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PARENT-STUDENT HANDBOOK

2024-2025

Enter to learn Christ; leave to Serve Christ

Faith + Love + Education + Success Since 1910

Opening of School School Hours		
<u>Grades K-6</u>	<u>4 yr-old Preschool M-F</u>	<u>3 yr-old Preschool TTh</u>
8:00 am in session	8:00 am in session	8:00 am in session
3:40 pm dismissal	11:15 am dismissal	11:15 am dismissal

SUPERVISION

Supervision will be provided for the students after 7:15am. We would appreciate it if you did not send your children before that time. Van transportation will be considered the only sufficient reason for early arrival. Students in grades K-5 who arrive before 8:00 am are to drop off their bags in their classrooms, then report to the gym.

At dismissal time, the children are to be picked up as soon as possible. We do not provide supervision on the playground after school is dismissed. All children east door, so please pick up your children at that exit.

Students who remain for detention or after-school tutoring sessions will be supervised until the end of the session. Please plan for prompt pick-up of your child when the session is finished.

Be aware that the school assumes no responsibility for any injury incurred by your child while she/he is on school grounds at a time when no supervision is provided.

ADMINISTRATION

The administration of day to day activities at Sacred Heart Grade School shall be run by the licensed principal. The principal shall report directly to the pastor or pastoral administrator of the parishes of Sacred Heart and St. Thomas. The principal shall also report to and work directly with the superintendent of the diocese of Salina.

The School Council (formally known as the Sacred Heart Education Commission/School Council) shall act as a representative body for the Catholic educational community of Sacred Heart and St. Thomas parishes. The School Council is a non-policy-making council and serves in an advisory capacity to the pastor and principal in ensuring the highest possible religious and academic education for the students attending SHGS. While assisting the pastor and principal in the consideration of general policy matters relating to the school, they seek to support, strengthen, and assure the future of our school. Administrative decisions regarding the educational program of the school and their implementation are primarily the responsibilities of the principal and the pastor.

SHGS is fully accredited by the Kansas State Department of Education and Cognia. Administrators and classroom teachers hold Kansas Teaching Licenses and are dedicated to their vocation of instructing our students.

HOME AND SCHOOL ORGANIZATION

The Home and School is an organization comprised of the school staff and parents/caregivers of our students working together to promote the financial stability of the school. They also sponsor various events during the year which provide entertainment for our students and their families. These events are designed to promote the kind of family togetherness and fun which the Catholic faith stands for. An annual fee of \$10 is assessed of all SHGS families and faculty members; this is payable at enrollment time.

ENTRANCE REQUIREMENTS

No child, regardless of religious affiliation, whose parents/guardians desire to enroll him/her in our school so long as there is available space shall be denied admission on the basis of race, color, or national origin. In compliance with Kansas state legislation, a child who enters kindergarten must be five years old on/by August 31 of the current school year or have been in kindergarten in another state. This does not include preschool or nursery school.

A valid birth certificate and a baptismal certificate (for Catholic students) are required for admission to our school. Parents/guardians will be contacted if these are not presented within 30 days of initial enrollment. The school will keep a copy of these documents as part of the child's permanent school record.

Kansas state law also requires that all children entering school for the first time, or those coming from another state, must be fully immunized against polio; diphtheria, pertussis, tetanus (DPT); measles, mumps, and rubella (MMR); chickenpox; hepatitis B, influenza type b (Hib), pneumococcal conjugate (PCV7), and hepatitis A. In addition, any child age 8 and under, entering school for the first time, or coming from another state, must provide the school with a health assessment which includes health history, physical exam, and other screening tests as medically indicated. This health assessment must have been done within 12 months prior to school entry.

Parents/guardians must provide proper documentation of immunization history and a physical health assessment prior to initial enrollment in our school to comply with these immunization requirements. If proof of immunization is not furnished, the students may not be permitted to attend classes until such documents are produced. The school nurse will assist in insuring that all immunizations are kept up-to-date.

ENROLLMENT FEES

The book rental and workbook fees, plus technology, for this year for grades K-6 will be **\$100 per student**. Students will be held accountable for the proper care of all texts, workbooks and computer issued to them during the year. Any damage to or loss of these materials must be paid for at the expense of the family whose child is responsible for the damage or loss.

TUITION

Tuition for Sacred Heart PreK through 6th grade is as follows for August through May:

- 1 student - \$80 per family per month
- 2 students - \$100 per family per month
- 3 or more students - \$120 per family per month

All tuition is due by the first of the month. If the first falls on a weekend, tuition is due on the first day of the month school is in session.

Scholarships based on family need may be available. Information about scholarships can be obtained from the principal. NOTE: Accounts that become 3 months overdue will be brought before the School Council and may result in the termination of the child's enrollment.

Families needing help with these fees will be asked to fill out a scholarship application. Fees will need to be paid by the end of the year to insure the student has a placement for the next year at Sacred Heart Grade School.

UNIFORM POLICY

Sacred Heart Grade School is proud of its uniform policy, which provides students and families with clear expectations on what dress is acceptable. SHGS maintains a uniform policy for the following reasons:

1. Uniforms encourage a sense of school unity, identity, and pride.
2. Uniforms allow for minimal cost to parents.
3. Uniforms encourage a positive self-image, eliminate comparison and competition, and enhance performance.

For a complete list of guidelines for the uniform policy, see Appendix I

BREAKFAST/LUNCH PROGRAM

Breakfast meals may be purchased at **\$2.20** per meal. School lunches may be purchased at a cost of **\$3.15** per meal. Lunches may be purchased by the week, month, or semester. They are to be purchased in advance. Guests are welcome to join our students for breakfast and will need to notify school the day before, and are welcome to join our students for lunch, notifying the school at least the morning of the day eating with student. The cost of an adult guest's breakfast meal is **\$3.00** and the lunch meal is **\$5.00**.

Written notice will be mailed to families who become delinquent in the payment of their accounts. They will be given an additional 30 days from the issuance of the notice to make payment. If no payment is received within the allotted time period, the children will need to bring a sack lunch from home until such payment is received.

Please note: While we would like to honor the requests of parents/caregivers regarding the children's dietary

needs, State regulations will not allow us to make substitutions or eliminate food items from the regular menu without a medical statement signed by a licensed health practitioner. Students may bring a sack lunch, but non-nutritional items such as candy and pop in a sack lunch are discouraged. Milk will be available at a cost of 35¢ per carton for those wishing to purchase additional milk.

Application forms for free/reduced lunches are mailed in enrollment packets and may be applied for on line. If you are in the income scale indicated, you are encouraged to take advantage of this offer. Applications may be made at any time throughout the school year. For further information please contact the principal. ALL TRANSACTIONS ARE STRICTLY CONFIDENTIAL; only the principal and the State Auditor have access to these files.

RELIGIOUS INSTRUCTION

All students, kindergarten through grade six, participate in daily prayer and religious instruction which is enhanced by attending weekly Masses and an annual class retreat day. Special emphasis is placed on living the Commandments and the laws of the Church, and on frequent reception of the Sacraments. Basic instruction in Christian attitudes and values is provided for preschool students.

MASS AND/OR LITURGIES

SHGS students will prepare the daily Masses/liturgies with the assistance of the pastor and the teaching staff. Parents are invited to attend these Masses/liturgies whenever possible, and to share in the spiritual growth of their children. Students will also be called upon to prepare special Sunday Masses during the year.

Daily Mass/Liturgy Schedule

Monday	Wednesday	Thursday	8am All-school Prayer Service in the gym
Tuesday			8:15am All-school Mass
Friday			8:15am All-school Mass

CURRICULUM--REQUIRED COURSES

Kansas law requires that every accredited elementary school shall teach reading, writing, arithmetic, geography, spelling, English grammar and composition, history of the United States, civil government and the duties of citizenship, physical education, health and hygiene, and music with such other subjects as the State Board may determine, including a State-mandated Wellness Program. (See p.18)

In addition to the above mentioned courses, all Catholic elementary and secondary schools in the Diocese of Salina shall teach Religion. All students attending Catholic schools are expected to attend religious services and religion classes offered.

All students attending Catholic schools in the Diocese of Salina will also participate in the Child Lures School Program for prevention of sexual exploitation, abduction, internet crime, drugs, and school violence (intolerance, bullying, sexual harassment, bomb threats, and weapons).

At SHGS it is our goal to offer our students a complete core curriculum agreeable to the teachings of the Catholic Church which will enable them to grow spiritually, academically, emotionally, and physically while meeting all the requirements of the Diocese of Salina as well as the State of Kansas. Accordingly, all students enrolled at SHGS are expected to fully participate in all programs which are offered with the following exceptions, from which students may be opted out with permission:

- 1-Physical Education--For medical reasons, students may be excused from participation in physical education classes only with a signed release from a physician or certified health practitioner.
- 2-Field Trips--Students whose parents/guardians do not wish them to accompany their class on field trips and outings have the right to opt their children from such activities.

Students who are opted from these programs and activities will be expected to complete alternative assignments that will be determined by their classroom teachers.

GRADING SCALE

*The following grading scale will be used for all academic subject areas in grades K-6:

100%.....A+	81-85.....C+
96-99.....A = exceeding requirements of class	76-80.....C = average

94-95.....A- /
92-93.....B+ \
88-91.....B = above average
86-87.....B- /

70-75.....C- /
68-69.....D+ \
65-67.....D = below average
60-64.....D- /

below 60..Unsatisfactory = not passing class requirements

HOMEWORK

Students will be held responsible for daily homework assignments, the length and complexity of such to be determined by the classroom teachers for reinforcement of classroom tasks. Expecting students to complete and return all homework assignments on time is a means of teaching responsibility. While we always appreciate and encourage the efforts of parents who help their children in their homework endeavors, homework assignments are not designed to be "punishment" for anyone. Students should be able to complete assignments with little or no help from parents. If this poses a problem, please contact your child's teacher as soon as possible.

MAKE-UP WORK

Two days (including weekends) will be allowed, for each day absent, to make up work missed (except for tests). The due-date will be stated on the student's assignment sheet. Failure to complete the assigned work on time will result in a zero-grade in the grade book. Students will not be allowed to make up work for a grade, if it is more than a week past its due date.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Report cards will be distributed during the week following the end of each quarter of the school term. Scheduled conferences will be held at the end of the first and mid-way through the third quarter to provide an opportunity for bringing together all available information from the home and school. Scheduled conference dates appear on the school calendar. Additionally, parents will have online access to grades through Power School; weekly grades will be updated online each Monday morning.

RETENTION POLICY

Proficiency in the following subjects--math, reading, English for all grades, as well as science and social studies for the upper grades--is considered to be necessary for the student to become a contributing member of society. The student must exhibit satisfactory performance in the grade in which he/she is presently enrolled, in order to be promoted to the next higher grade. Lack of satisfactory achievement, in these crucial subject areas, may result in the student being retained to repeat the present grade.

Any score below 60% is considered unsatisfactory; an incomplete grade will be considered unsatisfactory. Unsatisfactory performance in any two of these crucial subject areas will necessitate a conference with teachers, parents, and the principal to study the problems of the student and to determine what will best benefit the student.

ATTENDANCE PROCEDURES

For your child's protection, we request that you call the office each day that your child will be absent from school for any reason. Should a student be tardy, parents/guardians should call the office to explain the tardiness. Tardies, as well as absences, are recorded on your child's permanent record.

For the protection of our students, permission to leave the school grounds during the school day for any reason is to be obtained through the principal's office. Students must be signed out of school in the office at the time of their departure. Even though parents/guardians complete an Authorization for Pickup of Children form at enrollment, we request that the office be notified if your children are to be picked up by someone who does not normally pick them up.

ABSENTEEISM/TRUANCY

Attendance plays a major part in a child's academic success. Students who regularly miss classes tend to fall behind their classmates academically, socially, and behaviorally. Therefore, it is of the utmost importance that parents/guardians ensure that their children attend classes. Recognizing that there are times when unavoidable situations occur, such as illness or family trauma, these will be considered excusable absences. Most other non-emergency situations will be considered unexcused absences.

Medical or dental appointments should be scheduled for non-school time when possible; students may be excused from classes if a parent/guardian notifies the office by phone or in writing stating the reason for dismissal and the time of the appointment. Again, students must be signed out of school in the office at the time of their departure.

Students may be excused for pre-arranged trips if prior arrangements are made with the principal and the child's teacher. Students must complete all work missed while absent, preferably in advance of the event.

Students with more than five unexcused absences per semester may require a parent-pupil-principal conference and may be considered truant, and as such will be reported to DCF or the county attorney. Parents/guardians will be notified of such action.

TARDINESS

At SHGS, classes begin at 8am each day for grades K-6. The tardy bell rings at 8:05am, allowing students sufficient time to travel from the supervised cafeteria to the classrooms. Should a child arrive after 8:05am, he/she will be considered tardy. A parent/guardian must contact the school by 9am to explain the reason for tardiness; otherwise, it will be considered an unexcused tardy. **Repeated tardiness may result in penalties and may require a parent-pupil-principal conference.** Parents/guardians will be notified prior to such action.

STUDENT RECORDS

The following records are in each child's official permanent file: academic transcript, academic test results, health records, and emergency information. The legal birth names of each child are documented in the student record, this documentation is used in PowerSchool and all areas that are regulated by the state for legal purposes. SHGS gives permission that if a child wants to be called a nick-name or a shortened version of their legal birth name, with parent's permission, this will be used in the classroom. All other changes to a student's name will require a legal document noting name change and be provide to school for the student's records. These files may be viewed by parents/guardians upon request. For convenience, we ask for 24-hours notice if at all possible.

SHGS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide non-custodial parents with access to the academic records and other school-related information regarding their child. If there is a court order specifying that no information is to be released, it is the primary responsibility of the custodial parent to provide the school with an official copy of such court order.

STUDENT IMPROVEMENT TEAM (SIT)

In accordance with the *No Child Left Behind* Act, SHGS has formed a Student Improvement Team comprised of the teaching staff and the principal. The SIT mission statement states that "educators, community members, parents, and students can generate much higher levels of student achievement, and virtually eliminate school failure, by coordinating the resources they need to succeed." Parents and teachers may request this assistance for students who are challenged with an academic, social, or emotional need. All referrals and assistance are confidential.

SPECIAL SERVICES AND CLASSES

SHGS students are entitled to the following special services provided by the Plainville USD 270 Public Schools: services related to learning problems and disabilities, speech therapy, physical/occupational therapy, psychological testing and counseling.

DISCIPLINE POLICY

Effective discipline is required for a conducive learning situation. Parents expect Catholic schools to be both well-disciplined and to excel in academic achievement. In addition, learning outcomes that include good manners and respectful behavior to adults and fellow students are part of our school. Parents are expected to support these goals.

Since our teachers are endeavoring to provide a quality educational program for all students, they need not contend with inappropriate or disruptive student behavior which interferes with the learning experiences of the entire class. Therefore, teachers have developed and posted in each classroom a set of rules that students are expected to follow. Consequences are also posted, stating what may result if a student chooses to not follow these general rules:

1-Students are expected to listen to and follow all oral and written directions.

- 2-Students are expected to be prepared by bringing paper, pencils, books, and completed assignments to every class, every day.
- 3-Students are expected to respect the rights and belongings of others and to keep hands, feet, books, and objects to themselves.
- 4-Students are expected to respect school property and help in its upkeep.
- 5-Students are expected to use proper language and respectful behavior appropriate for a Christian student at all times whether inside or outside the school. Displays of any conduct, whether inside or outside the school, that is detrimental to the reputation of the school, will result in immediate consequences.
- 6-Any violent act or threat of violence to self or others, whether inside or outside the school, will be taken seriously and result in immediate consequences.

The choice to violate the above rules may result in one or more of the following consequences:

- 1-A warning;
- 2-Loss of letter (number of letters used at teacher's discretion; higher the grade, fewer the letters used)
- 3-A loss of recesses for the remainder of the week;
- 4-Additional loss of special privileges if behavior continues;
- 5-Notification of parents by the child and teacher;
- 6-A detention--usually 30 minutes after school unless otherwise notified by the school;
- 7-Suspensions;
- 8-Expulsion.

NOTE: The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. In extreme cases, the staff may use any immediate action deemed necessary. Parents will be kept apprised of the situation.

EMERGENCY SAFETY INTERVENTIONS

The use of bodily force or physical restraint as a form of discipline is prohibited in a Pre-K – 12 school setting. Physical restraint and seclusion should never be used as a form of punishment for misbehavior. Physical restraint and seclusion may be used for emergency situations only if a child is in danger of themselves or others. Seclusion does not include a time out or in school suspension, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

An adult must supervise any student that is secluded in an enclosed area.

Use of medication to control a student's behavior is prohibited. This does not include prescribed treatments for student's medical needs or psychiatric conditions by a person appropriately licensed to issue these treatments. Mechanical devices to restrict students movement is prohibited unless restraint is carried out by law enforcement officials, use of seatbelts, or for protective purposes ordered by a licensed person.

All emergency safety interventions should be reported to parents and reported in the KanDis system.

(Policy passed down by the Salina Diocese spring of 2015.)

DETENTIONS

Students who fail to respond to warnings, who knowingly break rules, or who repeatedly fail to complete homework on time may be given a detention, and parents will be notified. Detentions are spent after school, usually lasting 30 minutes unless otherwise specified. After the third detention, an in-school conference with parents may be set up to determine what further possible corrective measures should be taken.

Detentions should not be confused with extra after-school help sessions that teachers may offer students needing additional academic assistance.

SUSPENSIONS

In-school suspension (isolation) is a means of dealing with student discipline problems that might otherwise result in suspension away from school. While assigned to ISS the student will:

- 1-Report to the office immediately upon arrival to school;
- 2-Spend the assigned time in a secluded spot free from interruption by other students;
- 3-Be allowed a 10-minute break in the morning and the afternoon;
- 4-Eat lunch at the assigned seclusion spot from 12:00-12:30;

- 5-Complete all assignments satisfactorily--if assignments are not completed satisfactorily, another day of ISS may be assigned;
- 6-Follow ISS rules and display good behavior;
- 7-Leave the school when dismissed for the day;
- 8-Not be allowed to participate in extra-curricular activities on days assigned to ISS.

When a student is assigned to ISS, the school will attempt to notify the parents by phone and a form will then be sent home. Generally, students will be assigned to ISS one day for the first offense and two to three days for subsequent offenses. If the misbehavior continues, more severe steps will be taken.

Out-of-school suspension may be assigned for a period of no more than 5 consecutive days per semester if warranted. Since sending students home on suspension seldom results in improvement in student attitude toward school, this will be considered only for serious misbehavior or continued misbehavior.

EXPULSIONS

The final consideration in expelling any student from school is the right of all students to receive an education without interference from disruptive and unruly students, and without fear or threat of harm. When it is apparent that the rights of other students are being curtailed because of a particular student's conduct, expulsion will be considered.

Just cause for expulsion may include possession of contraband articles, failure to respond to repeated attempts to modify inappropriate behavior, repeated acts of disrespect to authority or disruptive conduct, repeated suspensions (both in-school and/or out-of-school), or any other conduct unbecoming a Christian student. The principal may expel students for just cause with approval from the pastor. Parents may appeal expulsion to the pastor.

RE-ADMISSION POLICY

Any student enrolled at Sacred Heart Grade School, who is either dismissed/expelled from the school by proper authorities or withdrawn from the school by his/her parents/guardians may not be re-admitted to the school without the explicit permission of both the principal and the pastor. The principal and the pastor may invite comments from the Sacred Heart Education Commission/School Council regarding re-admission.

VAN ROUTES

Two van routes have been established – 1) Stockton; 2) Palco/Zurich. Van pick-up times and locations will be decided by the school after consulting with route families. There will be a small fee of \$75 per family to cover the cost of maintenance and upkeep. Families will be required to sign an agreement in order for their student to ride. Van parents/guardians are responsible for letting the school know when their student will not be riding the van at least the day before for pick-up and during the school day for the return home.

The driver is the ultimate authority on appropriate seating and noise level. The adults on the vehicle will confer with the driver to enforce as needed. Passengers should keep hands, head, and feet inside the vehicle. Passengers should remain in their seats and the aisles kept clear of obstructions while the bus is in motion.

PLAYGROUND RULES

To increase the safety of the children during recess and play periods, playground and equipment rules have been developed. See appendix I for rules.

Adult supervision is required at all times. Staff supervision will be provided during regular school hours. During non-school hours, parents should provide proper adult supervision for children using the playground equipment.

DAMAGE TO SCHOOL PROPERTY

Any damage done by students to the school building, equipment, books, or other school property, must be paid for at the expense of the family whose child is responsible for the damage. Destruction or defacing of school property will be just cause for suspension and/or expulsion.

COMMUNICATIONS

It is vital that we always keep the lines of communication open between home and school. A monthly newsletter will be prepared and sent home with students (usually the oldest child in the family) by the first school day of each month. It will also be available on the school's website at www.sacredheartplainville.org. The purpose of the school newsletter is to inform our supporters of school events and projects, students' achievements, classroom news, and daily menus. Parents also have access to the *Daily Bulletin* on PowerSchool, the school's student information system.

Other notes may be sent home periodically informing parents/guardians of individual classroom activities or school events not appearing on the monthly calendar.

OFFICE PROCEDURES

All visitors to the school are to report to the office and sign the visitor's log. Prior to visiting the classrooms, office personnel will announce the visitor via the intercom. This is for the safety of our students.

Permission is to be obtained from the principal before any special announcements, collection of money, distribution of materials, etc., is conducted.

Parents should feel free to phone the school concerning any matter involving their child. We ask that personal messages to be delivered to the children be kept to a minimum, and that teachers and students not be called from class except in an emergency. Students will be allowed to use the phone only with teacher permission, and we ask that long-distance calls (including calls to private cell phone numbers) be kept to a minimum. After-school arrangements should be made prior to the school day.

Please notify the office of any changes of address, phone numbers, or work numbers. **THIS IS VERY IMPORTANT FOR OUR RECORDS!**

USE OF CELL PHONES

Cell phones may be brought to school by students under the following conditions:

- 1-Phones must be kept in the OFF position from 8am to 3:40 pm.
- 2-No harassment or threats of any kind via the cell phone is permitted.
- 3-Cell phones may not be used for game playing, Internet or e-mail access, gambling, or making purchases of any kind during the school day.
- 4-Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.
- 5-It is understood that neither the staff nor Sacred Heart Grade School or Church will be held liable in the event the cell phone is damaged, stolen, or lost while the student is on the school or church premises or attending any school-related function.

WEATHER BULLETINS

In the event of bad weather, KBSH-TV, KAKE-TV, KSN-TV, KAYS Radio, KJLS Radio, KHAZ Radio, and KQMA will announce school closings. An alert will also be sent out on the school's web-based mass notification system to designated phones, pagers, and e-mail addresses. SHGS will usually follow the schedule of Plainville USD 270 Public Schools in case of school closings; however, we reserve the right to make decisions independently of the Public School System. In the event of bad weather and no school closing, children may be released only if parents/guardians come to the school to pick them up and sign them out in the office.

DRILLS

SHGS will conduct fire drills at least once every month and tornado drills at least three times during the year. Everyone in the building is to follow the prescribed drill procedures. A record of these drills will be posted in the hall by the office during the school year. Other emergency drills will be conducted as deemed necessary by the administration.

MEDICATIONS

The school cannot dispense medication of any kind--prescription or over-the-counter drugs, including cough drops and aspirin. If your child does need medication, a parent/caregiver must administer it. We ask that you either come to school to give the medication or schedule dosage times to fit around the school day whenever possible. The **only** exceptions are those who have serious chronic and/or life-threatening illnesses, or when

medication is necessary so that the student may remain in school. If this applies to your child, please call the office for further information regarding the necessary documentation.

COMMUNICABLE DISEASE POLICY

The Kansas Classroom Handbook of Communicable Diseases has established the following communicable disease policy which applies to schools and child care facilities with regard to non-admissions and exclusions, and to when re-admission may take place:

No person afflicted with an infectious or contagious disease, dangerous to the public health, shall be admitted into any public, parochial, private school or licensed child care facility to exclude therefrom any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantined for the particular infectious or contagious disease. If the attending person, licensed to practice medicine and surgery, or local health officer finds, upon examination, that the person affected with a disease, suspected of being infectious or contagious is not suffering from an infectious or contagious disease he/she may submit a certificate to this effect to the person in charge of the public, parochial, private school or licensed child care facility and such person shall be readmitted to school or to the child care facility.

See appendix III concerning communicability of disease time-line.

SCHOOL NURSE

SHGS has contracted the services of the Rooks County health nurses. They will supervise immunizations, head lice checks, dental checks, spine deformity screenings, and other routine medical screenings at our school. Parents who wish to opt their child out of these services are to contact the school office for further information regarding the necessary documentation.

SCHOOL PICTURES

School pictures will be taken in the Fall and Spring semesters. For the Fall pictures, students K-5 will be expected to wear their red polo shirt and khaki bottoms. For the spring pictures, students may wear "street" clothes that are in good condition (no holes or tears) and are respectful. Please check the school calendar for picture dates.

LIBRARY SERVICES

Books may be checked out by grades K-6 for one week. If a book is lost or damaged, parents will be notified and apprised of the cost of the book or the damage; report cards may be withheld if such bills are outstanding.

USE OF THE INTERNET

Classroom and library computers are connected to the internet for educational purposes. A copy of the school's *Use of the Internet and Related Technologies Policy* and a *Use of the Internet Agreement* form is included with this handbook and will need to be signed and returned the first week of September.

PARTIES

Parties with refreshments will be provided once a year on Valentine's Day; and this party is generally arranged by volunteer Class Captains. Birthday parties are allowed beginning at 3:15 pm provided that prior arrangements are made with the classroom teacher or the principal. [Individual invitations to parties not sponsored by the school will not be distributed at school.]

FIELD TRIPS

Field trips are an integral part of the curriculum and are encouraged. These trips are to be of an educational nature and not just time off from school. Notification of such trips will be sent home in advance of a planned excursion. Parents/guardians must sign and return the necessary permission form/release of liability before students will be allowed to participate in the field trip. Please keep in mind that field trips are *privileges* afforded to our students; students may be denied participation if they fail to meet academic and/or behavioral

requirements.

** Students not at a C- or above grade will be notified, at least 5 school days in advance of the trip, that they will not be eligible unless they bring up their grade. It will be the student's responsibility to seek out the teacher and the work that they need to take care of for improving their grade. The determination of a student's eligibility based on grades will be made as of 8:30AM, the school day prior to the field trip. Students will be expected to report to school on the day of the field trip to complete work that may need to be finished or to work on materials that take the place of the learning that would have happened on the trip.

Transportation for field trips may be provided by volunteer drivers, and the following guidelines are to be followed:

- 1-All students are required by law to use a seat belt and/or age-appropriate car seat or booster seat.
- 2-All traffic laws are to be obeyed.
- 3-Drivers must have a completed Driver Info Form on file in the Parish office.

GRIEVANCE PROCEDURE

The education of a student is a working partnership between the parents/guardians and the school. Any student or parent, having a problem or grievance related to the operation of the school, should first bring the problem to the attention of the teacher. After discussing the problem with the teacher, if a solution satisfactory to all parties concerned is not reached, then the matter should be brought to the attention of the principal. The principal will then discuss the matter with all concerned parties. If a solution is not reached at this sitting, then the matter may be brought to the attention of the pastor. Final decision will rest with the pastor.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

APPENDIX II

Slippery Slides

When using the slides, children must be in a sitting position with feet forward and legs inside the slide;
Children will not slide down the support poles;
They will use only the ladder to reach the top of the slide;
They will not stop in the middle of the slide;
They will not use the support bars at the top of the slides to give their bodies extra thrust; and
There will be no more than three children on the ladder and slide at one time.

Merry-go-rounds

Children using the merry-go-round must be seated or in the proper standing position to spin the equipment.
Excessive speeds will not be allowed. No one should ever lie under the merry-go-round.

Swings

Children will not stand on the swings while swinging;
There will be no bailing out or twisting of the swings; and
Children will not lie on stomachs while swinging.

Climbers & Steppers

There will be no more than ten children at one time on the climbers and steppers; and
There will be no pushing and shoving of other children while children are on the climbers and steppers.

Bounce Animals

Bounce toys will be used by students in PS-3rd grades only, and
There will be only one child on each of the bounce toys at one time.

Teeter-totters

Teeter-totters will be used by students in PS-3rd grades only;
No more than two children on each end of the teeter-totters; and
Children must face the inside and hang onto the handles.

Basketball Goals

Children will not hang on the goals when making shots, and abide by the rules of the game.

General Rules for Play

Children will not throw footballs, softballs, etc. from or around the playground equipment;
Children will not play on the lawns around the church, convent, or rectory;
Children will not engage in contact games such as tackle football nor use a hard ball for baseball games;
Children will exhibit fair play and courteous conduct during school play periods.

APPENDIX III

CHICKEN POX: From 5 days before onset of illness until 5-6 days after first eruptions. Scabs are not infectious.

CHLAMYDIAL INFECTIONS: Unknown.

DIPHTHERIA: Variable; usually 2 weeks or less, seldom more than 4 weeks.

FEVER BLISTERS, COLD SORES: Virus remains in saliva for as long as 7 weeks following recovery from lesion.

GIARDIASIS: Entire period of infection.

GONORRHEA: Indefinite, following development of disease. Adequate treatment ends communicability, usually within hours.

HEPATITIS TYPE A: During the latter half of the incubation period, continuing until one week after the onset of jaundice.

HEPATITIS TYPE B: Blood may remain infective for months; a chronic carrier state may persist for years.

LICE INFESTATION: While lice remain alive on the infected person or on clothing, and until nits have been destroyed.

MEASLES (RUBELLA): From the beginning of the first symptoms until 4 days after the rash appears.

MENINGOCOCCAL MENINGITIS: Cannot be specifically defined; the healthy carrier stage may persist for days or weeks.

MONONUCLEOSIS, INFECTIOUS: Variable, probably less than 2 weeks, although may be longer, particularly in adults.

MUMPS: From 4-6 days before the onset of illness, until at least 9-10 days thereafter.

PINK EYE: Throughout active infection--from a few days to 2-3 weeks.

POLIO MYELITIS: Cases are most infectious from 7-10 days before and after the onset of symptoms.

RINGWORM: 1-14 days for Capitis and Corporis; unknown for Pedis and Unguium.

RUBELLA (GERMAN MEASLES): From about 1 week before and at least 5 days after onset of rash.

SALMONELLOSIS: Throughout the duration of infection--may be 3 days to 3 weeks. A temporary carrier state may develop, rarely lasts longer than 1 year.

SCABIES: Until the itch mite and the eggs are destroyed.

SHIGELLOSIS: Throughout illness and frequently continuing for a few weeks; rarely, a carrier state lasting for up to 1 year may develop.

STAPHYLOCOCCAL INFECTIONS: As long as infections continue to drain, or the carrier state persists.

STREPTOCOCCAL INFECTIONS: During illness and for approx. 10 days following; adequate treatment diminishes communicability within 24 hours. In untreated cases, healthy carrier state may persist for months.

SYPHILIS: Variable and indefinite; most transmission takes place during the primary and secondary stages.

TETANUS: Not applicable--tetanus is not directly transmitted from human to human.

TRENCH MOUTH: Unknown.

TUBERCULOSIS: Untreated or inadequately treated patients may be intermittently communicable for year; however, specific drug therapy usually terminates communicability within a few weeks.

VESICULAR STOMATITIS: During the acute stage of the disease.

WHOOPING COUGH: Throughout the incubation period, and for approx. 3 weeks following onset of illness.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Medical research indicates that HIV AIDS Virus cannot be transmitted through casual physical contact. Therefore, AIDS-infected students, in most instances, shall be allowed to attend school in their regular classrooms so long as their attendance does not create a substantial risk of the transmission of the illness to other students or school employees. AIDS-infected persons are those who have been diagnosed as having AIDS, those who have AIDS Related Complex, or those infected with the HIV AIDS VIRUS and who are symptomatic

carriers of such viruses (those infected by such viruses and capable of transmitting the virus, but who have not developed any of the symptoms of infection with the virus).

The determination of whether an AIDS-infected student shall be permitted to attend classes or participate in school activities with other students shall be made on a case-by-case basis by the Advisory Assessment Team. The diocesan superintendent will designate a chairperson for the team. In making this determination, the team shall consider:

- 1-the behavior, neurological development and physical condition of the student;
- 2-the expected type of interaction with others in the school setting; and
- 3-the impact on both the infected student and others in that setting.

To meet the requirements of this provision, "physician" shall mean a licensed Doctor of Medicine in Kansas.

Upon the diocesan superintendent's awareness of the presence of an AIDS-infected student, the student's parent/guardian shall be informed that until determination of the student's appropriate education placement, the student shall not be permitted to attend regular classes or participate in school activities. A review team will study each case and determine the risks and benefits for the infected pupil and other pupils in the school setting. The school council's procedures for admission and assignment of pupils shall be followed in all instances and a written report of findings and recommendations based upon the most current medical information shall be forwarded to the diocesan superintendent, within a reasonable time frame. The team chairperson will be informed of the superintendent's decision. The school council will also be informed of the superintendent's decision and will reserve the right to review it. Pending such determination, the student shall not be permitted to attend regular classes or participate in school activities. Team determinations shall be reviewed at appropriate intervals.

Infected neurologically handicapped students who lack control of their bodily secretions, or who display behavior such as biting, vomiting, etc., and infected students who have uncoverable oozing lesions, or skin eruptions, or display inappropriate behavior (biting, incontinence, etc.), shall not be permitted to attend classes or participate in school activities with other students. Additionally, AIDS-infected students may be excluded from the school setting in order to protect them from the infectious diseases of others. No information regarding students with AIDS will be released without parent/guardian permission in accordance with state and federal laws and with the school council's policy on student records. Therefore, the identity of an infected individual shall be revealed only to those who have a legal right to know. If an infected individual is permitted to remain in the school setting after a determination is made, employees who will have regular personal contact with the individual shall be informed of his or her identity and shall be provided with appropriate information as to the individual's medical condition, including information as to any factors that might warrant a reconsideration of whether he or she should be permitted to remain in the school setting.

Employees also shall be informed of public health precautions that should be taken. Employees informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy.

The team chairperson will call the student's physician and parent/guardian on a monthly basis to determine if there have been changes in the student's health status which might require a reassessment of the educational setting. The team chairperson will be responsible for notifying the team of any changes in the student which might require a reassessment of the educational setting. If any changes in the health status of an AIDS-infected student occur which may increase the risk of transmission, the team chairperson will immediately schedule a team meeting to discuss the situation. The student may be excluded from school at this time until the reassessment of the educational setting is completed.

If a communicable disease (eg, measles or chicken pox) occurs in a school or classroom which could be threatening to an AIDS-infected student, the infected student's parent/guardian and the student's physician will be notified so that a decision can be made as to whether the AIDS-infected student should be excluded from the school during the outbreak.

As additional information becomes available regarding AIDS, the school council may reevaluate this policy in light of: 1-legal rights of students; 2-information regarding appropriate hygienic procedures to reduce the risk of exposure to the AIDS virus; 3-additional medical findings.

The Advisory Assessment Team is a professional team whose task is to make an advisory recommendation concerning the exclusion of or non-exclusion of an individual student. The team may also recommend alternative action and/or other terms and conditions of the exclusion.

The Advisory Assessment Team shall consist of the student's physician, the director of the City-County Health

Department, the local pastor, and up to three persons designated by the diocesan superintendent of schools.

The recommendations of the Advisory Assessment Team shall be based on the physical condition, neurological development, behavior, and expected interactions with others by the affected student, and such other medical information as may be deemed relevant by the team.

The diocesan superintendent of schools or designee shall reserve the right to make the final decision regarding the placement of a student in school after taking into account the recommendation of the Advisory Assessment Team and after weighing the risks and benefits to both the affected student and the other students in the school.

OFFICE OF EDUCATION DIOCESE OF SALINA (Spring 2015)

IMMUNIZATION OF STUDENTS

POLICY 5020

Background

The policy for the Catholic schools in the Diocese of Salina is formulated to be in compliance with the requirement in the State of Kansas that school students receive those tests and inoculations required by state law.

Some parents ask that they be allowed to claim either a religious or medical exemption when enrolling their children in Catholic schools without the required vaccinations. The teachings of the Catholic Church are not opposed to such tests and inoculations, and so it would not be legitimate to claim a religious exemption if their children are registered as Catholic.

Some parents also contend that Diocesan policy on immunization is forcing them to act against their conscience. The Diocese sympathizes with parents who suffer qualms of conscience because they are forced to choose between using a vaccine which they may have personal objections to and putting the health of their children and of the population as a whole at risk. In this dilemma, however, the Diocese and even the Vatican identify public health as the greater good.

With this background in mind, the Diocese continues to strongly encourage parents to have their children immunized. However, to avoid the consequence that children who are not immunized not be deprived of the opportunity for a Catholic education, exceptions to the general policy are permitted, but only upon execution of a specific agreement between the Catholic school and the parent(s) or guardian(s) of the child.

Policy

Any pupil entering a Catholic school for the first time in Kansas shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that he/she received, or is in the process of receiving, immunization against poliomyelitis (IPV/OPV), mumps, measles, rubella, diphtheria, tetanus, pertussis (DTaP), varicella (chicken pox), Hepatitis A and B, Haemophilus influenzae type b (Hib) and Pneumococcal conjugate (PCV) by such means of immunization as are approved by the Kansas State Board of Health, or in the alternative shall present to the appropriate school authorities:

1. Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the student's life or health, or
2. A written statement signed by one parent or guardian that is an adherent of a religious denomination whose religious teachings are opposed to such test and immunization.

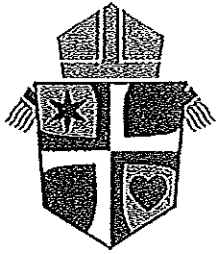
In the event either of these exceptions is claimed, parents must execute and deliver a declaration assuming full responsibility for their children. The declaration must include an agreement on the part of the parents that allows the Catholic school to exclude the non-immunized student from classes in the event a disease for which immunization has been declined is present in the Catholic school and which waives the right to privacy of student and medical records and information for any actual or implied release of protected information which occurs as a result of removal of non-immunized student from classes.

A parent/guardian has ninety (90) days from the day the student enrolls in school to comply with the above policy. If no statement or certification is produced, the student shall not be admitted to classes until documents are produced. Forms can be obtained by writing:

Kansas Department of Health and Environment
Bureau of Epidemiology
Topeka, Kansas 66612

*(See Appendix VIII for Kansas Certification of Immunization and
Appendix XII for Form N: Diocesan Catholic School Declaration and Waiver.)*

Rev 2/9/2015



CATHOLIC DIOCESE *of* SALINA



GENDER POLICY FOR SCHOOLS

All efforts to form and accompany young people, especially in relation to human gender, must recall the intrinsic dignity of the human person. It is necessary to affirm that "the dignity of the human person is rooted in [their] creation in the image and likeness of God."¹ Image and likeness find their expression in each of the two sexes as they provide an "image of the power and tenderness of God, with equal dignity though in a different way."² Thus, male and female are unique and complementary. Moreover, "biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated."³

Today, this reality of creation, sex, and gender is sometimes misunderstood and ignored. Parents have the first responsibility for the education of their children; therefore, Catholic schools partner with parents in communicating the Gospel and drawing young people closer to Jesus Christ. The Diocese of Salina provides this school policy, rooted in the Catholic understanding of gender, to guide the accompaniment offered to those experiencing gender dysphoria and/or incongruence in our school communities.

1. In the Diocese of Salina, all Catholic schools shall respect the biological sex, of each student and shall apply all policies and procedures in relation to that student according to each student's God-given biological sex regardless of what might appear on state-issued documents such as birth certificates.

2. All students shall conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of school bathrooms, locker rooms, shower facilities, and participation in school-sponsored activities. All official school documents shall likewise reflect the student's biological sex.

2a. Schools, administrators, teachers, other students, and anyone else affiliated with our Catholic Schools are under no obligation whatsoever to refer to any student in any way that recognizes said student to be anything other than the sex (s)he was assigned at conception by God.

3. Provided that any given student and his/her parents or legal guardian(s) are willing to comply with the above stated policy, admission or retention will not be denied based solely on a student's experience of gender dysphoria. If a student experiences gender dysphoria and/or incongruence, school leaders and pastors shall partner with parents to establish an accompaniment plan. This plan must follow the teachings of the Catholic faith.

4. If at any time, parents, guardians or students desire accommodations or accompaniment that do not follow this policy, it may be necessary to begin the school transfer process for the good of the student and the school community. At every stage of this process, parents and guardians will be invited to their parish for pastoral support.

¹Catechism of the Catholic Church 1700.

² Ibid., 2335.

³ Pope Francis, *Amoris laetitia*, 56

HANDBOOK CHANGES

This policy handbook may be amended by the pastor and principal in consultation with the School Council. The amended policy shall go into effect after the policy has been sent in writing to all parties involved and shall be posted in the on-line version.

PLEASE COMPLETE THE FOLLOWING FORM AND RETURN IT TO THE OFFICE ON THE FIRST DAY OF SCHOOL.

We have read and agree to be governed by this school handbook for the 2024-2025 school year. We recognize the right and responsibility of the school to make rules and enforce them, realizing that the school reserves the right to require a parent/guardian to withdraw from this working partnership should it be irretrievably broken.

Parent/Guardian

Date