

**Mission Statement for  
The Archdiocese of Kansas City  
In Kansas**

The mission of our Catholic School System in the Archdiocese of Kansas City in Kansas, in partnership with the family and Church, is to assure that our students will be actively helped to come to know Christ and lovingly helped to become active, loyal members of the Catholic Church. Within our community of faith, students will develop a Catholic value structure and learn to contribute positively to Church, parish and society as witnessed by leadership and service. Through a well-balanced curriculum emphasizing mind, body and spirit, each student will have the necessary tools to master academic, social and technological skills and develop the cultural appreciation needed for success and lifelong learning.

**Mission & Vision Statement for Sacred Heart  
Catholic School**

Preparing minds for the future, Souls for eternity.

Sacred Heart School, in cooperation with parents and the parish community, is committed to providing a quality educational environment which allows all students to maximize their potential spiritually, academically, physically and socially to become productive, faith-filled citizens.

**Safety Policy**

The following policy is established to help ensure our children's safety at Sacred Heart School. Anyone who is not a Sacred Heart student or Sacred Heart parish/school staff member intending to work or visit anywhere in the school property is required to check-in at the school office.

In accordance with Archdiocesan policy, and to provide a safe environment for our children, Virtus training is required for all adults who volunteer in our school and classrooms. This includes field trips, class parties, joining your child for lunch, as well as other school activities.

We want 100% of the parents at our school to be VIRTUS trained. The VIRTUS program assists our school in being a safe haven for children. Maximizing a school's role as a child-safe environment begins with making adults more aware of the ways children and adults interact with each other. The VIRTUS program educates and trains adults about the dangers of abuse, the warning signs of abuse, the ways to prevent abuse, the methods of properly reporting suspicions of abuse, and responding to allegations of abuse. Our front office will verify that you have been VIRTUS trained when you sign-in. Those who choose not to become certified will not be allowed to volunteer in the classroom or enter the school building without a school escort. If you are not VIRTUS trained, you can start the process by visiting [www.virtus.org](http://www.virtus.org) and signing up for a training session. Please join us in building a child safe community.

If you have any other questions regarding VIRTUS, please contact Tracie Kersey at 422.5520 x 202 or [Tracie.kersey@shoj.org](mailto:Tracie.kersey@shoj.org).

All visitors will be required to sign in at the front office and wear a visitor badge. In order to receive your visitor's badge, you must be on the list of Virtus-trained adults. All staff members will strictly enforce this policy during school hours, 7:45 a.m. until 3:15 p.m.

**Covenants**

A commitment of support from the school and parish community is essential to fulfill the purpose and goals of our mission. To this end, all teachers, students, and parents will be expected to enter into the following covenants:

**Student Covenant**

As a student in a Catholic school, I am blessed to be given the opportunity to be educated both spiritually and academically. I understand that my parents have made this choice for me because of their love and concern for me. In order to show my cooperation, support and thankfulness I will:

Show proper respect for all adults and students regardless of their individual differences.

Respect myself by always doing my best and by assuming complete responsibility for my actions without making excuses.

-Respect our school property as well as the property of all persons in the school.

-Display proper manners and courteous actions at all times.

-Obey all rules including the Golden Rule which calls me to love my neighbor as myself.

-Be honest, do my own work, and not share my work with other students or ask others to share their work with me.

-Come to class on time ready to learn.

-Complete my homework on time, and do my best every day.

-Participate fully in Mass by singing, responding, and displaying prayerful, reverent actions.

-Recognize the sacrifices my parents make to provide me with a Catholic education and thank them not only in word but through my efforts and actions.

-Always be a good and holy example for all other students.

**Parent Covenant**

As my child's most important educator, I understand that I teach my child best by my own example of responsibility, reverence, and respect. I ask Sacred Heart School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and gratitude I will:

-Ensure that we pray daily as a family and attend Mass on weekends and Holy Days of Obligation.

-Have my child in school on time with the necessary school supplies and in compliance with the school dress code.

- Not tolerate vulgar or disrespectful language from my child or bullying, violent, or aggressive behavior. I will set a good example in my own speech and behavior.
- Show respect for the teacher and any other adult in authority in the presence of my child or other students, regardless of what I think of their actions or say to them in private.
- Never be dishonest in order to protect my child from the consequences of his or her behavior.
- Offer my child academic guidance and support at home, but will make sure that all projects and assignments fairly represent his or her own work and ideas.
- Help dispel rumors by going through the proper channels when I have a problem.
- Speak to the teacher or adult in authority before I accept my child's version of an incident.
- Follow the school's rules, calendar, and deadlines, and expect my child to do the same, even when I might disagree.
- Fulfill my tuition and fundraising obligations in a timely manner.
- Make every effort to assist my child in living up to the Sacred Heart School Student Covenant.
- Directly supervise my child at all times when we are in the Sacred Heart building. During these times I will ensure that my child and I follow the rules of conduct for the building and exhibit, by our actions, the proper respect for the building, its contents, and its people.
- Encourage independence by allowing my child to walk to and from his/her locker and classroom at the start and end of the day on his/her own.

### **Teacher Covenant**

As a teacher at Sacred Heart of Jesus Catholic School, I accept the responsibility of cooperating with parents in the spiritual, emotional, and academic development of their children. I believe that my mission is to form Disciples of Christ. In order to accomplish this mission will:

- Make extra efforts to get to know my students personally, and listen to them.
- Be a Christian role model in thought, word, and action.
- Be respectful to my students and demand that they show proper respect to me and all other people while under my supervision.
- Challenge and engage my students every day.
- Plan well and be prepared for every class.
- Keep my students safe from harassment of every kind.
- Be fair and consistent in discipline and set clear standards of behavior.
- Develop in my students the social and academic skills needed to solve problems.
- Embrace the differences in my students and guide them in their acceptance of others.
- Be respectful to the parents of my students, develop good communications with them, and continue to build trusting relationships.
- Always show respect towards fellow teachers, especially in the presence of students, and solve all differences in a peaceful and professional manner.
- Never discuss the behavior or performance of an individual student in the presence of other students, or in the presence of adults who are not the parents of that student, or other adults who do not have an educational need to know.

- Abide by and enforce all Sacred Heart School policies and procedures, even though I may not agree with them.

### **Vatican Council II Documents Christian Education**

Knowing that example speaks louder than words, it is important to keep in mind that it is a parental responsibility to give witness to Christian values. In addition to example, other responsibilities are:

- To encourage your child to obey the regulations and principles of good behavior;
- To provide adequate places for study and encourage completion of assignments;
- To encourage the development of your child's individual talents and interests;
- To build religious celebration and family prayer into your daily life;
- To keep the school informed of special needs of your child;
- To read all communication sent to the home by the school;
- To attend conferences and to request additional information as needed;
- To support the regulations within this handbook.

### **Lines of Communication**

Teachers have the general responsibility for the students in their classes. If you have any question or concern regarding your child's progress, grades, attitudes or social conduct, please contact his/her teacher immediately. Any parent who has a concern about a school policy, or cannot resolve a concern for his/her child through the teacher, should call the school office for an appointment with the principal.

### **Distribution of Information**

A weekly newsletter will be distributed on Fridays throughout the school year and will be published on the school web site at <http://school.shoj.org>. All parish and school groups are welcome to use this publication as a means of reaching school families. Articles or flyers must be submitted by noon on Thursday and **must be approved by the Principal**. Other communication such as flyers, etc. will be sent home on Fridays as well.

### **Parent Teacher Organization (PTO) Fundraising**

The primary objectives of the PTO are to support, sponsor, and maintain activities and programs that assist the school in achieving its spiritual, scholastic, and administrative objectives. It does not have the authority to dictate policy, teaching methods/styles, and/or curriculum. The PTO Board and its standing committees sponsor all school fundraisers, room mother activities, and school parties.

Sacred Heart Catholic School is supported through tuition and subsidies from the parish. In addition to these funds, the PTO is committed to raising additional monies for needed projects that cannot be supported by the general operating budget.

As with any Catholic school, fundraisers are a vital part of the school's existence. It is an expectation that when you become part of our school community, you become involved in your

PTO by helping in any way you can. Not only does your personal involvement in these fundraising activities contribute to the overall success of the particular fundraising activity, but also affords you the opportunity to become involved as you extend yourself to other members of the school community.

**Required fundraisers** Each family is required to participate in two mandatory fundraisers and sell the number of items set by the PTO committee. You may also choose a buy out of each fundraiser for \$125 each. If this obligation is not fulfilled, grade cards will be held until the fee is paid in full.

### Admissions

It is our goal at Sacred Heart of Jesus School to provide a quality, Catholic education for all who desire enrollment in our school. Due to a variety of limitations or circumstances, it may be necessary to deny enrollment to some students. Priority for admissions will be given as follows:

1. Currently enrolled students and their siblings who are in good standing, which includes:
  - Being in compliance with all school policies and procedures.
  - Being current on all financial obligations to the school (tuition, fees, mandatory fundraisers, etc.)
2. Students of active Sacred Heart Parish members, which includes:
  - Family attendance and participation at Mass.
  - A time and talent commitment to at least one parish ministry.
  - Documented financial contributions to the building fund and general parish operations.
3. Students whose parents are active members of other parishes.
4. Students of non-active registered Sacred Heart parishioners.
5. Students of non-active registered parishioners of other parishes.
6. Students of non-Catholics.

### Enrollment Timeline

Re-enrollment of current school students and their siblings for the 2010-11 school year will be conducted from February 8th through the 15th.

Open enrollment will begin on February 16th and will remain open until classes become full.

Once a class is full, a waiting group will be established. Should an opening become available the list will be prioritized using the guidelines for admissions, and families will be contacted as such.

### Fees due at enrollment

A non-refundable fee of \$150 per student, a \$25 per family PTO fee, and a \$25 endowment fee will be due upon enrollment. Alternate arrangements for payment of fees can be made, if necessary, by communicating your request to the school principal.

### Tuition Responsibilities In-parish Tuition 2009-10

| <u>Annual</u>            | <u>Semi-annual</u> | <u>Monthly</u> |
|--------------------------|--------------------|----------------|
| One Child<br>\$2575      | \$1287.50          | \$257.50       |
| Two Children<br>\$4175   | \$2087.50          | \$417.50       |
| Three Children<br>\$5275 | \$2637.50          | \$527.50       |

### Out –of-parish Tuition

| <u>Annual</u>       | <u>Semi-annual</u> | <u>Monthly</u> |
|---------------------|--------------------|----------------|
| Per child<br>\$4300 | \$2150             | \$430.00       |

In order to qualify for the in -parish rate you must be a registered Sacred Heart parishioner and have documented parish contribution for the previous calendar year of at least \$1000. This amount will be pro-rated for those families who have been registered Sacred Heart parishioners for less than one year. Families who do not meet their yearly tithing requirement will be charged out of parish tuition.

Annual tuition payments are due by July 1, 2009. Semi-annual payments are due July 1 and January 6, 2010. Payments are to be sent directly to the school office. Monthly payments must be set up through Tuition Management Services (see next column).

*If a family is experiencing financial hardship, it will be the individual family' s responsibility to meet with the parish pastor to make alternate arrangements for the fulfillment of their financial responsibility to Sacred Heart School.*

As always, no child will be denied an education strictly because of financial hardship. However, if the second semester payment is not made by the above due date, and arrangements are not made to complete payment or establish an alternative compensation, families will not be permitted to enroll their child(ren) for the following school year until the outstanding balance is paid in full.

### Financial Assistance

Monies are available for tuition assistance. Applications can be obtained from the Pastor or the Principal. Information provided on the application and the results of the analysis will be provided to the school's pastor to be used in determining financial aid awards. All information will be held in the strictest confidence. The Tuition Aid Analysis Service does not award aid, but may make recommendations to the pastor regarding the amount of aid to be awarded.

### Tuition Management Services

School tuition is paid through Tuition Management Systems. There is an enrollment fee for this service which is initially paid during school enrollment, \$20 for two installments, \$35 for four installments, \$45 for ten or twenty installments. TMS will contact each family for rollover enrollment and fees for the subsequent years thereafter. Tuition payments can be made through automatic withdrawal from your checking account, by credit card or mail. Payments may also be made

on-line at Afford.com. In either case you can arrange for payments to be made on the 5<sup>th</sup> or 20th of the month beginning in July and running through May. A late fee of \$30 will be charged when payments are not received by due date.

### **Application for Admittance**

Applicants will comply with Kansas law, which states that a child must be five years of age on or before August 31 to enter kindergarten, six years of age on or before August 31 to enter grade one. All kindergartners must be evaluated before the first day of school in order to meet admission requirements. Please note that Sacred Heart has a Pre-K program and is not associated with any other outside Pre-K program or institution. Sacred Heart is not required to consider these programs or institutions when assigning a student to a classroom. Students must meet reasonable academic requirements. The student and the parents must be willing and able to abide by all policies and regulations as stated in the current Student/Parent Handbook. New students will be placed on a six-week academic and behavioral probation. At the end of the six-week time frame, a conference may be held with the parents, teacher, principal, and student, to determine future status, if deemed necessary.

All children must present a state issued birth certificate and a baptismal certificate upon entering Sacred Heart Catholic School for the first time. A record of immunizations on the official Kansas Certification of Immunization form must be presented by all students upon entering any Kansas school for the first time. The students are also required to have a physical examination. All students are required by the State to be vaccinated against measles, mumps, rubella, polio, diphtheria, tetanus and pertusis (DPT), Hepatitis B, and varicella (2 doses for K, 1 dose first-eighth grade mandatory).

### **Conferences with Teachers**

All parents are asked to attend conferences. Parents are encouraged to meet with their child's teacher anytime there are concerns. **Appointments to meet with teachers must be made in advance.** To schedule an appointment, parents may contact the teacher directly or make arrangements through the school office.

### **Attendance/Absences**

School attendance records are an important part of permanent records. Students who attend school regularly have more opportunities to learn, and experience higher levels of achievement. In later years, college admissions and potential employers may review attendance records. The school day begins at 7:55 a.m. and dismisses at 3:15 p.m.

**Sacred Heart offers before school care at no cost. Students will be allowed to enter the building starting at 7:30 a.m.**

The state of Kansas imposes a duty on parents and schools to work together to ensure that children receive an education. Kansas compulsory attendance laws apply to parochial schools. When the Sacred Heart School administration sees that a student has excessive absences (more than 5 per

semester), parents will be notified and efforts made to remedy the situation.

*Parents of children, who are ill and will be absent from school that day, please, notify the school office before 8:30 a.m.*

### **Tardiness**

A student is counted tardy if he/she arrives in his/her classroom anytime after 7:55 a.m. Students who are tardy are to report to the school office before going to their classroom. Parents will be contacted if their child is consistently tardy. **Any student attending less than 3 ½ hours of class will be marked absent for the day.**

### **Dismissal for Illness**

The school nurse will notify the parent/guardian if your child becomes ill during school hours. In case the parent/guardian cannot be reached, we will notify the person you have authorized or the doctor you specified on the **Emergency Form**. A child will be released to one of the people you have on your **Emergency Form** only if we cannot contact either parent by telephone and the child is too ill to remain in school.

### **Dismissal During the School Day**

Any parent who is picking up his/her child during the school day must come to the school office, request the student and sign him/her out on the sign-out form. The student will be called to the office over the intercom. Under no circumstances will a teacher release a student from the classroom, or the playground, unless notified by the office. Anytime a parent comes to school he/she must report to the school office. **No parent is to go directly to a child's classroom.** Students must return to the office to sign back in before returning to the classroom.

### **School Visitation**

Parents/guardians are welcome to visit the school. However, anyone who wishes to visit a classroom must make a request prior to the visit. Younger siblings may visit only with permission of the teacher, and must be supervised by the parent at all times.

No pets are allowed inside the school building. Pets should not be on school grounds except during the annual blessing of the animals for the Feast of St. Francis.

All visitors must report to the school office to obtain a visitor's badge, which must be worn at all times while on the school premises. You must have Virtus training to receive a visitor's badge.

### **Arrival and Dismissal**

**The school day will begin at 7:55. Students are expected to be in their classrooms with all materials ready by 7:55.**

All cars should enter through the west entrance off of Johnson Drive and exit through the east. Students may be dropped off no earlier than 7:30 a.m. Students arriving prior to 7:45 should report to the Multipurpose Center. Students arriving after 7:45 should report directly to their classroom. Current students of Sacred Heart School are not allowed to drive on campus. Please be courteous when dropping off your students in the morning. If you need to make last minute preparations

such as combing hair, putting books in backpacks, etc., please park in the parking lot.

Parents should not be walking their students to their classroom/locker after the first two weeks of school.

**All students will be dismissed from their classroom at 3:15.** Parents/guardians may not wait in the school lobby or halls for their students during regular dismissal times. Please meet your child outside at the designated pick-up location.

Students in grades K through 1 who do not have a sibling/carpool in middle school can be picked up at the east entrance to the school. Students in grades 2 through 5 who do not have a middle school or K-1 sibling/carpool can be picked up at the west entrance. A traffic diagram is attached to help coordinate the flow of vehicles. Please do not park along the curb and leave your vehicle during the drop-off or pick-up of your child. If you need to leave your vehicle or enter the school building, please park in the parking lot. A diagram illustrating traffic flow for after-school pick-up is included in this handbook.

### **Ride Changes**

For safety reasons, dismissal/ride changes need to be **in writing** if the person picking up your child is not their normal ride and not on their emergency pick-up list. These should be turned in to the classroom teacher(s) at the **beginning** of the day.

### **Middle School Pick-Up**

All middle school students and their siblings will be picked up at the middle school exit on Monticello Drive. All younger siblings and carpool partners in grades K-5 will be escorted to the Multipurpose Center by a school safety patrol or staff member. They will then be led outside to join their sibling/ride at the middle school pick-up area. Each group or individual student that is picked up at the middle school pick-up area must be met at the sidewalk by a parent. No student(s) will be allowed to cross the parking lot unescorted.

The outside door to our middle school can only be used as an exit. For safety reasons, if parents need to come into the school, then they must pick-up their child(ren) (so we know they are accounted for) and then park (in the Monticello or main lot) and enter the school building through the main entrance.

*Sacred Heart School will not be responsible for the supervision of children prior to 7:30 a.m. or after 3:30 p.m. Any student remaining after 3:30 will be taken to After School Care and parents will be charged our daily fee of \$14.*

### **Classroom Placement of Student Policy**

It is the professional responsibility of current grade level teachers to make appropriate student placement for the following school year. Teachers and Sacred Heart staff make student placement assignments based on their professional judgment so that each child may be afforded the optimum

educational opportunity for the coming school year. Parent requests for teacher selection are not accepted.

### **Code of Conduct**

We expect students at Sacred Heart School to exemplify Christ's teachings in word and deed. Policies and guidelines concerning behavior are directed towards the development of attitudes and actions that reflect Catholic values. The support of parents and staff, along with the constant effort of students, is vital to our success in this endeavor.

Teachers are expected to utilize a systematic approach, which enables them to set firm, consistent limits for their students, along with giving them positive support. All students will be given expectations, consequences, and positive rewards. Students must always remember that their behavior in the school building cannot interfere with or conflict with their education or the education of their classmates. All students have the right to a classroom environment that provides for optimal learning. Two areas covered by the plan include In-class Behaviors and Out-of-Class Behaviors.

### **In-Class Behaviors**

Students are required to adhere to all rules and policies as set forth by their classroom teacher. These rules will address respect and courtesy towards others as well as organization and responsibility. No behavior that hinders the educational opportunities of others or the teachers' ability to teach will be tolerated.

### **Out-of Class Behaviors**

#### **HALLWAYS:**

The following rules will apply to all students when moving through the hallways.

- All classes will travel through the hallways in a single file line escorted by their teacher.
- All students will keep their hands, feet, and other objects to themselves. In order to avoid disrupting other individuals in the building, any talking that is necessary will be done in a whisper.

#### **RECESS:**

- All students will treat others in a respectful manner and show good sportsmanship at all times. Bullying or harassing, whether verbal or physical will not be allowed. Such actions may result in the loss of recess privileges.

### Playground Rules

**The playgrounds are not to be used by non-school children between 7:45-3:30. Children may play on the playground with adult supervision only.**

- Students are not to play in the entryways to the building, on the grass in front of the building or in the flowered areas around the flag pole and statue of Mary.
- Act in a safe manner.
- No fighting, shoving, kicking, etc.
- No throwing of rocks, clods, or other objects.

-Remain in designated playground areas.

Use good sportsmanship at all times.

- Play cooperatively
- Play by the rules

Be respectful of school property.

- Students are not to climb or hang on fences, tetherball poles, or basketball goals.
- All equipment (balls, jump ropes, etc.) should be collected and put away at the end of each recess.

Be respectful of each other and the adults on duty.

- No profanity, inappropriate language, verbal taunting or harassing will be tolerated.
- Requests made by adults should be complied with promptly without excuse or argument.
- Stop all play when the whistle blows and line up immediately.

#### LUNCHROOM:

The following are some guidelines:

- Students will show respect to all adults and will comply with their requests promptly.
- All students will exhibit proper table manners at all times.
- All students will sit properly and eat facing the table. (Be respectful of the people who have to clean up after you.)
- No student will leave his or her table without asking permission.
- Students are not to take toys, games, balls, etc. with them to the lunch table.
- Students are not allowed to share or exchange food.
- All students will talk in a quiet voice.
- When directed to do so, students will dispose of their trash in a quiet, orderly fashion and then line up quietly at the door for dismissal.

Failure to follow the guidelines stated above will result in disciplinary action.

#### Restrooms

Students must obtain permission from the teacher to use the restroom. No running or playing is allowed in the restroom. Used paper towels are to be thrown in the trash can. Flush toilets after use.

#### Discipline

A primary goal of Sacred Heart School is to develop students who are self-disciplined. Students are given the opportunity for freedom and responsibility. If that freedom and responsibility is abused, he or she must learn to accept the consequences.

The basis for all rules of conduct stem from the fact that teachers have and must maintain the right to teach all students and all students have and must maintain the right to learn. Any action that interferes with this basic statement must be dealt with in an age appropriate manner.

Actions that are disrespectful or un-Christian are not acceptable at any time during the school day and will receive

immediate punishment. This includes but is not limited to the following:

- Comments/actions that are rude or hurtful to others.
- Comments/ actions that show a general disregard for authority or the education process in general.
- Inappropriate behaviors at mass or during prayer.

Actions or comments that are or can be reasonably perceived as being indecent, profane, or vulgar have no place in our school. Such actions will be dealt with severely.

Any physically aggressive behavior directed towards another individual will not be tolerated. Violation could result in immediate long-term suspension from Sacred Heart School or expulsion, depending on the severity of the offense.

#### Detentions

Students may be assigned to a detention before school, after school, or during the lunch period. Failure to report to an assigned detention may result in the student being placed in an in-school suspension.

#### Non-Compliance

A student is non-compliant if they consistently fail to adhere to Sacred Heart standards of conduct. The school may take any action deemed appropriate.

#### Outside of School Violations

Unlawful activities that occur outside of school may result in the student being suspended or expelled.

#### In-School Suspensions

A substitute teacher will be hired for students who are assigned to an in-school suspension. **Parents will be responsible for providing a check in the amount of \$90 to cover the cost of this substitute. The student will not be allowed to return to school until this payment is made.**

#### Out-of-School Suspensions

Out-of-school suspension may be used to remove a student from the school setting when that student's actions have been detrimental to the educational, moral, or physical well being of others. While on out-of-school suspension, a student's work will be made available to them so that they will be prepared to return to class after their suspension is served. **No credit will be given for any assigned work or test given during the suspension.**

Before a student is admitted back to school, a meeting will be held with the principal, parents, and teachers to develop a behavior contract for the students. Failure to comply with this contract could result in the student being removed from Sacred Heart School.

#### Expulsion

Final expulsion of a student may occur when warranted by the seriousness of a student's actions, or when the student has shown open disregard for school authority to the point that it is detrimental to the education of others.

**Immediate suspension or expulsion will result for the following offenses:**

- Possession and/or use of drugs, alcohol, or tobacco products at school or school sponsored functions.
- Possession of a weapon (any instrument used to harm another individual).

*The administration reserves the right to carry out disciplinary measures for any offense or misconduct related to school, even though not specifically listed above.*

**Student Endangerment**

If a situation arises where a student, teacher, or any other person on school premises is threatened or put in a life-threatening situation, local law enforcement officials will be contacted immediately.

**There is a written Archdiocesan Policy that mandates procedures for this action – all schools must comply with this policy.**

**Anti-Bullying Policy**

*I give you a new commandment: love one another. As I have loved you, so you also should love one another. John 13:34*

Sacred Heart of Jesus Catholic School is committed to providing a Catholic, faith filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

Definition: “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, **electronic**, or physical act: physically harms a student or damages the student’s property; has the effect of substantially interfering with a student’s education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. False reports of, or retaliation for reporting, harassment, intimidation, or bullying also constitutes violations of this policy.

**Prevention**

1. Sacred Heart of Jesus Catholic School will communicate with all students, employees, volunteers, and patrons that bullying behaviors (**including cyber bullying**) will not be tolerated.
2. Bully prevention (**including cyber bullying**) lessons will be taught regularly through counseling and classroom activities.
3. School rules are posted, and students/parents will sign the school handbook.
4. Religion classes will support the teachings of Jesus and Christ-like behaviors.

**Procedures**

1. Report of incident is made to a trusted adult.
2. The incident is reviewed, and appropriate measures are taken to correct the situation.
3. Reconciliation of students is the goal.
4. Each incident will be monitored to ensure repeat offenses do not occur.
5. If such incident reoccurs, measures taken are at the discretion of the school’s disciplinary committee and/or principal.

**Damaged Property**

Students are expected to take care of school property. If a window is broken or property is damaged by students through carelessness or malevolence, he/she will be responsible for paying the repair costs. All fees will be cleared through the principal’s office.

**Homework**

Teachers will appreciate knowing if children are having undue amounts of homework. Extracurricular activities are not an acceptable excuse for incomplete homework assignments.

**HOMEWORK POLICY**

Grades 6 - 8

It is important that students learn good study and organizational habits in order to be successful in life as well as school. The following policy will be enforced in regards to homework.

All work must be turned in at the beginning of the class period when it is due in order to receive full credit. Any work turned in before the start of school on the day following the due date will receive 50% credit. Any work turned in after the start of school on the day following the due date may receive 0% credit.

Any student who has work outstanding will not receive credit for the class until all required work is completed and turned in. (Students must complete and turn in all work even if it is for 0% credit).

Students who have excused absences from school will have 2 days for each day absent to make up their work.

**Any student who has work outstanding will not be allowed to participate in activities that take place during the school day (i.e. field trips, assemblies, and class parties).**

### Grading Scale

A report card will be issued at the end of each quarter. The following grading scale will be used for grades 3 through 8.

|            |            |              |
|------------|------------|--------------|
| 100 = A+   | 86-84 = C+ | Below 68 = F |
| 99-96 = A  | 83-78 = C  |              |
| 95-94 = A- | 77-75 = C- |              |
| 93-92 = B+ | 74-73 = D+ |              |
| 91-89 = B  | 72-70 = D  |              |
| 88-87 = B- | 69-68 = D- |              |

Kindergarten through second grade will use an outcomes-based grade card.

### Honor Roll

Students in grades 5 through 8 have the opportunity to earn honors. A student with a quarterly grade point average of 3.8 or higher and no grade lower than a C-, will earn placement on the High Honor Roll. To be placed on the Honor Roll, a student must have a grade point average between 3.0 and 3.7 and no grade lower than a C-. Grade points are assigned as follows:

|          |          |         |
|----------|----------|---------|
| A = 4.0  | C+ = 2.3 | D- = .7 |
| A- = 3.7 | C = 2.0  | F = 0.0 |
| B+ = 3.3 | C- = 1.7 |         |
| B = 3.0  | D+ = 1.3 |         |
| B- = 2.7 | D = 1.0  |         |

### Progress Reports

Progress reports will be issued at the mid-point of each quarter. These are used to inform parents of problem areas before report cards are issued. All students will receive a progress report. Progress reports are to be signed by a parent and returned to the teacher.

### Valedictorian/Salutatorian

These honors are presented to the two eighth grade students who have the highest grade point average. Grade point averages will be calculated using grades from 5th through 8th grade. Transferred grades will be honored as letter grades.

### Illness Homework Makeup

Students will be given two days for every day absent to make up homework assignments (teachers can extend the time for completion if necessary). If this schedule cannot be met, please contact your child's teacher. The student will be responsible for tests/exams on concepts presented in class during his/her absence.

**Important:** If you wish to request your child's work on a day that he/she is absent from school, please call the office before 10:00 a.m. in order for this request to be filled. The student's work will be available for pickup in the office between 2:30 and 3:30 p.m., or you may request the homework to be sent home with another student.

### Vacation Homework Makeup

Makeup work will be given upon returning from vacation if vacations are taken during school times. Students on vacation

are responsible for all work missed. Teachers are not required to provide vacation makeup work to students prior to vacation. Parents are encouraged to use school breaks for family vacations.

### Educational Field Trips

Educational field trips are scheduled by classroom teachers, through the principal, at various times during the school year. One class at a grade level, because of limited space availability, may take individual field trips. The field trip is to be a learning experience. Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students may be denied participation in a field trip if they fail to meet academic and behavioral requirements. A permission slip must be signed by a parent/guardian and returned to school. A verbal consent will not be accepted. The following will be on each permission form concerning a field trip:

*I hereby release Sacred Heart Catholic School, the Superintendent of Schools of the Archdiocese of Kansas City in Kansas, and all of its official representatives from any and all liability in case of accident or injury involving the above named student related to the school trip.*

Some field trips require transportation provided by parents. Each vehicle must be equipped with enough seat belts for each student. Parents are discouraged from bringing children under school age. Each driver must have an Archdiocese Insurance form completed and filed in the school office before leaving school property. Field trip drivers must be Virtus trained.

All students are expected to attend and to pay the necessary expenses associated with the field trip. If the field trip fee is a financial hardship, please contact the principal.

### Extracurricular Activities

Sacred Heart School participates in Kansas City CYO Sports Program for parishes in Wyandotte and Johnson counties. The athletic program is for boys and girls in grades third through eighth. Volleyball, football, basketball, and track are offered, as long as enough are interested in the program. All games and track meets are held on Saturday and/or Sunday. Practices are scheduled during the week. The Sacred Heart Athletic Board furnishes all team uniforms and necessary equipment. Boys and girls must provide their own shoes and practice clothes. A boy or girl must attend Sacred Heart Catholic School, or their parents must be members of Sacred Heart Parish. A boy or girl of another parish that is not a member of the CYO is eligible upon approval of the CYO Director. The CYO fees are announced prior to the start of the season and all fees go to the CYO office to defray expenses of programs. No fees are retained at the local level. All boys and girls competing in the CYO program must have a Parental Consent form complete and signed by parent/guardian and student, and turned in to the school office.

### Birthday Parties/Invitations/Gifts

If party invitations are to be passed out during school hours, the following guidelines must be adhered to: Either all students in their respective classroom must be invited; or, all students of the same sex in their respective classroom must be invited; and,

If only a few students are to be extended invitations, they are to be sent via U.S. mail service.

Birthday treats may be brought to celebrate the child's birthday. Please limit to a treat and/or drink. Due to safety reasons, we request treats be store bought or packaged.

### **School Counselor**

Catholic Social Services will provide a School Consultation Program, which includes the following services:

- Counseling children referred by staff or parents. If a member of the staff refers a student to the Counselor, the Counselor will notify the parent if more than two sessions are recommended.
  - Group sessions with children in like situations, i.e. divorced parents, newcomers, etc. Children will participate in group sessions only with parental permission.
  - Brief counseling with parents. Ongoing counseling would need referral to our regular counseling program in which fees would be charged.
  - Consultation with teachers, other staff, and principal.
  - In-service sessions for staff.
  - Parenting sessions.
  - Classroom sessions on special Christian Mental Health dimensions, i.e. listening, dealing with anger, fear, etc.
- The School Counselor will be available to the school two days per month during the school year.

### **Religious Activities**

Prayer experiences will be scheduled throughout the school year and will be published in the school newsletter. Parents are always encouraged to attend our all-school Mass and prayer services. Students are expected to sit with their class, and parents should sit in the general parish pews.

There will also be opportunities for penance and private confessions during the year. Prayer experiences include, but are not limited to, the following: Mass, prayer services, Stations of the Cross, Rosaries, and penance services.

Classroom teachers teach sacramental programs to students who are to receive the sacraments of Reconciliation, First Eucharist, and Confirmation.

### **Human Sexuality Formation Program**

The Archdiocese of Kansas City in Kansas recognizes that parents have the right and responsibility to teach their children about family life. Biology-based sexual education will occur at home, and it will not be part of the curriculum at Sacred Heart School.

### **School Closings**

Weather Policies for Johnson County Catholic Schools:

**Snow and Ice:** In the case of inclement weather, the notice will read **"All Catholic Schools in Johnson and Wyandotte County Will Be Closed."** Once school is in session, all classes will remain in session until the regular dismissal time. Parents/guardians who wish to pick up their child(ren) early may do so at any time by reporting to the school office and asking that the child(ren) be called from the classroom(s).

### **Emergency Evacuation**

In the event of an emergency that would necessitate the evacuation of Sacred Heart School, all students will be taken to Clear Creek Elementary School, 5815 Monticello, Ph # (913) 422-8700. Every effort will be made to contact each parent should such a situation arise.

### **Sexual Harassment Policy**

Sexual harassment is demeaning, both to the victim and to the harasser. It violates our Christian values, and it is prohibited by law under Title VII of the 1964 Civil rights Act and Title IX of the Education Amendments of 1972. Those who engage in sexual harassment could be subject to disciplinary and possibly legal action. All faculty, staff, students, visitors, and volunteers are responsible for ensuring that they are not harassed, that people around them are not harassed, and they themselves do not harass others. Sexual harassment includes, but is not limited to, the following behaviors:

- verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, or comments;
- visual contact such as derogatory and/or sexually oriented posters, photographs, cartoons, drawings, or gestures;
- physical contact such as assault, unwanted touching, blocking normal movement, or interfering with work, study, or play because of sex;
- threats and demands to submit to sexual requests as a condition of continued employment, grades or other benefits, or to avoid some other loss, and offers of benefits in return for sexual favors;
- retaliation for having reported or threatened to report sexual harassment.

What should you do if you are being sexually harassed? First, tell the harasser clearly that you don't like this behavior, it is offensive to you, and you want it to stop. If it is difficult for you to confront the harasser, ask for help from a teacher or the principal. Second, document what happened. Write down the time, place, what occurred, who was involved, and the specific behavior you found offensive. Third, report the sexual harassment to the principal if it continues.

### **Student Council**

Student Council representatives are elected in the fall by students in grades 6 through 8 for the coming school year. It is important to keep in mind the academic requirements for Student Council officers. In order to run for an office, students must have a semester grade average of C (or higher) in all subject areas and be a good role model. The student must maintain this grade average while in office.

### **Student Insurance**

Each child in Sacred Heart School (kindergarten through eighth grade) is automatically covered by a Student/Athletic Accident Program through a plan provided by the Archdiocese. The cost of this insurance is included in your tuition. This insurance plan is considered "secondary insurance." If a family has no other health insurance coverage, it will be considered as "primary insurance."

### **Student Records**

Student records are divided into three categories and kept in the following manner:

**Permanent Record Card:** This file card contains all year-end grades your child has earned at Sacred Heart Catholic School and a printout of all national standardized test scores (e.g. Iowa Test of Basic Skills). This card also contains dates of initial sacramental reception. Upon a student's graduation or school transfer, this card remains filed on a permanent basis at the school.

**Cumulative Student File:** This file contains samples of a student's work at various grade levels, report cards, teacher recommendations, standardized test profiles and any other information pertinent in aiding a student's academic growth. When a student graduates or transfers to another school, this file will be mailed on to the next school only upon written request by the office of the school the student is to attend. The student's Cumulative File will be destroyed if a request for these records is not received within one year from the date of transfer or graduation.

**Student Health File:** This file contains all information pertinent to your child's health. Results of hearing and vision screenings, immunizations records, etc., are part of this file. These records are kept, transferred, or destroyed in the same manner as cumulative student files.

All the aforementioned records are school property and must remain on school premises according to law. Parents/Guardians wishing to review these records may do so upon request through the school office.

#### **Transfer of Records Policy**

Transfer of student records, including health files, must be requested in writing by the student's receiving school. This is a Sate Law. All applicable tuition and fees must be paid in full before any student records can be transferred to another school.

#### **Textbooks**

All student textbooks are to be treated with respect and care. Hardcover textbooks are very expensive and reused from year-to-year. The student must pay for textbooks that are damaged or lost by the student during the school year. The principal will determine the cost of repair or replacement.

#### **Health & Medicine**

All medicines are to be brought to the nurse's office, where they will be kept and dispensed according to label instructions and the discretion of the school nurse. No medicines, cough drops, etc. may be kept in the classroom or in lockers.

#### **Prescription Medications:**

School personnel must have parent consent and a physician's order via the Prescription Medication Request and Permission Form to dispense prescription medications. The medication is to be brought to school in the original container appropriately labeled by the pharmacy.

If it is necessary for a student to retain possession of medication (i.e. inhalers), this must be discussed with the school nurse, requested in writing via the For Inhaled Medications Form, and approved by your child's physician. No prescription medication will be dispensed unless these conditions have been met. This is a Kansas State Law.

#### **Non-Prescription Medications:**

School personnel must have parent consent and a physician's order via Non-Prescription Medication Request and Permission Form to dispense non-prescription or "over-the-counter" medications. This includes but is not limited to Ibuprofen (Advil, Motrin), Acetaminophen (Tylenol), cough syrups, cough drops, Neosporin, and hydrocortisone cream. No non-prescription medication will be dispensed unless these conditions have been met.

#### **Student Illness**

##### **School Health Policy for Students Who are Ill**

When a student has a temperature of 99.6 degrees or higher, he/she will be sent home from school. The student must be fever-free (99.5 degrees or below for 24 HOURS without Tylenol or Advil/Motrin) before returning to school.

Also, if the student is ill with vomiting or diarrhea, please keep him/her home until these symptoms are not present for 24 HOURS.

\*\*\*Report any contagious diseases (strep throat, pink eye, chicken pox, etc.) to the nurse or school office as soon as your child is diagnosed.

Following these guidelines will help us keep all students, faculty and staff members healthy—thank you!

#### **Dress Code Policy**

Uniforms are required for kindergarten through eighth graders. At Sacred Heart we feel that our dress code reinforces community and our commitment to the ideals of Catholic education.

*\*Any students not in compliance with dress code will be offered appropriate clothing from our extra supply, and parent will be notified.*

All clothing should be neat and clean, pressed (when necessary) and conform to the following code:

##### **Boys' Uniforms**

**Shirts** - Only white polo shirts, short or long-sleeved, with a collar may be worn. (No trademarks). Shirts must be tucked in at all times. Only solid white T-shirts or turtlenecks may be worn under the uniform shirt. In addition, boys in grades 6 through 8 may also wear white button-down oxfords.

**Slacks** - Boys' slacks must be navy blue. No corduroys, denim type, drawstring, flared legs or slacks with pockets on the legs are allowed. Belts (plain black only) are required for boys in 3rd through 8th grade. Navy uniform shorts may be worn April 1st through October 30th. The length of the uniform short should be at knee level.

##### **Girls' Uniforms**

**Shirts** - Only white polo shirts, short or long-sleeved, with a collar may be worn. (No trademarks). Shirts must be tucked in at all times. Only solid white T-shirts or turtlenecks may be

worn under the uniform shirt. In addition, girls in grades 6 through 8 may also wear white button-down oxfords.

**Skirts/Jumpers** - Girls in grades Kindergarten through 4th grade wear plaid uniform jumpers. Girls in grades 6th through 8th can wear plaid uniform skirts. 5th grade is a transition year in which girls may choose either uniform. Grades K-8 may also wear the uniform skirt. **All uniforms must be knee-length.**

**Slacks** - Girls' slacks must be navy blue. No corduroys, denim type, drawstring, flared legs or slacks with pockets on the legs are allowed. Navy uniform shorts, to knee level, may be worn April 1st through October 30th. Plain black belts are required for grades 3-8 if the pant or shorts have belt loops.

### **Boys' and Girls' Uniforms**

**School sweatshirts** - All students may wear the maroon school-uniform sweatshirt over a white uniform shirt. Uniform "hoodie" sweatshirts may only be worn by students in grades 6-8, and should be worn over a white uniform shirt.

**Footwear** – Boys and girls will be allowed to wear solid white or navy color socks. Socks cannot contain any trademarks or striping and must cover the ankle. Girls may wear white, navy, or black tights during cold weather. Girls may also wear navy leggings that reach the ankle and have a plain hem (no lace/scallops, etc.). Sweats or jeans are not allowed to be worn under uniform skirts.

Plain white or black athletic/tennis shoes or rubber soled dress shoes are preferred footwear for all boys and girls. Socks must be worn with all shoes. No flip-flops, sandals, platforms, foam shoes, or snow boots are allowed. Acceptability of shoe styles will be at the discretion of the school staff and Principal.

### **School Theme Days**

Students are allowed to wear the Sacred Heart school theme T-shirt and jeans or uniform pants/bottoms on the same day that a PTO meeting is scheduled. Theme T-shirts should be worn tucked in.

### **Out of Uniform Days**

Out of uniform days will be scheduled periodically during the year. These days allow students to dress casually, but still be dressed in a manner that expresses good taste. Students may wear jeans (no holes!), casual slacks, or walking shorts to the knee (April through October). Athletic shorts, sweat pants, and excessively baggy pants are not acceptable. Students may wear a **nicer** casual shirt or an appropriate sweatshirt or sweater. Girls may wear a **knee length** denim or casual skirt. Socks must be worn at all times. The policy for footwear will be the same as stated above. Acceptability of appropriate attire is at the discretion of the school staff and Principal.

### **School Field Day and Middle School P.E. Class**

Student dress should be appropriate for the weather and athletic nature of the event. Students may wear jeans or shorts (including athletic shorts) that **reach the knee**. Appropriate

T-shirts may also be worn. The policy for footwear will be the same as stated above.

### **Middle School House Competition Days**

Students are allowed to wear their House T-shirt and jeans.

### **8th Grade Graduation**

Students are expected to wear appropriate dress clothing to all 8th grade graduation activities. Girls' skirts/dresses should be knee-length at minimum. Blouses and dress tops should be moderate and discreet.

### **Grooming and Appearance Policy**

**Boys** - Hair length must be neat and trimmed short enough to be off the collar and above the ear. Moderate hair styles only. Facial hair or unnatural hair dyes are not allowed.

**Girls** - Moderate hair styles only. Unnatural hair dyes are not allowed.

**Any student who comes to school with inappropriate hair may be suspended out of school until it is no longer of a distracting type.**

**Make-up/Jewelry** - Make-up is not allowed. This includes eye make-up, blush, and lipstick/lip gloss and all "glitter" products (for face and body). Only clear, colorless nail polish is permitted.

Girls may wear only pierced earrings (no clip on style) that are close to the earlobe. Dangling or hoop earrings are not allowed for safety reasons. Boys are not allowed to wear earrings. No body piercing or tattoos are allowed. Other jewelry may be worn in moderation. Jewelry that is deemed excessive or distracting by the principal or classroom teacher must be removed at their request.

*\*Any dress code issues not specifically mentioned above will be handled at the discretion of the principal.*

### **Cell Phones, Electronic Games, Radios, MP3, iPods, Skateboards, Scooters, Roller Blades, Laser Pens, Toys, Role-playing cards (Pokemon, Yugio, Bakugan, etc.)**

Students are not allowed to bring any of the above items to school unless requested for a school project. Students with these items may have them confiscated and parents will be required to pick up the item at the front office. Detentions will be assigned for repeated offenses.

### **Snacks**

Snacks may be permitted by classroom teachers. All snacks are expected to conform to the Kansas Wellness Program standards. They should be healthy food in reasonable portions. If you have any questions about what is/is not healthy, please contact Nurse Carol or your child's teacher.

Whether the snack is intended for an individual student or an entire class, it should be healthy: not too much sugar, not too much salt. Please avoid snacks with peanuts, as our classrooms are "peanut free zones" to ensure the safety of children with food allergies.

Students should never share their personal snacks with friends, as many students have a variety of food allergies.

### **Photography/Publication**

Unless notified of otherwise in writing, Sacred Heart of Jesus Catholic School assumes permission to photograph/videotape all enrolled students and to publish this material as deemed appropriate.

### **Technology**

Sacred Heart School has an acceptable use policy and Archdiocesan policy requires that parents and students return in writing their agreement to the terms and conditions of computer and Internet use.

#### **Acceptable Use Policy for Computers**

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. It is a general policy that all computers used through Sacred Heart School are to be used in a responsible, efficient, ethical, and legal manner.

The use of computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty and staff may deny, revoke, or suspend user accounts at any time. The System Administrator will deem what is inappropriate use and may close an account as required.

All students are expected to abide by basic rules of computer etiquette. These include but are not limited to the following:  
Be polite

- Use appropriate language
- When you cut or copy computer files, always cite your source.
- Keep all computer areas clean and free of food and drink.
- Never use a computer to harm other people, or enter into their files.
- Treat computer hardware or software with respect.
- Do not give out personal information.

Failure of students to adhere to computer policy and guidelines for the use of Sacred Heart computers, as described below, will result in the loss of individual access privileges. Unacceptable uses of computer hardware and software are:  
-Copying commercial software in violation of federal or international Copyright laws.

- Using profanity, obscenity, or other language that may be offensive to other users.
- Using Sacred Heart's computer network for commercial gain or illegal activity.
- Users giving their password to another user.
- Unauthorized inspection, alteration, deletion, publication, copying, or tampering with files.
- Use or downloading of any software, online service, or other media, without the permission from the supervising teacher or network administrator.
- Removal of any piece of Sacred Heart's computer equipment, hardware or software, from its designated place, without permission.
- Intentional access of an inappropriate web site.

These rules will apply:

- Students will follow teacher-directed procedures at all times.
- The person to whom an account is issued is responsible at all times for its proper use.
- Vandalism will result in the cancellation of all privileges. Vandalism is defined as a malicious attempt to harm or destroy data of another user, computer, or network attached to the Sacred Heart computer network.

#### **Internet Chat-Rooms, Blogging, Etc.**

Deliberate defamation of others is not consistent with Christian values. Therefore any student who deliberately defames another person will be held accountable. Consequences may include disciplinary probation, suspension, or expulsion from Sacred Heart.

All terms and conditions as stated in this document are applicable to Sacred Heart School. These terms reflect the agreement and understanding of all parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Kansas and the United States of America.

**Before students will be allowed to use Sacred Heart's computers, this document must be read and a signed agreement must be returned to the school. Students and parents are responsible for any monetary expenses incurred by intentional or negligent damages to computer hardware or software caused by the students.**