



# *Sacred Heart of Jesus* *Catholic School*

Preparing Minds for the Future... Souls for Eternity

## ***Parent/Student Handbook 2017-2018***

### **Archdiocese of Kansas City in Kansas**

**Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration of its students.**

### **Vision Statement**

***“PREPARING MINDS FOR THE FUTURE...  
SOULS FOR ETERNITY”***

### **Mission Statement of Sacred Heart of Jesus Catholic School**

***Sacred Heart of Jesus Catholic School, in cooperation with parents and the parish community, is dedicated to enriching the lives of students. Through living the gospel, we foster a community of Christian stewards who maximize their potential spiritually, academically and socially.***

### **SCHOOL THEME 2017-2018**

**Increase, Decrease-Make Room for Jesus**

(Revised 7/2017)



# Sacred Heart of Jesus

Catholic School

Preparing Minds for the Future... Souls for Eternity

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# Sacred Heart of Jesus

## Catholic School

Preparing Minds for the Future... Souls for Eternity

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## SCHOOL HOURS

School Day: 7:55 a.m.-3:20 p.m.

School office: 7:40 a.m.-4:00 p.m.

K-8 Arrive: 7:30 a.m.-7:55 a.m. (before school care starts at 7:30 a.m. in gym)

K-8 Dismissal: 3:20 p.m.-3:30 p.m.

After School Care: 3:20 p.m.-6:00 p.m.

*Sacred Heart School will not be responsible for the supervision of children prior to 7:30 a.m. or after 3:30 p.m.*

**SPECIFIC ARRIVAL AND DISMISSAL INFORMATION LISTED ON PAGE 14.**



## Sacred Heart Faculty and Support Personnel

Pastor	Fr. Patrick Sullivan	frpat.sullivan@shoj.org
Associate pastor	Fr. Dan Morris	frdan.morris@shoj.org
Principal	Mrs. Maureen Engen	maureen.engen@shoj.org
Student Improvement Specialist	Mrs. Rhonda Befort- Rowcroft	rhonda.befort@shoj.org
Administrative assistant	Mrs. Cindy Weimer	cindy.weimer@shoj.org
Parish operations director	Mrs. Julie Krause	julie.krause@shoj.org
After school care director	Mrs. Andrea Meidinger	andrea.meidinger@shoj.org
Kindergarten	Mrs. Laurie Macan	laurie.macan@shoj.org
Kindergarten	Mrs. Mary Miller	mary.miller@shoj.org
First Grade	Mrs. Jenifer Gardner	jenifer.gardner@shoj.org
First Grade	Mrs. Emily Mast	emily.mast@shoj.org
Second Grade	Mrs. Kelly Russell	kelly.russell@shoj.org
Second Grade	Ms. Haley Thacker	haley.thacker@shoj.org
Third Grade	Ms. Annalise Moffitt	annalise.moffitt@shoj.org
Third Grade	Mrs. Christine Lyons	christine.lyons@shoj.org
Fourth Grade	Ms. Katie Muller	katie.muller@shoj.org
Fourth Grade	Ms. Lauren Turner	lauren.turner@shoj.org
Fifth Grade	Mrs. Mary Beth Summers	marybeth.summers@shoj.org
Fifth Grade	Mrs. Andrea Meidinger	andrea.meidinger@shoj.org
Sixth Grade HR ( MS Math, Science)	Mrs. Ami Barragree	ami.barragree@shoj.org
Sixth Grade HR (ELA, Social studies)	Mrs. Peggy Kelly	peggy.kelly@shoj.org
7 <sup>th</sup> Grade HR (7-8 <sup>th</sup> grade ELA)	Ms. Sarah Rajewski	sarah.rajewski@shoj.org
7 <sup>th</sup> Grade HR (6-8 <sup>th</sup> Social studies)	Mrs. Meghan O'Dowd	meghan.odowd@shoj.org
8 <sup>th</sup> Grade (Middle school math)	Mr. Derek Cochran	derek.cochran@shoj.org
8 <sup>th</sup> Grade HR (7-8 <sup>th</sup> Religion)	Mr. Mark Schneider	mark.schneider@shoj.org
8 <sup>th</sup> grade HR /Science/6 <sup>th</sup> gr. religion)	Ms. Katie Watson	katie.watson@shoj.org
Art	Ms. Brittni Jakuboski	brittni.jakuboski@shoj.org
Facilities director	Mr. Tim Marino	tim.marino@shoj.org
Janitor	Mr. Dave Fithian	dave.fithian@shoj.org
Learning Resource-reading specialist	Mrs. Kathleen Coup	kathleen.coup@shoj.org
Learning Resource-math specialist	Ms. Sarah Hart	sarah.hart@shoj.org
Learning Resource (T-Th))	Mrs. Jennifer Diel	jennifer.diel@shoj.org
Learning Resource support (M-F)	Mrs. Kim Dreiling	kim.dreiling@shoj.org
Learning Resource support (T-Th)	Mrs. Carol Tepper	carol.tepper@shoj.org
Learning Resource support (M,T,F)	Mrs. Kathleen Hess	kathleen.hess@shoj.org
Learning Resource support (M-F am)	Mrs. Pam Staab	pam.staab@shoj.org
Library	Mrs. Meghan Magistro	meghan.magistro@shoj.org
Lunchroom	Mrs. Angie Boone	angie.boone@shoj.org
Music	Ms. Molly Vogt	molly.vogt@shoj.org
Nurse	Mrs. Carol Farnsworth	carol.farnsworth@shoj.org
Physical Education	Mr. Thomas Harrison	thomas.harrison@shoj.org
Technology director	Mr. Ben Chapman	ben.chapman@shoj.org



## 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 at Sacred Heart Catholic School, I am blessed to have the opportunity to be educated both spiritually, humanly, and academically. I understand that my parents have made the prayerful choice to send me to Sacred Heart School because of their love and concern for me. I also understand that Sacred Heart of Jesus Catholic School seeks to uphold high standards of moral and ethical behavior. The school considers it a high priority in order to help me become a well formed human being in all areas of my life. I understand that this will help me become the respectable young person that God and my parents call me to be, and will help me better succeed in the world, both now and when I get older. I also understand that my parents expect from the school and its personnel assistance in properly forming me in matters, especially in matters of spiritual and human formation. Understanding the importance of proper behavior as determined by the school, I also realize there may be consequences to any inappropriate actions of mine as deemed so by the school. I realize that my parents need to assist me in understanding this covenant and the language used in it. I realize this is extremely important and comes with a great amount of responsibility on my part. In order to show my cooperation, support and gratitude for the time and energy Sacred Heart School and my parents expect from me, I will:

- Respect myself by always doing my best and by assuming complete responsibility for my actions.
- Learn and abide by all behavior expectations stated in the Virtuous Behavior Formation Plan.
- Come to class in approved uniform with required supplies, and be ready to learn.
- Be honest. Do my own work.
- Recognize the sacrifices my parents make to provide me with a Catholic education and thank them both in word and action.
- Be a good and holy example for all other students each day.
- Respect my elders; to include, but not limited to, all staff at the parish and school.
- Ask for help if I am struggling or uncomfortable in any way-with academics, relationships, teachers, parents or particular situations.
- Understand that I am human and make some mistakes and or sin. I realize if I'm honest with myself and own them, I will learn and grown from my mistakes.
- Seek forgiveness from Jesus and anyone I may hurt from my actions; strongly considering the Sacrament of Reconciliation.

### **PARENT COVENANT:**

I understand that we are the primary educators of our children in instilling the Catholic faith and morals; therefore, we teach our children best our own example of responsibility, reverence, and respect. I also understand that Sacred Heart School serves as a secondary means in the human and faith formation of my child. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic School. I also trust and support them, along with all staff and personnel of the school, to have my child's best interest at heart. With that in mind, I fully expect the staff and teachers to deal appropriately with my child in matters that may involve helping them in human formation (morals and ethics), as well as disciplinary action. In order to show my cooperation, support, and gratitude in shaping my son/daughter to be the best person they can be, I will:



- Set a good example in my own speech and behavior.
- Ensure that we pray daily as a family and attend Mass on weekends and Holy Days of Obligation.
- Have my child to school on time with necessary supplies and in compliance with the school dress code.
- Not tolerate vulgar, disrespectful, bullying, violent, or aggressive behavior or language from my child.
- Show respect for my child's teacher and any other adult in authority in all situations.
- Never be dishonest in order to protect my child from consequences of his or her behavior.
- Consult with my child's teacher to get all details before accepting my child's version of a story.
- Offer my child academic guidance and support at home, but make sure all projects and assignments fairly represent my child's own work and ideas.
- Help dispel rumors by going through the proper channels when I have a problem.
- Make an appointment via email or phone call to converse with my child's teacher(s), or the principal.
- Directly supervise my child at all times while attending events at Sacred Heart.
- Fulfill my tuition obligations in a timely manner.
- Follow the school's rules, calendars and deadlines, and expect my child to do the same.
- Keep the school informed of special needs of my child.
- Explain fully the *Parent/Student handbook* to my child, placing special emphasis on helping my child understand the *Sacred Heart Student Covenant* on page 3 and the *Conduct expectations* on page 13-16.
- Understand and support the policies in the *Sacred Heart Parent/Student handbook*, even if I may not agree with all policies.

### **TEACHER COVENANT**

As a teacher at Sacred Heart of Jesus Catholic School, I accept the responsibility of cooperating with parents in the spiritual, human, and academic development of their children. I understand that my mission is to form Disciples of Christ. I understand that parents make a prayerful choice to send their children to Sacred Heart School with expectation I will partner with them in their child's education. I understand the expectation that I will conduct myself in a manner consistent with the doctrines and moral standards of the Catholic Church in and out of the school environment. I understand that first and foremost, I am a catechist regardless of my teaching assignment. I understand that the canonical authority for Sacred Heart School rests with the pastor and the pastor consults the principal. I understand that the principal is my direct supervisor. In order to show my cooperation, support, and gratitude in shaping my students to be the best people they can be, I will:

- Make extra efforts to pray with my students, listen to them, and ultimately know them on a personal level.
- Be respectful of my students and require they show proper respect to me and all other people while under my supervision.
- Model and teach the VBF behavior expectations, including rewards and consequences.
- Plan well and be prepared for class every day by adapting lessons and instructional methods to facilitate individual student need.
- Challenge and engage my students every day by communicating educational goals as outlined in the Archdiocesan Catholic School Curriculum.
- Keep my students safe from harassment of every kind by establishing and enforcing clear and effective classroom routines.
- Develop in my students the necessary skills needed to be their own advocates, to accept their gifts and learn to tolerate differences.
- Be respectful to the parents of my students, develop good communication with them, and continue to build trusting relationships.



- Show respect towards fellow staff, solving all differences in a peaceful and professional manner.
- Never discuss the behavior or performance of an individual student with other students, or with anyone not involved with the student's formation.
- Supervise students at all times, especially, but not limited to: hallway, restroom, breaks, recess, and lunch duty. Keep students from roaming halls, entering the office, or faculty lounge.
- Collaborate with the administration and resource team in plans and interventions to meet student needs.
- Participate in ongoing spiritual and professional formation.
- Accept and convey both the religious, human, and educational goals of Sacred Heart Catholic School.
- Abide by and enforce all Sacred Heart policies and procedures, even though I may not agree with them.

### **ADMINISTRATOR COVENANT**

The focus of Catholic schools will always coincide with the Church's mission to form individuals in the image of Christ.

The most important outcome for an administrator is to come to know and love Jesus Christ and His Church in order to serve Him and others. To this end, the principal and any administrator will:

- Develop, understand, communicate, and protect the mission of the school and cultivate an environment in which all members of the school community can grow in their faith.
- Develop and sustain a healthy working relationship with the pastor, school, and parish staff.
- Conduct themselves in a manner consistent with the teachings and moral standards of the Catholic Church
- Model Christian ideals for teachers, students, and parents/guardians.
- Supervise the instruction provided to students; maintain an atmosphere conducive to learning.
- Create opportunities for, and participate in, spiritual and professional formation.
- Provide leadership in curriculum instruction, assessment, inclusion and ensuring a culture of diligent achievement.
- Provide leadership for staff development planning, as well as regular staff meetings.
- Provide implementation for enrollment growth and retention planning that results in extending Catholic education into the future.
- Develop collegial relationships, particularly with other Catholic school leaders, and contribute positively to the broader educational community.
- Help develop local procedures and policies; implement Archdiocesan policies and governmental requirements; and maintain school accreditation.
- Prudently manage the school by identifying personnel needs, supervising and making decisions regarding staffing, employment and contract renewal for all employees.



## School Policies and Procedures Academics

### Curriculum with Catholic Infusion

The core course of study for all grades at Sacred Heart Catholic School includes Religion, Mathematics, English, Language Arts, Science, and Social Studies. The specials are: Art, Technology, Library, Music, Physical Education, and Spanish. The curriculum meets the standards and requirements of both the State of Kansas and the Archdiocese of Kansas City in Kansas. Special emphasis is placed upon teaching Religion and infusing Catholic teachings, prayer and actions into every subject area and activity.

### Grading Scale

Grades are one of the many ways teachers have to communicate academic progress by students. Kindergarten-2<sup>nd</sup> grade do not use letter grades, rather outcomes based grade cards. The grading scale used by Sacred Heart is the same as that which has been recommended by the Archdiocese.

A 100-94	<u>Kindergarten through 2<sup>nd</sup> Grade</u>
B 93-87	+ Consistent performance
C 86-75	S Satisfactory progress being made
D 74-68	I Needs improvement
F 67-Below	

### Accreditation

AdvancEd, an international accrediting agency that accredits school across the world, including colleges and universities, accredits all schools in the Archdiocese of Kansas City in Kansas. The process of AdvancEd accreditation requires Sacred Heart to demonstrate, in addition to academic achievement, fidelity to mission. Thus, our school must provide evidence of Catholicity throughout all school operations and activities.

All schools in the Archdiocese maintain state accreditation in order to elevate both the actual quality and perceived quality of our schools. We have found Kansas to be very respectful of our Catholic approach to education in which our teachers use educational resources that are relevant to the given grade, skill, content and most importantly, support the teachings of the Catholic Church.

### Homework

The school day is too short to provide a student the practice necessary to master the various skills each child must learn. Therefore, all children are expected to spend some time each afternoon or evening engaged in learning at home. As a general rule, a child should have 10 minutes of homework per their grade level. For example, a 2<sup>nd</sup> grader would have an average of 20 minutes of homework, and a 5<sup>th</sup> grader would have an average of 50 minutes of homework. Some students may require more or less time, depending on their ability level and the nature of the task at hand. The homework material should reinforce what has been taught at school. Parents are responsible for providing a home environment conducive to such learning and encouraging their children to develop regular home study habits.

### Late or Missing Homework

Any work turned in after the due date may receive partial to zero credit. Each classroom teacher will explain their late work policy to students at the beginning of the school year. Any student who has outstanding work may not receive a final grade 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. (**Vacations are considered unexcused absences**). Students making up missed assignments must consult the teacher for guidelines and dates for completion of work. Parents whose children are absent due to a prolonged illness are encouraged to contact the school for homework assignments.





## School Policies and Procedures, Academics cont.

### Requesting Homework

If you wish to request your child's work on a day that he/she is absent from school, please contact the school before 10:00 a.m. in order for this request to be filled. You may email the teacher or call the office to leave a message on the teacher's voice mail. You may also check the class website for homework if you have a middle school student. Please indicate whether you will pick up the child's homework in the front office at 3:15, or if you wish it to be sent home with another student. (Give the student's name and which class he/she will be in at the end of the day.)

### Progress Reports

Progress reports will be issued at the mid-point of each quarter. Each homeroom teacher will inform parents of midterm grades. Progress reports are used to inform parents of success and/or problem areas before report cards are issued. All student progress will be available electronically via the school portal. Progress reports are to be signed at the request of the teacher.

### 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 Principal's Honor Roll. To be placed on the Red and White 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:

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

### Assessments

Sacred Heart School uses a variety of assessments including nationally normed tests: MAPS (Measure of Academic Progress) Dynamic Indicator of Basic Early Literacy and Math Skills (DIBELS), Standardized Testing and Reporting (STAR), and the Assessment of Catechesis and Religious Education (ACRE). In addition, all schools in the Archdiocese of Kansas City in Kansas take the Kansas assessments. We monitor results carefully to make sure that all students are achieving to their fullest potential including those naturally accelerated as well as those who need extra support. Teachers use assessment results to adjust instruction in order to meet our students' academic and faith needs.

### 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. Kansas assessments). 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 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, immunization 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.



## School Policies and Procedures, Academics cont.

### **Student Needs:** Students with learning disabilities, emotional/behavior issues, or other special concerns

Sacred Heart School makes every effort to serve students with a variety of needs, including attention, learning, emotional, accelerated students, and behavioral issues. The school works to accommodate these special needs by utilizing resources available at the school resource center, through certified special education teachers, Archdiocesan Perfect Wings Programs, or through the DeSoto School District. The school provides educational support to all students that need extra resources through a Multi-Tier Systems of Supports (MTSS), which is a part of the daily class schedule.

### **Student Intervention Team Process (SIT)**

Sacred Heart School is committed to meeting the needs of all students. The goal of this team is to develop interventions and strategies to assist students to be successful at school.

A student who is struggling in school will be referred to our STUDENT INTERVENTION TEAM (SIT). This team consists of a special education teacher, the student's homeroom teacher, one-two classroom teachers, parents, and the principal. Parents are invited to participate in the SIT meetings.

### **Educational Field Trips**

Classroom teachers, through the principal, schedule educational field trips 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 fieldtrip:

*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.*

Due to safety concerns busses will be the preferred mode of transportation. Some field trips require transportation provided by parents. The driver of each vehicle must complete the required paperwork and have enough seatbelts for every passenger. 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.

### **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.

### **Promotion-Retention**

There are many factors to consider before a decision is made to promote or retain. The teacher, in consultation with the administration, parents, and resource teachers, will consider testing results, academic achievement, study habits and overall maturity. Based on these and other factors, the decision to promote or retain will be made by the school.

### **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 are opportunities for penance and private confession during the year. Prayer experiences include, but are not limited to the following: Mass, Prayer services, Stations of the Cross, Rosaries, Adorations, Benediction, and Penance services.



## ADMISSIONS AND ENROLLMENT

### Admission Policy for New Students

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 who are living a stewardship way of life by:
  - Family attendance and participation at Mass.*
  - A time and talent commitment to at least one parish ministry.*
  - Sacrificial giving of their treasure to support the parish's general operating budget.*
3. Students of non-active registered Sacred Heart parishioners.
4. Students whose parents are active members of other parishes.
5. Students of non-active registered parishioners of other parishes.
6. Students of non-Catholics.

### Parent Cooperation as Condition of Enrollment

The education of a student is a partnership between parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken. Archdiocesan procedures and protocols will be followed.

### 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 students are required by the State to be vaccinated against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis (DPT), Hepatitis B, and Varicella.

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 upon entering any Kansas school for the first time. The students are also required to have a physical examination.



## **Enrollment Timeline**

Re-enrollment of current students and their siblings for the 2018-2019 school year will take place in February. Enrollment begins with a parent meeting- "Celebrate Sacred Heart"- held the day before enrollment opens. Re-enrollment will be conducted the first two weeks of February. Open enrollment will begin mid-February 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 (subject to change for the 2018-2019 school year)**

A non-refundable enrollment fee of \$175 per student is assessed as well as a \$100 per child technology fee with a \$200 per family technology fee maximum. All fees 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 and Payment Options 2017-2018 (subject to change for the 2018-2019 school year)**

K-8 tuition for the 2017-2018 school year is set as follows:

- **1 student: \$3,345.00**
- **2 students: \$5,695.00**
- **3 or more students: \$7,445.00**
- **Out of Parish: \$5,800.00 per student**

Sacred Heart Catholic School will NOT have a mandatory fund-raiser for the 2017-2018 school year.

## **Qualifying for In-parish Tuition**

In order to qualify for in parish tuition at Sacred Heart, each family must be a registered and active parishioner. As a school family you have a unique role in that as Christian Stewards you are called to not only support our parish through sacrificial giving but also support the school through tuition. Both of these components are necessary to provide an outstanding education for your child. Tuition alone does not make up the total cost of educating your child. Currently the per-pupil cost is \$5,800. Part of the \$5,800 comes from your tuition while the other part is subsidized by all Sacred Heart parishioners' sacrificial giving. Your continued sacrificial giving is vital towards the continued success of Sacred Heart School. As a Christian you are called to a life of stewardship. Stewardship is defined as the grateful response of a Christian disciple, who recognizes and receives God's gifts and shares these gifts in love of God and neighbor. Many times families ask what their giving amount should be and by setting a target number, it may not reflect a sacrificial gift for all. As a family you should prayerfully consider how you contribute to Sacred Heart Parish so that our entire community can benefit from the seeds that are sown as Disciples of Christ.

## **Financial Assistance**

Monies are available for tuition assistance. Families desiring financial assistance must first apply on-line through FACTS. Families should call FACTS directly at 866-441-4637 for assistance in completing the application. FACTS will give all information to the school's pastor so financial aid awards can be determined. The family will be notified of financial aid via the principal.

If a family is experiencing financial hardship, it will be the individual family's responsibility to meet with the principal to make alternate arrangements for the fulfillment of their financial responsibility to Sacred Heart School. No child will be denied an education strictly because of financial hardship. However, if payments are not received, and arrangements are not made to complete payment or establish an alternative compensation, families will not be permitted to enroll their child for the following semester or school year until the outstanding agreed upon balance is paid in full.

All information regarding financial assistance will be held in the strictest confidence.



## Payment Options

Families must sign up for tuition payments through FACTS a third party billing and collection service.

Current families will be automatically enrolled in FACTS. The enrollment fee will be billed by FACTS and due upon receipt in order to activate your family's account.

**New families are required to complete a FACTS form and return to the office with enrollment fee included.**

In order to meet your family needs, you are able to choose a variety of payment options offered through FACTS. There could be fees assessed depending on the option you choose. For assistance with tuition payments please contact Cindy Weimer in the school office at 913-422-5520 X 201 or email at [cindy.weimer@shoj.org](mailto:cindy.weimer@shoj.org)

## Class Placement

Placement of children in classes is varied each year. Parents may fill out a consideration form to be mailed out in April; however, a parent request for a specific teacher is not accepted. The principal and teacher approve final placement of children. Considerations are male-female ratio, balance of learning styles, individual academic and student needs.

## Non-Discrimination

The Catholic Schools of the Archdiocese of Kansas City in Kansas welcome students of every race and admits them to all rights, privileges, programs and activities generally made available to student in these schools. The school principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color or national origin) among students, faculty, staff, and volunteers in the school and in school sponsored activities.

## 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 State Law. All applicable tuition and fees must be paid in full before any student records can be transferred to another school.

# ATTENDANCE

## Tardiness

School begins at 7:55 a.m. A child arriving after 7:55 a.m. is tardy and must first report to the school office before going to their classroom. Disturbing classes by coming in tardy interrupts the class, which is already engaged in the class business of the day. Tardiness will be monitored by the principal, and excessive tardiness may result in discipline action. Tardiness in middle school may affect the student's religion grade.

## Absences

In order to report a student's absence from school, parents are to call the school office at 913-422-5520 prior to 8:30 a.m. or email the attendance line at [attendance@shoj.org](mailto:attendance@shoj.org). Parents may also email their child's teacher.

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 Sacred Heart administration sees that a student has excessive absences (more than 5 per semester) parents will be notified and efforts made to remedy the situation.

The school requests that when your child is absent three consecutive days because of illness, the parent/guardian get a doctor's permit for your child to return to school. If you contacted the doctor's office by phone regarding the illness, a note from the doctor's nurse about your consultation will suffice.

Sacred Heart School reserves the right to dismiss, retain in the current grade or assign summer school to any student with excessive unexcused absences. **By law, students are only allowed seven (7) unexcused absences per school year.**

## ATTENDANCE CONT.

### **Vacations and Non-emergency Appointments**

School attendance is vital to student achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. When students attend school, they perform better in their expected faith and academic duties. It is our responsibility to teach students the importance of attendance now so they are prepared for the future. Parents and guardians are responsible for ensuring that their children go to school.

***Sacred Heart school asks that you plan family vacations for non-school days only. Sacred Heart school requests that parents/guardians schedule non-emergency medical and dental appointments after school hours.***

Vacations taken during scheduled school days and non-emergency medical and dental appointments are considered an unexcused absence. Unexcused absences could negatively affect the student's grade. (If a child leaves town for a family emergency/situation, that is considered excused as long as it is communicated to the principal.) Students leaving for vacation and/or sporting event for more than (1) day must complete the absentee form provided to them by their homeroom teacher. **Any vacation taken during the school year must be communicated by the parent/guardian to the principal prior to departure. Students in grades 6-8<sup>th</sup> who leave on a vacation and/or sporting event for more than (1) day must complete the required form given to the student via their homeroom teacher.**

### **Missing Work Due to Unexcused Absence**

Teachers do not prepare work in advance for students who will be absent due to non-emergency appointments and/or vacations. Teachers are not responsible for teaching the material covered while a student is gone with an unexcused absence. This becomes the responsibility of the parent/guardian. Upon return of the student, the teacher will discuss missed assignments, decide upon a completion deadline, and credit allowed.

### **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. Students must return to the office to sign back in before returning to the classroom.

### **After School Care**

Sacred Heart School offers an after school care program until 6:00 p.m. the days that school is in session. The cost of after school care is: \$15 for first child; \$11 for second; \$9 for the third child, and \$7 for the fourth child. The enrollment fee is a yearly one-time charge of \$35 dollars per family which is non-refundable.

Parents who wish to enroll their child in after school care should contact the director of After School Care, Andrea Meidinger: [andrea.meidinger@shoj.org](mailto:andrea.meidinger@shoj.org). Children are permitted to come to after school care on an as-needed basis. Note that after school care is not in session on "No School" days, or early release days. Also, any child who is not picked up from school by 3:30 p.m. will be sent to after school care where the daily fee of \$15 will be charged.



## ARRIVAL AND DISMISSAL PROCEDURES

### **Arrival Procedure K-8 Arrival**

Front doors and primary wing doors of the school will be unlocked at 7:30 a.m. for drop off. Students may not enter building by the gym doors or middle school doors. 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 7:50 a.m. should report to the Multipurpose Center (gym). Students arriving between 7:50 a.m. and 7:54 a.m. 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 are not permitted to walk their students to their classroom/locker after the first two weeks of school.**

### **Dismissal Procedures**

**All students will be dismissed from their classroom at 3:20pm**

**Parents/guardians may not wait in the school lobby or halls for their students during regular dismissal times.**

Please can 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 (by flag pole) 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 (main office door) entrance. (A traffic diagram is attached in the calendar/directory handbook). 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. Current Sacred Heart students are forbidden from driving on school property at any time.

### **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 Dismissal**

All middle school students and their siblings will be picked up at the middle school exit on Monticello Drive. A school safety patrol and/or staff member will escort all younger siblings and carpool partners in grades K-5 to the Multipurpose Center. They will then be led outside to join their sibling/ride at the middle school pick-up area. If not picking your student up in the car line, individual students or groups must be met at the sidewalk by a parent. For the safety of students, no student may walk to their car without a parent escort.

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. **Parents should not enter the middle school doors to talk to converse with a teacher without an appointment.**



## COMMUNICATION AND VISITATION

### **Distribution of Information**

Families will receive a phone call/email each Sunday evening from “School Messenger” with the weekly updates and activities. 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>. The newsletter will also be emailed. Any family desiring a hard copy of the newsletter should request so via a call to the front office; 913-422-5520. 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 Wednesday, **and must be approved by the principal**. Information to be included in the newsletter should be sent to [brittnei.jakuboski@shoj.org](mailto:brittnei.jakuboski@shoj.org) and/or [Maureen.engen@shoj.org](mailto:Maureen.engen@shoj.org). Other communication such as approved fliers will be sent home on Fridays.

### **Birthday Parties/Invitations/Treats**

If birthday invitations are passed out during school hours, all students in their respective classroom must be invited, or all students of the same sex in their respective classroom must be invited. Otherwise, birthday invitations need to be mailed. No decorating student’s lockers for a birthday allowed. Birthday treats may be brought to celebrate the child’s birthday. Please limit to a treat and water. Due to safety reasons, we request treats be store bought or packaged. Please arrange with the teacher in advance if bringing in treats. We do not allow parents to have class pizza parties during school hours.

### **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather or equipment failure. Every practical means is used to notify parents of an impending cancellation, including radio and TV. Listen for the closing of “Catholic Schools in Johnson and Wyandotte Counties.” 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). Parents will also be notified via email and/or phone via School reach.

### **Forgotten Items**

Students are not allowed to call home for forgotten items. If parents bring forgotten items to school, they must check in at the office and leave the forgotten item. Teachers are notified about the items by email so they can tell students an appropriate time to retrieve them. This causes the least disruption. Parents are asked not to take items directly to the classrooms. If parents bring in forgotten items, please do not request the office staff to deliver to the student to avoid consequences for late work.

### **Lockers and Desks**

Sacred Heart School and its students are jointly in control of lockers and desks. They are subject to search at any time for any reason.

### **Money Sent to School: Valuable Items**

Whenever money is brought to school for payment of a fee, a specific activity, milk or lunch, it should be placed in a sealed envelope clearly marked with the student’s name, homeroom teacher, the reason for sending the money and the amount enclosed. The school staff is not responsible for money or other valuable items, which students bring to school. School secretaries will write receipts for cash sent to school.

### **Non-Custodial Parent**

Sacred Heart School will provide the non-custodial parent with access to academic records and other school information regarding his or her child unless there is a court order to the contrary. Non-custodial parents should provide current contact information to the school.





## VISITATION

### **School Visitation 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 and sign a Confidentiality Agreement Form.

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 Maureen Reintjes at [Maureen.reintjes@shoj.org](mailto:Maureen.reintjes@shoj.org), or call 913-422-5700

### **Visits during School Hours:**

Parents and guardians are welcome to visit the school. **However, anyone who wishes to visit a classroom must make a request prior to the visit. In following the parent covenant, an email or phone call must be made by the parent to the child's teacher prior to conversing about a subject. Drop in visits to a classroom during school hours or immediately after school dismissal to discuss a concern are not permitted.** 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.

Younger siblings may visit only with permission of the teacher, and must be supervised by the parent at all times. Visitors during the school day must park in the parking lot. Attended vehicles in line for morning drop off and afternoon pick up is allowed next to the Fire Lane.

**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.

**The playground is reserved for school use only between 7:45 a.m. and 4:30 p.m. Monday-Friday.** Children may play on the playground with adult supervision outside those hours.

## CONDUCT/ROUTINE

### **Conduct Expectations – Virtuous Behavior Formation**

We expect students at Sacred Heart School to exemplify attitudes and actions that reflect Catholic virtues. We believe that our behavior is a manifestation of our beliefs and values. Students are expected to enhance an effective learning environment by striving daily to develop strong, trusting, Christ-like relationships with other students and their teachers. We strive to model, acknowledge and praise appropriate behavior while also enforcing fair and consistent consequences. We emphasize "catching students being good." Sacred Heart school accomplishes this by following a school wide Virtuous Behavior Formation System (VBF) with behavior expectations for all students in grades K-8. VBF provides a foundation for teaching, encouraging, and rewarding expected behaviors that embodies our conviction that discipline is a positive element of Christian discipleship. Our purpose is to assist students to become independent thinkers who are able to make appropriate choices regarding their behavior. Students are actively engaged in being part of the problem solving process. We accomplish this by reinforcing good choices



## CONDUCT AND ROUTINES cont.

### Virtuous Behavior Formation cont.

#### **Structured Positive Reinforcement**

Students will receive merit punches and/or DoJo points by the Sacred Heart staff for following behavior expectations. All staff may catch any student “being good” and reward them with a merit punch. After receiving a designated amount of merit punches students receive group or individual acknowledgement of positive behavior and effort. Depending on the grade level, this could be a classroom reward, prizes from the principal and/or teacher, pep assemblies, or out of uniform day.

#### **Discipline/Consequences**

Students will be taught the expectations for behavior in the classroom, hallway, restroom, lunchroom, playground and Church. Discipline plans will be created for student(s) who choose to be non-compliant with the VBS expectations. Teachers will develop the plan. It will be age appropriate, and will be communicated to the parent. Plans may include, but are not limited to:

**K-2<sup>nd</sup> grade:** verbal reminders, retaught behavior, time off recess, think sheet, phone calls. Notes/letters will be sent home in daily folder

**3-5<sup>th</sup> grade:** verbal reminders, slow down cards, recess discussions with teacher, think sheets, meeting with resource team, behavior plans, parent/teacher outline of expectations, discipline meetings

**Middle school:** Verbal warning, demerit card mark, morning detention, meeting with student advocate, in school suspension, out of school suspension.

#### **Significant Misbehavior and Consequences**

Significant misbehavior or a pattern of repeated misbehavior results in more serious consequences to be determined by the school administration. Consequences may include, but are not limited to: In-school or out-of school suspensions, discipline hearings, and expulsions. All grounds for long-term suspensions (not more than 5 days) and expulsion procedures, rights and appeal process are in agreement with Archdiocesan policies.

Serious behavior violations (not limited to the following) will result in immediate referral to the administration and could result in suspension until the situation has been investigated:

- **Serious threats (written, spoken, cyber or gestured-including threats of violence)**
- **Serious or repeated bullying/harassing-(written, spoken, cyber or gestured)**
- **Sexual harassment (written, spoken, or gestured)**
- **Serious or repeated misbehavior including damage of property , stealing**
- **Fighting**
- **Plagiarism**
- **Serious safety violations**
- **Weapons-possession, use**
- **Drugs or alcohol-possession, use, distribution**
- **Student comments that could be slanderous or harassing-verbal, written or cyber**
- **Any potential violation of the law**



## Discipline cont.

### **Suspension (ISS, OSS)**

A student serving an in-school suspension (ISS) will be placed in the front office area. The principal will discuss supervision of the student with the parent. Parents may be asked to pay for a substitute teacher to monitor the student. Out-of-school suspension (OSS) is for the most serious behavior violations.

A suspension is a discipline action whereby a student is removed from the classroom. An administrator may assign suspensions as the result of a violation that significantly disrupts the learning environment. (See list on page 17).

All grounds for suspensions, procedures rights and appeal process are in agreement with Archdiocesan policies.

While suspended, the student's homework will be provided to them from a homework buddy or the school portal.

All work assigned while a student is suspended is due at the beginning of the school day the student returns.

Upon returning to school the day after an ISS or OSS the student is to report directly to the office to meet with the principal or staff member in charge to show completed homework and to talk about a successful return to school.

If a student returns from suspension without completed homework, the student will be held out of class until the missing work is completed. During ISS the student works on school-related and school-provided studies, but homework for the time spent in ISS must be obtained after school and completed before returning to class.

### **Expulsion**

Final expulsion of a student may occur when the educational, moral or physical well-being of a particular student, the students in a class, the student body or the faculty is deemed negatively impacted and/or when there is a prolonged and open disregard for school authority.

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

### **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. Sacred Heart complies with the Archdiocesan Policy that mandates procedures for this action.

### **Damaged Property**

Students are expected to take care of school property. If a student through carelessness or malevolence damages property, he/she will be responsible for paying the repair costs. All fees will be cleared through the principal's office. Property includes, but is not limited to: windows, doors, desks, equipment, lockers, books, walls.

### **Confiscated Items**

**Students are not allowed to bring fidgets**, electronic games, MP3 players, I-pods, skateboards, scooters, roller blades, laser pens, toys, role-playing cards, or other electronic devices to school unless requested for a school project and/or approved via a 504/IEP plan. Students with these items may have them confiscated and parents will be required to pick them up at the front office. Kindles and other reading devices are generally not allowed on school property unless a classroom teacher agrees to allow a student to bring it for silent reading. If this agreement is reached via student/parent/ teacher, the teacher has the right to remove the device from the student if it is being used inappropriately.

### **Cell Phones**

Students may store cell phones in their locker. At no time during the school day or on school property may the cell phone be brought out of the locker or used. Middle School students may occasionally use cell phones with teacher permission during pick-up time to check on a ride. Cell phones will be confiscated by teachers/administrators if found to be out of the locker or used. **Confiscated phones will be turned into the front office and there will be a \$5 charge for the phone to be returned.**



## Discipline cont.

### **Anti-Bullying Policy**

Sacred Heart of Jesus School will be free from harassment, intimidation or bullying.

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: exclusion, teasing, 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 agree to abide by 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. Administration will communicate privately with all students involved.
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.

\*A student may anonymously report bullying behavior via our webpage at <http://school.shoj.org/>.

### **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, 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 for 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.



## Dress Code

### Dress Code-Uniform

The Dress Code describes what is acceptable to wear. In general, if an item of clothing is not listed, **then it is not an acceptable part of the school uniform, spirit day, and out of uniform day attire.**

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 – White or burgundy polo shirts (Sacred Heart logo required on burgundy), 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.

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 or brown 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 – White or burgundy polo shirts (Sacred Heart logo required on burgundy), 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.

Skirts/Jumpers - Girls in grades Kindergarten through 4th grade wear plaid uniform jumpers or uniform skirts. Girls in grades 6th through 8th can wear plaid uniform skirts or skirts. 5th grade is a transition year in which girls may choose either uniform. **All uniforms must measure no shorter than 4 inches from the ground when kneeling. Girls should wear shorts under the uniform jumper or skirt, no jeans or sweats.**

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 or brown belts are required for grades 3-8 if the pant or shorts have belt loops.

### Boys' and Girls' Uniform Sweatshirts:

**School sweatshirts** - All students may wear the burgundy school-uniform sweatshirt over a uniform shirt. **The school sweatshirt may be purchased/ordered at enrollment in August. It comes in sizes youth-adult.**

**Burgundy 3/4 quarter zipped sweatshirts will be ordered at enrollment in August. (They are not available from any vendor). They will be available in adult sizes: small, medium and large-no youth sizes available. Students in any grade who fit an adult size may wear the ¾ zipped sweatshirt. The ¾ zipped sweatshirt and/or school uniform sweatshirt should be worn over a uniform shirt.**

**SHOJ spirit wear t-shirts and sweatshirts are not part of the school uniform, but may be worn on free dress days.**

Uniform clothing (except sweatshirts) is available at Dennis Uniform, Parker Uniform or French Toast brand sold at Kohl's and/or JC Penney. White shirts may be purchased at any store providing they meet the dress code requirements



Dress Code cont.

**Footwear** : Boys and girls will be allowed to wear **white, black, or navy blue socks**. Socks may contain small trademarks or striping. Girls may wear white, navy, or black tights during cold weather. Girls may also wear white, navy or black leggings that reach the ankle and have a plain hem (no lace/scallops, etc.).

***Plain colored 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, flats, foam shoes, moccasins, slippers or any type of boots are allowed. Because of the variety of shoes available, the acceptability of shoe styles will be at the discretion of the Principal. If you question a shoe style as being appropriate for school, please discuss with the Principal prior to purchase.***

### **Spirit Days**

***Students are allowed to wear the current year school theme T-shirt and jeans or uniform pants/bottoms the first Wednesday (or designated day) of every month.*** During the months of April-October students may wear knee length jeanshorts; however, basketball and gym shorts are not allowed. Themed t-shirts will be available for purchase at enrollment in August. Theme T-shirts should be worn tucked in with no bunching/knotting of the hem.

### **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 or basketball shorts to the knee (April through October). The length of girls' shorts should reach to the fingertips when standing.** Sweat pants, and excessively baggy pants are not acceptable. **Students may wear casual shirt with sleeves** or an appropriate sweatshirt or sweater. **Girls may wear a denim or casual skirt that measures no shorter than 4 inches from the ground when kneeling.** 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.**

### **Make up for girls:**

We allow a light application of foundation, blush, mascara and lip gloss to be worn as long as it is not excessive or distracts from the learning environment. **The staff/principal reserves the right to make that determination.**

### **Hair**

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

**Girls – Moderate hair styles only. Unnatural hair dyes, stripes in the hair, or ornaments in the hair 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.**

### **Jewelry**

Girls may wear only pierced earrings (no clip on style) that are close to the earlobe or hang no more than ¼ inch below the ear lobe. Long 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.**



## Dress Code cont.

### **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 knee-length athletic shorts). The length of girls' shorts should reach to the fingertips when standing. Appropriate T-shirts may also be worn. The policy for footwear will be the same as listed on page 21.

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

Students are allowed to wear their House T-shirt with uniform bottoms/skirts on all school mass days or as directed by teachers. House shirt must be tucked in with no bunching/knotting of the hem.

### **8<sup>th</sup> Grade Graduation**

#### **Dress Attire:**

**For Girls** – Girls' skirts/dresses should measure no shorter than 4 inches from the ground when kneeling. Blouses and dress tops should be moderate and discreet. A shawl or wrap is required to cover the shoulders. Modesty is requested as we are a Catholic school and these are formal occasions.

**For Boys** – Boys should wear a button-down oxford shirt with a tie. Dress slacks and dress shoes are required. Suit/Sport coat is not required.

## Technology

### **Acceptable Use Policy for Computers and Technology**

Sacred Heart School has an Acceptable Use Policy. Archdiocesan policy requires that parents and student return in writing their agreement to the terms and conditions of computer and internet use. 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 of computer 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.

### **Technology Agreement**

Technological resources, including the Internet, are provided to support and enhance educational goals and objectives. Before students will be allowed to use Sacred Heart's computers, this document must be read and the acknowledgement of receipt and agreement, **located on the last page of this handbook**, must be signed and returned to the school. Students and parents are responsible for any monetary expenses incurred by intentional or negligent damages to computer hardware including computer tablets and keyboards or software caused by the students. 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.



## **Computer Etiquette/Rules**

**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.**

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 or drink.
- Never use a computer to harm other people, or to enter their files.
- Treat computer hardware and software with respect.
- Do not give out personal information.

## **Unacceptable Uses of Computer**

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
- Playing games/music without specific permission from an instructor for a specific time
- 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

## **Computer Vandalism**

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. This includes but is not limited to, the uploading of creation of computer viruses. Vandalism will result in the cancellation of all privileges.

## **Internet Chat-Rooms, Blogging, Texting, Facebook, Instagram and other Social Networks**

Deliberate defamation of others is not consistent with Christian values. Therefore, any student who deliberately defames another person, at any time both in and out of school, will be held accountable. Consequences may include disciplinary action, suspension, or expulsion from Sacred Heart.

## **Plagiarism**

All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites. Sacred Heart School and its personnel make no warranties of any kind, whether expressed or implied, for the service it is providing. Sacred Heart School and its personnel will not be responsible for any damages suffered. This includes loss of data resulting from delays, not deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. This is to say that Sacred Heart School is not responsible for the accuracy or quality of information obtained.





## Health and 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. Following these guidelines will help us keep all students, faculty and staff members' healthy.**

### **Prescription Medications:**

All prescription medication that needs to be given to a child during school attendance must be provided in the original pharmacy container and appropriately labeled with the name of the child, medicine and dosage. This will serve as the physician's signature. Prescription is to be current. If a change in type of medication or dosage is warranted, documentation by the child's physician is required. If it is necessary for a student to retain possession of medication (i.e. inhalers), this must be discussed with the school nurse, 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 via Prescription Medication Authorization 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. Non-prescription medication will not be dispensed without parent consent.

### **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, lice, chicken pox, etc.) to the nurse or school office as soon as your child is diagnosed.**

### **Restriction from PE/Activities During School Hours**

In the event that a request is received for a student to be excused from participation in PE and/or activities during school hours, a copy of the original physician's order is required for the student's health file. The physician's order must include specific instructions regarding the plan of care for the student, including the duration of the activity restriction. In situational circumstances, allowance for a student to be excused from participation in PE and/or classroom activities, or modifications to level of activity for a student during PE and/or classroom activities during school hours will be determined at the discretion of the school staff and administration.



## WELLNESS PLAN

### Snacks

Classroom teachers may permit snacks. Please avoid snacks with peanuts, as our classrooms are “peanut free zones” to ensure the safety of children with food allergies. **Sacred Heart encourages healthy snacks void of an excessive amount of sugar. Water only is allowed as a drink in classrooms.** If you have questions about specific snacks, please contact Nurse Carol or your child’s teachers.

### Lunchroom

The school offers a hot lunch program Monday-Friday with outstanding food provided by Pizza West. Pizza West uses all fresh, peanut-free ingredients. All lunches include a main entrée, vegetable, fruit, dessert, and milk. Cost of the hot lunch is \$3.50. All lunches for the current week should be ordered by Friday at noon of the previous week. If a lunch is pre-ordered it may not be cancelled the day of as we are accountable to pay Pizza West for all pre-ordered lunches. Middle school students will be sold extra entrees (if available) for \$1.00. It is the responsibility of the parent to keep all lunch accounts balances current.

Children may choose to bring a sack lunch on any day. Milk may be purchased for .35cents. If a child forgets his/her lunch, a “lunchable” will be provided for \$3.50.

### Outside Food in Lunchroom

**Outside fast food, drink and desserts (Sonic, McDonalds, Chipotle, ect.) are not allowed in our lunchroom unless it is a birthday or half birthday of the child.** Students are not allowed to drink soda pop or energy drinks in the lunchroom. If a parent chooses to eat lunch with their child, they should pre-order a hot lunch or bring a sack lunch from home. Parents and visitors are asked not to bring food at lunch to share with anyone except their own child.

### School Improvement Specialist-Rhonda Befort-Rowcroft ([rhonda.befort@shoj.org](mailto:rhonda.befort@shoj.org))

Sacred Heart will provide a full time student improvement specialist who will serve as an advocate/counselor for all students.

- Discussions with children referred by staff or parents. If a member of the staff refers a child to the student advocate, the advocate will notify the parent via a phone call or email.
- Sensory breaks for students as deemed necessary
- Formulate and monitor behavior plans for students
- Group sessions with children in like situations, i.e. divorced parents, newcomers, social interaction. Children will participate in-group sessions only with parental permission.
- Brief consultation with parents. Ongoing counseling would need referral to a regular counseling program.
- Consultation with teachers, staff and principal.
- Classroom sessions on special Christian Mental Health dimensions, i.e. listening, dealing with anger, fear.

## CATHOLIC PARENTS AS STEWARDS (CPS)

Catholic Parents as Stewards (CPS) is a ministry of Sacred Heart of Jesus Catholic School that is aligned with the Stewardship Way of Life practiced at our parish. As stewards of our God-given gifts, we are committed to gratefully serving and supporting our Domestic Church, school, parish, and greater community, as well as growing through hospitality, prayer, formation, and service. By bringing the Domestic Church, school, and parish into a closer relationship, together with the Holy Spirit, we are committed to forming Disciples of Christ through a meaningful Catholic education.

CPS does not have the authority to dictate policy, teaching methods/styles, and/or curriculum. Membership is open to all Sacred Heart School families. The parish administration and the finance council set the budget for CPS.



## **CPS Team**

The CPS team ensures that all CPS activities fulfill our ministry's mission, as well as align with parish and school policies. The CPS team consists of the pastor, principal, parish staff representative, teacher representative, and two parent co-leads. The team serves from June 1<sup>st</sup> through May 31<sup>st</sup>. The team evaluates modifications or updates to CPS activities, budgets, or coordinator positions as needed, with the principal making all final decisions.

## **CPS Ministry Co-Leads (2017-2018 Nealy Peters and Jennifer Lyster)**

### **STEWARDSHIP PILLAR OF SERVICE**

The co-leads serve as liaisons between all of the CPS coordinators and the CPS team. Responsibilities include communicating with CPS coordinators regarding their various events/activities, ensuring coordinators work within their set budgets/guidelines, communicating with the CPS team regarding all past/upcoming activities for updates and approval, and assisting with facilitating CPS team meetings.

Two parent volunteers are needed to work together as co-leads. One parent volunteer serves as the lead. Another parent volunteer is needed to shadow the lead, assuming that role the following year. Each volunteer will serve for a total of two years: the first year serving as a shadow by assisting the lead with all duties, and then the second year assuming the lead role (with a new volunteer entering the shadow role).

## **CPS Parent Meetings**

### **STEWARDSHIP PILLAR OF FORMATION**

CPS parent meetings are held three times a year. At each meeting, there is: prayer, CPS announcements/thank you, principal's report, guest speaker/formation, and fellowship.

## **Summary of Coordinators**

As parents, we are each called in different ways to generously and graciously give of our time, talent, and treasure. CPS provides various opportunities to give of these gifts through hospitality, formation, prayer, and service. SHOJ Catholic School asks all parents to prayerfully consider serving in these various leadership positions to support and serve our parish school:

## **2017-2018 coordinators**

### **Box Tops Coordinator (Maryteresa Kissell)**

#### **STEWARDSHIP PILLAR OF SERVICE**

The Box Tops coordinator is responsible for planning and facilitating the October and February collections for the Box Tops for Education program, which raises funds to support the school where needed, as decided by the principal.

### **Donuts with Dads/Grandparents Day/ Morning with Moms Coordinators**

#### **(Lisa Cindrach, Stasi McKibbin)**

#### **STEWARDSHIP PILLAR OF HOSPITALITY**

This coordinator is responsible for organizing Donuts with Dads in September, donuts after Mass on Grandparents' Day in November, and Morning with Moms in February in as well as arranging volunteers to help with setup, serving, and cleanup at these two events. The shadow assists the coordinator and assumes the role the following year.



## CATHOLIC PARENTS AS STEWARDS-Summary of coordinators cont.

### **Family Fun Coordinators (Laura Wyckoff, Heather Phelps)**

#### STEWARDSHIP PILLAR OF HOSPITALITY

The family fun coordinators are responsible for planning two family-centered events (one per semester), as well as two adults-only social event (one per semester). Events should be outside of school property with little or no cost to families. The shadow assists the coordinator and assumes the role the following year.

### **Family Service Coordinator (Jill Norman, Megan Lilley)**

#### STEWARDSHIP PILLAR OF SERVICE

The family service coordinators provide opportunities for families to give back to the community and parish by working in conjunction with our parish Stewardship Pillar of Service Committee. One representative shall sit on SHOJ Pillar of Service Committee for the school year to serve as a liaison between CPS and the parish. The coordinator is responsible for organizing at least one family service project based on community need that does not conflict with other parish ministry projects or the teachings of the Catholic Church. The coordinator also helps market the service opportunities list maintained by SHOJ Pillar of Service Committee.

### **Trunk or Treat Coordinator (Christina Avita)**

#### STEWARDSHIP PILLAR OF HOSPITALITY

The Trunk or Treat coordinators are responsible for planning the annual Trunk or Treat event open to all parishioners at no cost. The shadow assists the coordinator and assumes the role the following year.

### **Rectory Meals Coordinator (Corrine Mosburg)**

#### STEWARDSHIP PILLAR OF SERVICE

One simple, yet much appreciated, way to serve our parish priests is to provide a meal for them once a month. The rectory meals coordinator creates and manages the signup for these monthly meals that are generously made by parents.

### **Room Parent Coordinator (Kelly Harley)**

#### STEWARDSHIP PILLAR OF HOSPITALITY

The room parent coordinator serves as a liaison between CPS and classroom room parents. Responsibilities include coordinating the room parent signup, ensuring each classroom has 1-2 room parents, facilitating an informational meeting for all room parents at the beginning of the school year, and communicating room parent guidelines before each holiday party and throughout the school year as needed.

*If you have any questions throughout the school year regarding room parent responsibilities, please contact Kelly Harley.*

### **Rosary Coordinator (Kelly Nichols)**

#### STEWARDSHIP PILLAR OF PRAYER

By taking our requests to Jesus through Mary, we strengthen our faith community. The rosary coordinator organizes the signup for parents and families to pray for our school staff by name as we pray the rosary daily for one week, every week of the school year.

### **Dance Coordinators (Nicole Keating, Shawna Sturgeon(father/daughter), Jill Creason, Rebecca Kucenic (mother/son))**

#### STEWARDSHIP PILLAR OF HOSPITALITY

The dance coordinators are responsible for planning, marketing and coordinator the two dances. Both dances are at no cost to families.



## CATHOLIC PARENTS AS STEWARDS-Summary of coordinators cont.

### **Teacher Appreciation Coordinators (Kelly Goodwin, Jodi Chaput, Katie Wright)**

#### STEWARDSHIP PILLAR OF SERVICE

Teacher appreciation activities are ways for families to thank the staff for providing a strong academic and faith-filled environment for our children. Responsibilities of the teacher appreciation coordinators includedistributing birthday cards/ gift cards to the school staff, principal, and pastor on their birthdays, coordinatingteacher-treat days in September, November, and Catholic Schools Week, and maintaining the staff “favorite things” survey for families to reference throughout the year. The coordinators also create and manage the signup for the teacher conference dinners (in October and February) and lunch for National Teacher Appreciation Day.

### **Vocations Coordinator (Jen Godar, Brian Cline)**

#### STEWARDSHIP PILLAR OF PRAYER

The vocations coordinator assists families, in conjunction with our parish Vocations Committee, in bringing awareness of vocations through prayer and support. Responsibilities include organizing care packages and spiritual bouquets for our parish seminarians, as well as recognition on their birthdays.

### **Welcoming Coordinators (Lisa Heeke, Jennifer Rosendahl)**

#### STEWARDSHIP PILLAR OF HOSPITALITY

The welcoming coordinators are the first contact from CPS to welcome families with new students into our school community. Responsibilities include matching new families with host families and organizing the Ice Cream Social in August. The shadow assists the coordinator and assumes the role the following year.

### **School Photographer/end of year video (Heather Brulez)**

#### STEWARDSHIP PILLAR OF HOSPITALITY

Responsibilities include consulting with Mrs. Engen on a regular basis to show case what is going on at our school as well as gathering photos and video to produce an end of the year video.

### **Invitation Process**

- *In January*, the CPS team reviews all coordinator positions and responsibilities, as well as CPS events/activities, making any needed updates or changes for the upcoming school year.
- *In February*, co-leads contact all current coordinators on their status for the upcoming school year.
- Co-leads extend an invitation to all parents by communicating the available CPS coordinator positions/responsibilities through the school newsletter or email.
- The CPS team and coordinators affirm volunteers to step forward for these roles who encompass a strong spirituality, passion for our Catholic school, and organizational skills.
- After prayerful consideration, any parents feeling called to serve in this way should contact a member of the CPS team.
- Volunteers are notified of positions *prior to the end of year*.

### **Alcohol and Money Collection**

It is the school’s policy that alcohol is not permitted at any CPS event held on school property. It is also school policy that parents (or room parents) may not collect money for individual teacher gifts (birthday, Christmas teacher appreciation, or end of the year). Additionally, there should not be any request for monetary collections from individual parents **unless the principal has given approval**.



## CATHOLIC PARENTS AS STEWARDS cont.

### CLASSROOM HOLIDAY PARTIES

Room parents are responsible for coordinating three holiday parties for the classroom. Before each party, please communicate the following party information to classroom parents via email:

- Halloween: **October 31, 2017** at 2:30. The Halloween parade begins at 2:15. Following the parade, classroom parties begin. Please follow the classroom teacher's instructions for bringing/changing into costumes for the parade.
- Christmas: **December 15, 2017** at 2:30pm. Please remember there are no gift exchanges between students.
- Valentine's Day: **February 13, 2018** at 2:30. If students choose to bring valentines, they need to bring one for everyone in the class.

### CLASSROOM HOLIDAY PARTY DETAILS

Please remember that our teachers try hard to keep our school days focused on learning. Although parties during school hours are exciting and fun, they should also be kept simple and aligned with the focus of our Catholic education and living a life of stewardship.

- Room parents can use SignUpGenius ([www.SignUpGenius.com](http://www.SignUpGenius.com)) to coordinate volunteers for bringing party items, or they can email all of the classroom parents to ask for volunteers to bring/send items. Please refrain from assigning specific items to parents.
- Suggested party items are: sweet snack, salty snack, plates/napkins, and craft and/or game. Please note there should not be treat bags or any other "take-home" items given away at classroom parties. **Water only is allowed in classrooms.**
- If no one signs up for a specific item, the responsibility lies with the room parents to either send an email asking for volunteers or assume that responsibility.
- Please remind parents of any food allergies in the classroom when bringing snacks. All snacks should be peanut-free.
- Please be respectful of our students' learning environment and refrain from setting up in the classroom more than five minutes before the party time.
- At least two weeks before each party, room parents are responsible for emailing the craft/game ideas to the classroom teacher. This helps the teacher prepare any needed classroom supplies, as well as let room parents know if the craft/game are age appropriate and appropriate for a classroom party setting.
- Before leaving each party, room parents are responsible for ensuring the classroom is returned to its original state, returning any borrowed classroom supplies, and removing trash.

**Room Parents are not responsible for planning any other CPS activities, although they may be asked to communicate information to classroom parents via email, as well as encourage participation.**



## Emergency Response Plan

### **Student Safety**

A critical ingredient in the Sacred Heart of Jesus Catholic School safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

All Staff are provided and trained on the **Safe School Plan** which includes emergency contacts and routines, front desk security, violence prevention, responsibilities of staff during emergencies, bomb threats, lock downs, shelter in place, evacuation procedures, relocation of students, reunification of students with parents, crisis recovery, gas and water line breaks, medical emergencies, blood-born pathogen exposure, AED's, playground safety and Student Response Protocol.

### **Standard Response Protocol (SRP)**

Sacred Heart School is expanding the safety program to include Student Response Protocol (SRP). The SRP details the procedures during emergencies such as injuries, safety threats, and inclement weather. Each staff member has a copy of the SRP. The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the intercom.

**Lockout**-“Secure the Perimeter”

**Lockdown**-“Locks, Lights, Out of Sight.”

**Evacuate**-“To the Announced Location”

**Shelter**-“Using announced type and method.

### **Training**

Students and staff will be trained in the SRP and the school will drill these actions over the course of the school year.

### **Emergency Evacuation**

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

### **Outdoor Recess-Cold Weather Policy**

Students will be outside for recess throughout the school year unless it is raining or snowing. Indoor recess will be substituted on rainy/snowy days or when the actual outside temperature or wind chill is below 20 degrees Fahrenheit.

### **The American Flag**

When a school in the Archdiocese of Kansas City in Kansas is in session, the American flag shall be on display outside the building, weather permitting. The flag shall be raised before the morning session begins and taken down at the close of the day by the Safety Patrol.



## Acknowledgment and Agreement of Sacred Heart School Parent/Student Handbook

### COVENANTS:

I (We) have read the **Covenants** in the Parent/Student Handbook and agree to support them.

\_\_\_\_\_  
Family Name (Print or Type)

_____ Student Signature	_____ Date	_____ Parent/Guardian Signature	_____ Date
_____ Student Signature	_____ Date	_____ Parent/Guardian Signature	_____ Date
_____ Student Signature	_____ Date		
_____ Student Signature	_____ Date	_____ Student Signature	_____ Date

### TECHNOLOGY

I understand and will abide by the terms and conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

The school reserves the right to inspect files/directories and access may be restricted to designated hours.

Student Signature: _____	Date: _____
Student Signature: _____	Date: _____
Student Signature: _____	Date: _____
Student Signature: _____	Date: _____

As the parent of guardian of this student, I have read the terms and conditions for Internet access. I understand that this access is designated for education purposes and Sacred Heart School and its officials have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for Sacred Heart and its officials to restrict access to all controversial materials and I will not hold Sacred Heart School and its officials responsible for materials acquired on the network. Further, I accept full responsibility for if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature: _____	Date: _____
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