and pipes. This policy applies to all areas of buildings – offices, auditoriums,

cafeterias, social halls, classrooms, and any other enclosed facilities – and all employees, visitors, and vendors.

In addition to this law, for students and staff the use, possession, or promotion of any tobacco product by any student or staff is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times. (see xxx definition of Tobacco Product and Definition of “electronic Nicotine Delivery System (ENDS)

Comprehensive Tobacco-Free School Grounds Policy

The following policy was approved by the Kansas State Board of Education on December 10, 2019. The Kansas State Board of Education encourages Kansas school districts to adopt and implement this Comprehensive Tobacco-Free School Grounds Policy.

Students and Staff: The use, possession, or promotion of any tobacco product by any student or staff is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

Visitors: The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic Nicotine Delivery System (ENDS)” means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials. Student violations will result in disciplinary actions as outlined by the school district. Disciplinary actions may include parent/guardian notification, participation in a tobacco & electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

305a2 Controlled Substance Guidelines

Student use and abuse of alcohol, tobacco, illegal drugs, other controlled substances, look-alike drugs, and act-alike drugs (“controlled substances”) are illegal, and students who use these substances are to be held accountable.

1. The primary responsibility for addressing abuse of these controlled substances by students lies with the parents. Each school containing any of the grades 6-12 must have a plan for addressing substance abuse which includes annual mandatory parent training: i.e., communication, information, formation, and consequences. Each parent organization must address substance abuse as a significant priority and report its efforts annually to the local school council.
2. Each school must have a written policy in its school handbook that outlines:
 - a) a program to educate students and parents about substance abuse

- b) procedures for confronting suspected substance use
 - c) specific consequences which balance education and treatment of the offender and preservation of the common good
 - d) consequences for participation in school activities and leadership positions for students who use or abuse controlled substances.
3. Being in possession of, using, pushing, selling, or threatening students regarding the use of any of the substances listed above is a violation of policy whether such behavior occurs:
 - a) on school grounds
 - b) at school functions, or
 - c) at school-sponsored activities, whether on campus or at another site.
 4. Students who assist in possession, use, or sale of controlled substances are also subject to disciplinary action. The principal may also notify the police department of any controlled substance use that occurs on school grounds or at a school function.
 5. A written record of the violation and disciplinary action taken must be kept on file.
 6. When the principal (or designate) has reason to believe that a student possesses, has used, sold, or threatened others to use any controlled substance, s(he) shall:
 - a) confront the student immediately (except in the case of a medical emergency or disorientation),
 - b) inform the student of the consequences of his/her behavior,
 - c) notify the parent or legal guardian (or designate) of the student,
 - d) suspend the student until consequences have been met, and
 - e) in the case of a medical emergency related to substance abuse, any other procedures already set up by the school for medical emergencies should be followed.
 7. Upon reasonable grounds, school officials, with a third party present, may search any property of the Diocese of Wichita (including lockers, desks, work areas, or other assigned areas) and confiscate any substance considered to be illegal, illicit, dangerous, or disruptive. Parents shall be notified within twenty-four hours.
 8. Upon reasonable grounds, school officials may also search and confiscate the personal possessions of students following the same guidelines as above. The reason for such a search must meet a higher standard of proof.
 9. In order to set a good example for students, adult use of controlled substances above shall be banned from any school activity or school function where students are present.
 10. Students who are concerned about their substance abuse and notify faculty or staff will not be subject to disciplinary action (once). Confidentiality will be honored when seeking and finding support for such a student.

305b Student Discipline Policy

The disciplinary goal of SHCS is for each student to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As the student's ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them. The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9 help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both Parents and teachers. Staff and Parents working together to teach and train our children to do what is right according to God's Word, will result in exceptional young leaders, ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to honor authority. If students learn to respect teachers, parents, and others in authority, then he will submit to God's Authority in their own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance to the Discipline Policy. The administrator will be available to assist as needed.

At all times, SHCS reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, student's age, frequency of misconduct, student's attitude, and repentance.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

Inappropriate behavior includes but is not necessarily limited to:

- tardiness to school or class
- failure to complete assignments
- classroom and hallway disruptions
- unnecessary talking in class
- disobedience to teacher directives
- stealing
- selling items at school
- possession or use of tobacco, alcohol or other controlled substances*
- fighting
- throwing snowballs
- possession of knives, guns or other weapons*
- misbehavior in the restroom or playground
- disrespect or defiance toward staff
- using obscenities or the Lord's name in vain
- any form of harassment or intimidation
- lying
- leaving school without permission from the office
- abuse or willful destruction of school property
- mistreatment of other students
- conduct outside of SHCS which would have an adverse effect on the testimony of the student or School
- critical or derogatory remarks
- possession of nuisance items (beeping watches, ipods, devices, games, personal toys, skateboards, pets, etc).
- violation of biblical standards of purity and morality

Discipline actions that may be used includes, but not limited to:

1. Warning: (Teacher will talk to pupil and explain offense)
2. Time-out (in or out of classroom)
3. Walking during part or all of recess
4. Work details
5. Call Parents
6. After school detention
7. Student conference with the administrator
8. Conference with the administrator and parents
9. Probation
10. Suspension – in and/or out of school
11. Expulsion

NOTE: The School reserves the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary actions, the School, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

***POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO OR WEAPONS MAY RESULT IN EXPULSION FROM SCHOOL.**

Responsibilities – We believe God has given Parents the responsibility for the discipline of their children. The staff at SHCS feels that our role is to assist you as Parents. No SHCS employee or volunteer will use corporal (physical) punishment.

If, at any time, Parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved, in accordance to the Matthew 18 principles, and not to bring their grievances to other Parents, faculty or students. If the matter is not resolved with the teacher, the Parents would then discuss it with the administrator.

305c Bully Proof School

In the Spirit of Reconciliation, our school Discipline Policy includes a way for students to respond to bullying. Our intent is to enforce a Christian atmosphere in which children do not hurt one another through bullying. SHCS will follow the Diocesan Policy 408a and 408b which states:

Student Bullying and Harassing Bullying and harassing behaviors by students are not acceptable. This conduct need not occur on the school premises or at a school-sponsored event to come within the jurisdiction of the Diocese. “Bullying” is an intentional gesture or threat by a student, staff member, or parent creating an intimidating environment for any student, parent, or staff member. Each school must include in its guidance program periodic training for staff members, volunteers, and students about bullying, harassment, social alienation, and the consequences of such behavior. Students who are determined to have engaged in such behavior will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school’s handbook. “Parent” includes a guardian, custodian, or other person with authority to act on behalf of a child. “Staff member” means any person employed by the school or parish.

408b Verbal/Physical Assault, Threat or Harassment of a School Employee and/or Damage to and/or Theft of Private Property Belonging to or Under the Control of a School Employee A student shall not intentionally cause or attempt to cause physical injury to a school employee or intentionally behave verbally in such a way as could reasonably be interpreted as a threat of physical violence to a school employee. A student shall not intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of any school employee. A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent, or obscene at or toward any school employee 1. on the school grounds during, before, or after school hours; 2. on the school grounds at any other time when the school is being used by a school group; 3. off the school grounds at a school activity, function, or event; 4. off the school grounds during, before, or after school hours, provided the act is a direct result of school employee performing his/her duties. Violation of any provision of this behavior code may result in suspension and/or expulsion from school. (KSA 38-120)

305c Probation Policy

Probation gives the student an opportunity to correct a serious problem. Without improving to a satisfactory level, the consequences will be suspension – forced absence from the school for a number of days to be determined by the school administrator, then expulsion – forced withdrawal from the school.

A review date will be set at the time the discipline is administered. Specific improvements to be made should be established. The administrator will determine the length of the probation. At the end of the probation period, if the student has corrected the problem areas outlined by the administrator, probation will be dismissed and student again achieves good standing.

305d Title IX

SHCS adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

305e Child Abuse Laws

SHCS abides by the Child Abuse laws of the State of Kansas. This law mandates that all cases of suspected abuse or neglect be reported to Child Protective Services.

305f Human Sexuality

SHCS will follow the Diocesan Policy 413, 413b and 413c which states:

413

All members of the Catholic school community are expected to strive to live a life of chastity guided by the teachings of the Catholic Church in all aspects of their lives. Our pastoral policies and regulatory practices are written in fidelity to the moral guidance and teachings of the Catholic Church.

Definition of Terms: *Sex* means the biological condition of being male or female as based upon physical differences at birth. *Gender* is a person’s identity as male or female, harmonious with one’s biological sex upon birth. (CCC #2333) *Chastity* is the moral virtue by which individuals master and direct their powers of sexual intimacy. Chastity reserves sexual intimacy to marriage. (CCC #2337-#2365) *Marriage* is a covenant by which one man and one woman unite in a lifelong partnership and commitment for the good of the spouses and the procreation and education of children through the sacrament of Matrimony. (CCC #1601)

Offenses against chastity and marriage, including those described in the CCC, cannot be accepted or ignored. Behaviors that are contrary to Catholic morality and the expectations of the Catholic school include, but are not limited to, vulgar language and gestures of a sexual nature, sexual harassment or abuse, immodest dress or deportment, expressions of lust, masturbation, pornography, sexting, fornication, homosexual behavior, cohabitating in a sexual relationship outside of Christian marriage, adultery, voluntary sterilization, artificial contraception, *in vitro* fertilization, and procuring an abortion.

Outside of normal classroom discussions on the teachings of the Church, members of the school community may not advocate, celebrate, or express same sex attraction, share publications of a prurient nature, or otherwise impede chastity in our Catholic schools. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them is welcome. However, open hostility or public defiance and challenge of Catholic truths or morality may be signs that a student, parent, or employee is not a good fit for a Catholic school’s primarily evangelical mission. Students, parents, or employees who are openly hostile or publicly defiant in their violation or opposition to Catholic truths or morality may be denied continued enrollment or asked to leave the school. It is the responsibility of the pastor or high school chaplain and the school administration,

in consultation with the Superintendent, to determine the appropriate consequence in each instance.

The moral teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by “the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences” (*Amoris Laetitia* (“AL”), #56). Pope Francis further notes that “biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated,” and that although we must always be “understanding of human weakness and the complexities of life,” that does not require us to “accept ideologies that attempt to sunder what are inseparable aspects of reality” (*Ibid.*). Ultimately, “[w]e are creatures, and not omnipotent,” and we must accept and respect our humanity “as it was created” (*Ibid.*; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that “the young need to be helped to accept their own body as it was created,” so that “we can joyfully accept the specific gifts of another man or woman, the work of God the Creator” (*AL*, #285). [Taken from Diocese of Little Rock, Policies and Procedures Manual]

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone’s greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths. [Taken from Diocese of Little Rock, Policies and Procedures Manual]

413b Gender Dysphoria

Every child is loved by God and therefore deserves respect and protection in a Catholic school. Especially at a young age and in schools, it is important that our children understand the depth of God’s love for them and their intrinsic worth and beauty. Children should always be and feel safe and secure and know they are loved. (See Student Bullying and Harassing Policy 408a). Children, youth, and parents who are struggling with gender dysphoria deserve compassion, sensitivity, and respect. All of these can be expressed without infringing on the legitimate concerns about privacy and security on the part of the other students and parents.

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents

Pastoral care will be available to assist the family in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God’s natural plan. The school will provide or direct the family to appropriate counseling services. If the matter is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

413c Student Pregnancy

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must be to first reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct. Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances that require specific interpretation and application. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate response in each instance. (See Guideline 318-M for details.)

306 *Student Dress and Grooming*

The purpose of establishing a dress and appearance expectation is to enable the student to demonstrate traits of a discerning leader by making appropriate dress and appearance choices that reflect key values of unity, faithfulness, stewardship, scholarship and tradition. "Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – His good, pleasing, and perfect will" (Romans 12:1-2).

SHCS students will honor:

God – We honor God by making personal choices that glorify Him. You can honor God by choosing modesty for the sake of pleasing the Lord.

Others – As Christians we have a responsibility to our brothers and sisters.

Romans 14:12-13 says, "So then, each of us will give an account of himself to God... make up your mind not to put any stumbling block or obstacle in your brother's way."

Ourselves – In Romans 12:1 we are called to "...offer our bodies as living sacrifices, holy and pleasing to God." 1 Corinthians reminds us that, ". You are not your own; you were bought at a price. Therefore honor God with your body."

Cooperation between home and school regarding the matter of dress guidelines will strengthen the school. To establish a dress code that will honor God and be most workable for the parent and school, Sacred Heart Catholic School has adopted a **Mandatory Dress Code**. The styles and colors are available from Schoolbelles . Exclusive plaid can be purchased anytime through Schoolbelles and all the items in the dress code are available through the same company; however, other items do not have to be purchased through Schoolbelles. Although, be sure to adhere to the dress code guidelines in regard to color, fabric, length (skirts, skorts and shorts should be no shorter than the top of the knee), and style (no pants with holes, rivets, etc.). If in doubt, please check with the office before making purchases.

Mandatory Dress Code (kindergarten through fifth grade)	
Shorts	August, September, April, and May only unless otherwise communicated. Khaki color only with belt. No cargo style and khaki denim. Absolutely no "cut-offs" allowed. Biker shorts are prohibited. Modesty shorts are required under jumpers and skirts for girls. No specifications on color. Shorts should be no shorter than the top of the knee.
Pants/skorts/Skirts	Khaki color only with belt. No cargo style, khaki denim, jogger style or skinny jeans (tight fitting pants) . Skorts and skirts should be no shorter than the top of the knee.
Belts	A solid black or brown belt is required. No oversized belt buckles.
Jumpers	SHCS exclusive plaid available at Schoolbelles. Jumpers should be no shorter than the top of the knee.
Polo Shirt	Red or navy only. Long or short sleeves. Shirts with stripes or prints not allowed. Plain white tee shirt may be worn under shirts.
Sweater	Navy blue or red. Plain front and button up are acceptable. Crew or V-neck styles permitted.
Sweatshirt	Exclusive SHCS sweatshirt only can be worn during Mass or the classroom.
Socks/Tights	Solid white, black, or navy colors. No show , ankle, crew, and knee length socks are permitted . Tights and leggings are acceptable under skirts, skorts, and jumpers. No logo socks
Shoes	Non-marking, tennis shoes or business casual (no lights). Boots may be worn from November, December, February, and March. Boots cannot be worn on Monday/Friday due to P.E. No Flip-flops, crocks , or shoes converting to roller skates.
Hair	Neat hair with bangs above eyebrows. For boys, hair above and not touch the shirt collar and trimmed around ears. Neither boys nor girls may have fad haircuts (including, but not limited to, mohawks, shapes/designs cut into the hair, etc.) or unusual hair coloring or bleaching. Hair clips, rubber bands, scrunchies must be in hair, not worn on wrists.
Accessories	No beads or scarves allowed in hair. No cosmetics, lip gloss, colored lip balm, colored nail polish, or artificial nails allowed. Girls only may wear stud earrings only (no loops). No visible tattoo of any kind. No hologram contact lenses. Jewelry limited to one watch, one ring, and simple crosses or holy medals on a narrow silver or gold chain. A Scapular is allowed.

1st offence: Note will be sent home to parents.

2nd offence: Parent will be called and student will be required to change clothes to abide by the dress code.

3rd offense: Student will go to the principal's office and parents will be called

Please mark coats, sweaters, and other articles of clothing with your child's name.

SHCS does reserve the right to advise and discipline any student about personal appearance that may be considered distracting or deemed in appropriate by the school administrator.

Spirit Day: Spirit shirt or school uniform shirt, jeans, sweatpants, tennis shoes, purple shirts on varsity Bulldog Friday. Home games.

Casual Day: Spirit shirts, appropriate shirts with sleeves, jeans, tennis shoes, no show socks, shorts, skirts no shorter than two inches above the knee, skorts, sweatshirts, jogging suits, nail polish, jewelry, dresses, slacks, hat.

307 Opportunities for Parent Involvement

Parent involvement is critical to Sacred Heart Catholic School's overall effectiveness. Parents can get involved by:

307a Fund-Raising: TBD on a yearly basis.

307b Parent Teacher Organization (PTO)

To encourage and organize participation of Parents in the life of SHCS, the PTO will be formed to help with a variety of activities. There will be regular meetings scheduled for planning and coordinating of many different projects and events. Leaders will be chosen each year from among the active supporters. The many hours of help to students and teachers are an investment in the lives of our students.

307c Volunteering

"I long to see you, that I may impart to you some spiritual gift to strengthen you that we may be mutually encouraged by each other's faith (Romans 1:11-12)."

Parent involvement is an essential part of your child's education at Sacred Heart Catholic School. In order to help build community and to help keep down the overall cost of operating the school, the administration and faculty encourage participation in all school activities. You are vital to the success of our school!

Please prayerfully consider where God would have you serve. Since we are not always aware of the gifts and talents of our families, PTO will provide an opportunity to sign up for opportunities. In addition, we will notify you of any additional opportunities throughout the year.

All individuals who volunteer in the school must complete Virtus Training. Diocesan mandated background check will apply. All volunteers are expected to dress appropriately. Clothing should be modest and neat. It is recommended that school volunteers do not assist in their own child's classroom unless requested by that teacher. Younger siblings are not permitted in classrooms with volunteers. Volunteers working in areas where students are not present may take younger siblings but they must remain with the volunteer.

Please sign in and out at the office when you arrive and depart from School to volunteer. Thank you so much for your willingness to serve the Lord and our school through your time and talent!

308 Health and Safety

It is of utmost importance that Sacred Heart Catholic School provides a safe environment for our students. Because of this commitment, the following rules will apply:

308a Distribution and Consumption of Medication:

A written note signed by a doctor or dentist requesting that medication be given during school hours must accompany all medications, prescription and over the counter, and include the following: name of student, name of medication, reason for medication, dosage amount and time to be given, and

anticipated number of days medication will be taken at school. **THE FIRST DOSE MUST BE GIVEN AT HOME.** A written request for medication to be given at school, signed by the Parent, must accompany all medication. The medication must come in an official prescription container or the original over the counter packaging. It is the Parent's responsibility to supply the medication and assure that the medication is the same as identified on the label. The above policy applies to all medication, including aspirin and Tylenol.

Cough drops must be kept in the office and NOT with the students. A note should be written to the teacher when cough drops are sent to school. Students are responsible for remembering to take their medication.

SHCS will not administer the first dose of any medication.

308b Student Illness (procedures designed to preserve the health of each child and each class.)

If a child has been ill during the night or became ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep the child home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the Parent will be contacted. If a child has a fever of at least 100 degrees of temperature or has vomited, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the School Office.**

If signs of contagious conditions are recognized, the exclusion of pupils from school will be done on the basis of the following symptoms (there may be additional symptoms not included in this list):

- | | |
|--------------------------------------|---|
| -100 degrees of temperature or above | -Persistent cough |
| -Unrelieved headache | -Excessive sore throat |
| -Diarrhea | -Nausea or vomiting |
| -Abdominal pain | -Excessive sneezing, running nose, or |
| -Unidentified rash | tearing |
| -Head lice | -Red, inflamed eyes with thick mucous discharge |
| -Listlessness | - Extreme sleepiness |

308c Staff Responsibilities:

- The teacher will be the judge of the health condition of a child. The administrator or School Secretary may assist with health issues, as needed.
- No school staff will be held responsible or liable for medications of any kind.
- SHCS reserves the right to refuse the attendance of any ill child.

A note should be sent from the Parent or physician if playground or any other activities should be restricted.

308d Immunizations/Medical Examination

Current immunization records must be on file at SHCS for every student by the first day of the school year. Medical exemptions forms must be renewed annually. Diocesan policy will be followed for any non-immunized students.

In each school year, every student enrolling or enrolled in any school for the first time in this state, and each child enrolling or enrolled for the first time in a preschool or daycare program operated by a school, prior to admission to and attendance at school, shall present to the school certification from a physician or local health department that the student has received such tests and inoculations as

required by state law. *All students must have proof of all required immunizations before attending the first day of school in the Catholic Diocese of Wichita. In the event that students/parents cannot provide documentation that the student has met the immunization requirements, the student will be excluded from attending school until the requirements are met.* Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the student has received the most recent appropriate inoculations in all required series. Failure to complete all required series in a timely manner shall be deemed non-compliance.

- 1.) *If a medical exemption is warranted, an annual KCI-FORM B Medical Exemption form must be completed and signed by the student's family licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. Annual medical exemptions must be completed as long as the medical exemption is warranted. All medical exemptions will be validated by the school in which the student attends, by contacting the physician's office, upon accepting the KCI-FORM B Medical Exemption Form, before the student can attend the first day of school. If medical exemption cannot be validated, then the student will be excluded from school until validation can occur.*
- 2.) *The Catholic Church is not opposed to immunizations, therefore, the Catholic Diocese of Wichita schools will not allow any religious exemptions.*
- 3.) On or before May 15th of each school year, the school shall notify the parents or guardians of all known students who are enrolled or who will be enrolling in the school of the provisions of this act.
- 4.) Each school is authorized to exclude from school attendance any student who has not complied with the requirements of K.S.A. 72-6262. A student shall be subject to exclusion from school attendance under this section until such time as the student shall have complied with the requirements of K.S.A. 72-6262. The written notice of exclusion shall:
 - a.) indicate the reason for the exclusion from school attendance
 - b.) state that the student shall continue to be excluded until the student has complied with the requirements of K.S.A. 72-6262, and
 - c.) Inform the parent or guardian that a hearing shall be afforded them upon request (K.S.A. 72-6262).

308e Screening

Hearing screening will be provided for all grades, all new students, and students who failed the screening the previous year.

Vision screening will be provided for grades all students, and students who failed the screening the previous year in accordance with requirements set by the State of Kansas.

In addition, every effort will be made to provide dental checks. Parental permission will be needed for dental. Any screening can be done upon request.

308f Asthma Policy

SHCS recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This School encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. This information is available so that teachers and new staff are also made aware of the policy.

308g Asthma Medication

Immediate access to reliever inhalers is vital. Students in the fifth grade are encouraged to carry their reliever inhaler as long as the Parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the Parent.

308h Record Keeping

At the beginning of each school year, or when a child joins SHCS, Parents are asked to submit a child's medical record. All Parents of children with asthma are given Medical Needs Assessment form to give to their child's pediatrician to complete and return to the school. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, Parents are asked to inform the School.

308i School Environment

The school does all that it can to ensure the School environment is favorable to children with asthma. As far as possible the School does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go and sit at the office if particular fumes trigger their asthma.

308j Food Allergy Policy

SHCS recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, SHCS will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent and physicians have informed the School in writing that the student(s) has a potentially life threatening allergy.

308k Training

In order to minimize the incidence of life threatening allergic reactions, SHCS will provide training and education for all Sacred Heart staff. In conjunction with the student's Parent and primary care provider or allergist the School will maintain a Medical Needs Assessment Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.

NOTE: The EpiPen Must be Provided by the parents with appropriate documentation by the Doctor.

308l Notifications

The school nurse consultant will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

308m Outside Play

Elementary Parents need to be aware of weather conditions to ensure that their student(s) are dressed appropriately. Hats, coats, and gloves need to be sent with your children during cold weather to be used during recess times. When weather is dry and 25 degrees (wind chill will be considered) or above, the children will spend time outside.

308n School Arrival and Departure Procedures

The parking lot will be closed from 2:45 to 3:20 with vehicles only be allowed to pick up students in front of the building on the east side of the street. In order to allow for the bus to drop off and pick up, we will have regular vehicles must stop south of the parking lot entry. Once the bus has dropped off or picked up, vehicles will then be allowed to move to the front of the building.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day. Inconsistencies with daily arrangements may result in Parents being require to note day to day arranged in student agenda books.

Note: If there is a change in carpool arrangements, please notify the school office by 2:45 p.m.

308o Emergency Drills

Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Tornado – When a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teacher will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.

Lockdown – May be implemented in situations involving intruders.

IV. General Information

401 School Hours

School begins at 7:50 a.m. and dismisses at 3:10 p.m. Students can arrive at school from 7:10 am to 7:30 a.m. to participate in morning walk and talk in the gym. Students will not be able to enter the school before 7:30. Students should be picked up no later than 3:20 p.m. If students are not picked up by then, they will be taken to After School Care and be charged according to the After School Care fee schedule. If an emergency arises and you need to make special arrangements, please call the School Office.

401.1 Morning Walk and Talk

Students can arrive at the parish recreational center (gymnasium) from 7:10 to 7:30 to walk and converse with each other. Staff will be there to monitor students.

402 After School Care

As a service to the families of our school with working Parents, the School will offer extended care for the children enrolled in SHCS. Designated staff will be available to care for children from 3:10 to 4:00 p.m. Children will only be released to parents or those specifically designated as emergency contacts. Fees are separate from registration. A late pick-up fee will be charged after 4:00 p.m. Fees will be determined on a yearly basis.

All students not enrolled in After School Care that are remaining after 3:20 p.m. who are not involved in a school-sponsored or adult supervised activity will be taken to extended care and Parents will be billed accordingly.

403 School Office Hours

All school business should be conducted during the regular business hours of 7:30 a.m. and 3:30 p.m.

404 School Visitors

SHCS welcomes Parents to visit our school. For safety, all visitors, including Parents and guardians, are required to report to the office upon arrival and departure. A “Visitor” badge will be given to each guest, which is to be worn at all times within the building. Visitors are not to go directly to the classroom during school hours without office approval.

405 Contact Information

When families move during the course of a school year, it is critical that they notify the School Office of this change so the School can maintain necessary and appropriate contact with the family. If you move during the course of the year, please submit all pertinent information to the School Office prior to the move.

Parents are requested to notify the School Office in writing of any change of address, home telephone, mobile telephone numbers, business telephone numbers, email addresses or telephone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

406 Field Trips

During the school year, teachers may schedule educational or service/ministry-based field trips. Trips will be announced in writing in advance by the teacher or school office. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The permission form will provide details of the trip (destination, times, transportation, and cost) and a way for the Parent to sign up to chaperone. **Parent chaperones on a field trip are not to bring other children on the trip. However, Parents and younger children are allowed to join students as guest and not chaperones. Chaperone fees will be provided by PTO.**

407 Lost and Found

Items that are lost or found can be turned in or looked for at the office. Students are reminded to check the lost and found for any missing items. Students should report all lost items to the office immediately.

408 Lunch Policies

SHCS participates in the School Lunch Program sponsored by the Kansas State Department of Education, Child Nutrition and Wellness. Lunches are served each day school is in session, including half days.

Lunch prices and payment policies

Pre-kindergarten (four year olds) through fifth grade students	TBA
Adults or visiting students	TBA
Special Milk Program	TBA

Meals are purchased each month in advance. Payment is due by the 15th each month. Envelopes with lunch balances will be sent home the first Wednesday of every month. Prompt payment is expected. Lunch bills with a negative balance of \$25.00 will result in students needing to bring a sack lunch from home. If the child does not bring a sack lunch a cheese sandwich and milk will be provided until the bill is paid or arrangements have been made with the food service director.

Free or reduced lunches are available to students who qualify. Applications are given to each family at enrollment and are also available at the School Office.

Applications forms must be completed each school year since we do not carry over families from year to year. Applications are kept strictly confidential.

Adults eating on a regular basis may set up an account payable at the end of the month. All others are expected to pay for meals or ala carte services when receiving them.

408a Food allergies or other health issues

Students who need to be excused from particular foods because of allergies or other medical reasons are required to have a written dated statement from a physician EACH SCHOOL YEAR that states which foods may not be given and which foods may be substituted in their place. (forms are available from the School Office) No changes or substitutions may be made without a written doctor's statement.

408b Sack lunches, fast food and soda

Students may bring a sack lunch. Milk is available for purchase. State law does not allow soda, carbonated beverages or candy in the lunchroom during serving times. Students are not allowed to bring food or beverages from any outside restaurant or have it brought to them. For field trips, sack lunches are available from the School or you may bring a lunch from home. Adult sponsors may also purchase a sack lunch.

408c Parents at lunch

We welcome the many Parents who come to lunch. Come as much and as often as you can. If you desire to eat a hot lunch, notification must be made to the School Office by 8:30 a.m. Parents are not to bring pop or fast food (or food from outside restaurants) for themselves or their child when they come to School for lunch.

409 Wellness Policy

Conscious of our mission to form the entire person, body, mind, and soul, we adopt this wellness policy to bring Diocesan schools into compliance with state and federal law.

Meals served through the National School Lunch program as well as all a la carte and vended food or beverage items sold by the School or served at school-sponsored activities and events shall meet at least the minimum wellness guidelines set by state and federal law.

All students shall participate in nutrition education as outlined in the diocesan physical education and health standards. Each School shall develop a staff wellness plan and implement activities to improve school staff wellness.

All students will have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis. All schools will have a physical education program that complies with the diocesan physical education curriculum guide. Families will be encouraged to incorporate physical activity into the lives of all household members.

409a Snacks

Milk will be served each day to three year old pre-kindergarten students. Parents will be requested to pay by the month or semester for the cost of the milk. Parents are asked to provide classroom snacks for four year old pre-kindergarten, kindergarten, and first grade students. Students in grades second through fifth may bring an approved snack item. No chips. Dry cereal, pretzels, goldfish, and graham crackers are examples of appropriate snacks.

410 Messages

Students can receive **important messages** at school by calling the School Office at (620-442-6550)

411 School Closure

Listen to local television stations for the list of closed schools (KAKE, KSN, KWCH and 102.5 FM The River. In case of weather emergency or other situations which might necessitate students being dismissed early from school, every attempt will be made to alert Parents through Schoolmessenger automated message system. However, parents should insure in advance that the child has a procedure to follow for early dismissals. **Please note that if Arkansas City Public Schools are not in session for inclement weather, SHCS will not be in session either.**

412 Textbook Selection

Textbooks and other printed materials are selected by a committee composed, administration and classroom teachers. Classroom materials will be evaluated annually by the administration and staff, with input being requested from Diocese representatives.

413 Technology Use

413a Mobile Telephone

Students are not allowed to bring cell phones on campus without approval.

413b Internet

While using the Internet at school, adult supervision will be provided and required. Students and Parents must sign a computer use agreement every year. There is no expectation of privacy while using school property.

413c Acceptable Use

Access to the Internet and use of the computer must be in support of education and research and consistent with the educational and religious objectives of SHCS and Sacred Heart Parish. Every student and Parent must sign the Diocesan “Acceptable Use of Technology Policy for Catholic School Students” which is provided annually at school registration.

413d Privileges

The use of the computer is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. The classroom teacher will deem what is inappropriate use and his/her decision is final. The pastor, administration, faculty or staff of SHCS may request the teacher to deny users’ access to the Internet or computer. Denial of privileges will not relieve the student of responsibility for completing the assigned work or project.

413e Network Etiquette

All computer users are responsible for abiding by the general accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Use appropriate language
- Do not reveal your (or another person) personal address or phone number
- Obey all copyright laws
- Do not trespass in another individual’s personal file
- Do not use another user’s password
- Access websites that are appropriate and part of an assigned lesson
- Properly care for and maintain computer hardware and software
- Do not attempt to enter chat rooms or any e-mail address or mailbox
- Any violation of these policies or any other inappropriate use of the computer may result in the following:
 - Loss of access to computers at SHCS or Sacred Heart Parish
 - Disciplinary action, to be determined by the administration of SHCS or Sacred Heart Parish
 - Legal action, if appropriate
- Due to the nature of the World Wide Web, SHCS cannot warranty or guarantee the accuracy, quality, morality and/or appropriateness of information or material obtained through its services. As such, use of or exposure to any material obtained via the school’s Internet services shall not have an expectation of privacy or confidentiality. In addition, SHCS reserves the right to monitor computer use and each user should assume that said user’s computer activities are being monitored during and that his/her personal files will be accessed and audited from time to time.

413f Chromebooks and Technology fee

There will be an annual \$25 technology fee due at enrollment. This fee will allow Sacred Heart to keep current Chromebooks for the students. Families must read and sign Chromebook Use

Agreement. This agreement details the responsibilities of the parents if a Chromebook needs to be repaired or replaced.

414 Student Transfer

Notice of withdrawal of a student should be made by the Parent in writing to the Principal in advance of the withdrawal date. This enables the School to prepare necessary information and settle accounts. No student records will be forwarded to another school until School Office accounts have been settled. SHCS will retain a copy of student records unless unforeseen circumstances make that impossible such as a fire.

415 Telephone

Permission to use the telephone must be obtained from the School Secretary. Students must submit a note from their teacher. All school phones are considered a business phone and students are permitted to use it only in case of an emergency, when accompanied by a staff member. Forgotten homework, etc. does not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

416 Service Program

The service program for students in Kindergarten through Grade 5 is entitled “Called to Serve”. The purpose of this program is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs. Each grade will participate in a service project.

All students from kindergarten through fifth Grade are required to give of themselves in service to their church and community. Realizing service is unlimited and for the Honor and Glory of God, the numbers are an absolute minimum per quarter. They are as follows:

kindergarten 15 minutes	first grade 30 minutes	second grade 45 minutes
third grade 3 hours	fourth grade 4 hours	fifth grade 5 hours

All students are required to complete the amount stated each nine weeks. Any student, who does more than the required quarterly minutes in the summertime, may carry over minutes beyond the first quarter. These carryovers must be approved by the principal.

417 Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

418 Parties

SHCS will offer two official parties: Fall Party and Easter Party. Students will be allowed to exchange Valentines. Other celebrations will be held throughout the year.

419 Birthday Observances

Students in kindergarten through fifth grade may come to school dressed out-of-uniform on their birthday or half-birthday. In addition, birthday treats may be brought to school for students in pre-kindergarten through fifth grade. Only one food or drink item of minimal or no nutritional value is allowed per Diocesan Wellness policy. We request that birthday treats be already prepared into individual servings.

420 Disclaimer

By no means is this handbook all-inclusive. The School retains the right to alter or vary the application of these rules. This handbook is intended to help Parents, students, and school personnel work together. As new policies or regulations are developed, additions and/or deletions will be made to this handbook. Every effort will be made by school employees to help students understand what is expected of them.

STATEMENT OF COOPERATION

(Sign and Return)

1. I have read and understand the School's philosophy of education and its vision and values and am in agreement with both as written in the Parent Student Handbook.
2. I will support the school by involvement in Parent/teacher conferences, Parent meetings and other school-sponsored meetings and activities.
3. I give my permission for my child to take part in all school activities including school-sponsored trips away from the school premises. I absolve the School from liability to me or my child because of any injury to my child at school or during any school activity, with the understanding that insurance will be maintained on my child during the school year.
4. I understand the standards of Sacred Heart Catholic School in that they will not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel or students of the school.
5. I herewith agree to authorize this school to employ such discipline as it deems wise and expedient for my child; I both understand and agree with their policies in this area.
6. Realizing that my attitude toward the teachers and policies of Sacred Heart Catholic School affects the emotional and academic stability of my child, I will support and uphold the ideals of the school in every way and will abide by the discipline and regulations of this administration. (1 Thessalonians 5:13)
7. At no time will I participate in destructive criticism of the staff or the school to my child or others, but instead, if a problem arises, regarding our child, I agree that I will adhere to the policy of 1) discussing the issue with the child's teacher, 2) if not resolved, discussing the issue with the administrator and teacher, and 3) if the issue remains unresolved, to contact the Pastor to set up a private meeting to discuss the issue with the principal and teacher as indicated in Matthew 18:15. I understand that in certain circumstances, depending on the nature of the parental concern, it may be appropriate to omit the first and second steps. These steps will be addressed privately and confidentially.

Signature of Parent_____ Date_____

Signature of Parent_____ Date_____