



# St. Mary's Colgan Catholic Schools Handbook 2011-2012

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# **ST. MARY'S COLGAN CATHOLIC SCHOOLS**

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Pittsburg, Kansas 66762

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2011-2012

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# **CATHOLIC SCHOOL COVENANT OUR LADY OF LOURDES PARISH**

## **ST. MARY'S COLGAN CATHOLIC SCHOOLS**

"Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action." (*To Teach As Jesus Did*, p.3.)

### **PARISH:**

Catholic education is not the only ministry and mission in our parish, but it is a very significant and important one. All of our parishioners are to make a serious and sacrificial commitment of Time, Talent, and Treasure. Our students also are to make a commitment to foster the Catholic identity of our schools. The parish family invests heavily in Catholic education so that the church, the Pittsburg community, and our country will be provided with well-educated citizens and dedicated disciples of Jesus Christ. We also want to provide an atmosphere where young men and women will be open to the Lord calling them to their vocation, whether it be to the priesthood, religious life, married, or dedicated single life. Catholic families who are members of other Catholic parishes are to make their stewardship and tithing commitments to their parishes as well as commit to this covenant. Non-Catholic families in the school are to submit their tuition payments to the school or parish office and also are to commit to this covenant.

### **STUDENT:**

I understand my responsibility in being a student at St. Mary's Colgan Catholic Schools and will make every effort to adhere to the following:

1. To regularly and actively participate in the life of the Church by attending Mass and receiving the sacraments (Non-Catholics participate in the Church of their religious tradition).
2. To practice stewardship as a way of life by giving of time and talent for Christ and His Church in the school, in the parish, in the community and at home; and if employed, by the sharing of my treasure.
3. To live up to my potential as a student by actively participating in the academic, spiritual, and social formation offered by the schools.
4. To promote an environment of respect for teachers, staff and fellow students by observing the policies, rules, and procedures of St. Mary's Colgan Catholic Schools.
5. To promote Catholic Christian moral life and good citizenship by following the moral teachings of the Church and by observing the civil laws of our country.
6. To promote a drug-free environment by abstaining from illegal drugs (including alcohol as a person under the age of 21).

### **PARENTS:**

We understand that we are the primary educators of our children and, therefore, will make every effort to help our children develop into morally good Catholic Christians and good citizens. We understand the partnership we have established with Our Lady of Lourdes Parish and St. Mary's Colgan Catholic Schools by enrolling our child in school. Therefore, we enter into a covenant to prepare our son/daughter for an adult life in the service of Jesus Christ, the Catholic Church, and our country by making every effort to adhere to the following:

1. To provide a good example for our child by regularly and actively participating in the life of the Church by attending Mass and receiving the sacraments (Non-Catholics participate in the church of their religious tradition).
2. To practice and promote Stewardship as a way of life by giving of Time, Talent, and Treasure in the home, community, school and parish.
3. To promote the partnership of parent and school by actively participating in our child's education and formation, and by promoting respect for the policies, values and expectations of the school.
4. To promote a drug-free environment for our child by not allowing or condoning the use of illegal drugs and underage drinking.

NOTE: All parents and students are asked to commit to the covenant at the beginning of each year.

# PRAYERS

## **Our Father**

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on Earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil.

## **Hail Mary**

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now, and at the hour of our death.

## **Glory Be to the Father**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end.

## **Apostles' Creed**

I believe in God, the Father almighty, creator of Heaven and Earth. I believe in Jesus Christ, His only Son, our Lord. He was conceived by the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day he rose again. He ascended into heaven and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

## **The Morning Offering**

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart; the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops, and all the Apostles of Prayer, and in particular for those recommended by our Holy Father.

## **Hail, Holy Queen**

Hail, Holy Queen, Mother of mercy, hail our life, our sweetness, and our hope. To you do we cry, poor banished, children of Eve; to you do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, most gracious advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God, that we may be made worthy of the promises of Christ.

## **Memorare**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession, was left unaided. Inspired by this confidence, I fly unto you, O Virgin of virgins, my mother. To you do I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy hear and answer me.

## **Suscipe**

Take, O Lord, and receive all my liberty, my memory, my understanding, and my entire will. You have given me all that I am and all that I possess; I surrender it all to You, that You may dispose of it according to Your will. Give me only Your love and Your grace; with these I will be rich enough, and will have no more to desire.

## **Act of Faith**

O my God, I firmly believe that You are one God in three divine Persons, Father, Son and Holy Spirit; I believe that your divine Son became man, and died for our sins, and that he will come to judge the living and the dead. I believe these and all the truths which the holy catholic Church teaches, because You have revealed them, who can neither deceive nor be deceived.

## **Act of Love**

O my God, I love you above all things, with my whole heart and soul, because You are all good and worthy of all love. I love my neighbor as myself for love of You. I forgive all who have injured me, and ask pardon of all whom I have injured.

## **Act of Hope**

O my God, relying on Your infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting through the merits of Jesus Christ, my Lord and Redeemer.

## **St. Michael Prayer**

Saint Michael, the Archangel, defend us in this day of battle. Be our safeguard against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do you, O prince of the heavenly host, by the power of God, cast into hell, Satan, and all the evil spirits who prowl through the world seeking the ruin of souls.

## **The Angelus**

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. Hail Mary...

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word. Hail Mary...

V. (genuflect) And the Word was made flesh.

R. And dwelt among us. Hail Mary...

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ. Let us pray.

All: Pour forth we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ, Thy Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ our Lord.

## **The Beatitudes**

Blessed are the poor in spirit; for theirs is the kingdom of heaven.

Blessed are they who mourn; for they will be comforted.

Blessed are the meek; for they will inherit the land.

Blessed are they who hunger and thirst for righteousness; for they will be satisfied.

Blessed are the merciful; for they will be shown mercy.

Blessed are the clean of heart; for they will be shown God.

Blessed are the peacemakers; for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.

## **Chief Corporal Works of Mercy**

To feed the hungry.

To give drink to the thirsty.

To clothe the naked.

To visit the imprisoned.

To shelter the homeless.

To visit the sick.

To bury the dead.

## **Chief Spiritual Works of Mercy**

To admonish the sinner.

To instruct the ignorant.

To counsel the doubtful.

To comfort the sorrowful.

To bear wrongs patiently.

To forgive all injuries.

To pray for the living and the dead.

## **Five Steps to a Good Confession**

1. Examine your conscience.

2. Be sincerely sorry for your sins.

3. Confess your sins.

4. Resolve and amend your life.

5. After your confession, do the penance the priest assigns.

## **Act of Contrition**

My God, I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

## **Prayer Before Any Action**

Direct, we beseech You, O Lord, our actions by Your holy inspirations, and carry them on by Your gracious assistance, that every prayer and work of ours may always begin with You, and by You happily ended. Through Christ our Lord.

## **Come, Holy Spirit**

V. Come, Holy Spirit. Fill the hearts of your faithful.

R. And kindle in them the fire of Your love.

V. Send forth Your spirit and they shall be created.

R. And You shall renew the face of the earth.

All: O God, who by the light of the Holy Spirit did instruct the hearts of the faithful, grant us, we beseech You, by the same Holy Spirit, a love and relish of what is right and just, and a constant enjoyment of His comforts. Through Jesus Christ our Lord.

## **Prayer Before a Crucifix**

Look down upon me, good and gentle Jesus, while before Your face I humbly kneel, and with burning soul pray and beseech You to fix deep in my heart lively sentiments of faith, hope, and charity, true contrition for my sins, and a firm purpose of amendment; while I contemplate with great love and tender pity your five wounds, pondering on them within me, and calling to mind the words David Your prophet said of You, my Jesus: "They pierced my hands and my feet; they numbered all my bones."

## **Precepts of the Church**

1. To worship God by participating in Mass every Sunday and Holy Day of Obligation.
2. To receive Holy Communion, minimally, at least once a year during the Easter Season. To Receive the Sacrament of Penance at least once a year.
3. To study Catholic teaching in preparation for the Sacrament of Confirmation, to be confirmed, and then to continue to study and advance the cause of Christ.
4. To observe the marriage laws of the Church.
5. To strengthen and support the Church on the parish, diocesan and universal level. For the Diocese of Wichita this means to fully participate in Stewardship: Time, Talent, and Treasure.
6. To regularly do penance. To fast and abstain on appointed days.
7. To join in the missionary spirit and apostolate of the Church.

## **The Ten Commandments**

1. I am the Lord your God; you shall not have false gods before Me.
2. You shall not take the name of the Lord your God in vain.
3. Keep holy the Lord's day.
4. Honor your father and mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

## **The Stations of the Cross**

1. Jesus is condemned to death.
2. Jesus takes up the cross.
3. Jesus falls the first time.
4. Jesus meets His Blessed Mother.
5. Simon of Cyrene helps Jesus to carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus consoles the women of Jerusalem.
9. Jesus falls the third time.
10. Jesus is stripped of His garments.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is laid in the arms of His Blessed Mother.
14. Jesus is laid in the tomb.

## **Rosary**

Sign of the Cross

Apostles' Creed

Our Father

Three Hail Marys

Glory Be

For each decade: announce the mystery, Our Father, 10 Hail Marys, Glory Be, and Fatima Prayer. After the Rosary: Hail Holy Queen and Prayer After Rosary

## **Fatima Prayer**

O my Jesus, forgive us our sins, save us from the fires of hell. Lead all souls into heaven, especially those who have most need of Thy mercy.

## **Prayer After Rosary**

Let us pray. O God, whose only begotten Son, by His life, death, and resurrection, has purchased for us the rewards of eternal life, grant, we beseech Thee, that by meditating upon these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ, our Lord.

## **The Mysteries of the Holy Rosary**

Joyful Mysteries (Mondays and Saturdays; Sundays during Christmas)

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation
5. The Finding in the Temple

Sorrowful Mysteries (Tuesdays and Fridays; Sundays during Lent)

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion

Glorious Mysteries (Wednesdays and Sundays)

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit
4. The Assumption
5. The Coronation

Luminous Mysteries (Thursdays)

1. The Baptism of the Lord
2. The Wedding of Cana
3. The Proclamation of the Lord
4. The Transfiguration
5. The Institution of the Eucharist

## **The Divine Praises**

Blessed be God. Blessed be His Holy Name. Blessed be Jesus Christ, true God and true Man. Blessed be the Name of Jesus. Blessed be His Most Sacred Heart. Blessed be His Most Precious Blood. Blessed be Jesus in the Most Holy Sacrament of the Altar. Blessed be the Holy Spirit, the Paraclete. Blessed be the great Mother of God, Mary most Holy. Blessed be her Holy and Immaculate Conception. Blessed be her Glorious Assumption. Blessed be the name of Mary, Virgin and Mother. Blessed be St. Joseph, her most chaste spouse. Blessed be God in His angels and in His saints.

## **Anima Christi**

Soul of Christ, sanctify me.

Body of Christ, heal me.

Blood of Christ, drench me.

Water from the side of Christ, wash me.

Passion of Christ, strengthen me.

Good Jesus, hear me.

Into your wounds hide me.

Never permit me to be separated from you.

From the evil one defend me.

At the hour of my death call me.

Into your presence lead me,

to praise you with all your saints

forever and ever.

# **MISSION, MOTTO, & GUIDING PRINCIPLES OF ST. MARY'S COLGAN CATHOLIC SCHOOLS**

## **Mission Statement**

St. Mary's Colgan, a ministry of Our Lady of Lourdes Parish, assists parents in teaching the Catholic faith in an environment that challenges students academically, expects high standards of Christian behavior and stewardship, and cultivates the development of the whole person.

## **Motto**

Faith...Excellence...Tradition

## **Guiding Principles**

We Believe...

- Teaching the Catholic faith is the single-most important reason St. Mary's Colgan Catholic Schools exist.
- Every faculty and staff member, every parent, every coach, and every volunteer is responsible for teaching the Gospel message.
- All Catholic school families must be active stewards in the parish.
- School curriculum should challenge every student, supporting those who struggle while challenging those who excel.
- Teachers and parents should communicate often about grades, student activities, and behavior.
- Fine Arts, Athletics, and other co-curricular opportunities should be available to all students, helping build disciplined work habits, and serving students' entire development - mind, body and spirit.
- Parents should be encouraged to participate in school life and volunteer.
- Teachers must use a variety of methods and styles to teach and assess students.
- Technology is an important part of each student's education.
- We are a parish school, not a private school, and accountable to Our Lady of Lourdes Parish, our pastor, and our bishop.

## **ST. MARY'S COLGAN CATHOLIC SCHOOLS' POLICY**

St. Mary's Colgan Catholic Schools shall strive to adhere to the basic policy established by its founder, Monsignor Patrick J. McCullough, namely that it afford religious and educational opportunities "second to none". In order to have a system that operates smoothly, effectively, and efficiently, certain guidelines and rules must be established, implemented, and followed.

## **GENERAL GUIDELINES**

This handbook is presented by the School Advisory Council of St. Mary's Colgan Catholic Schools to offer information concerning the school in regard to what students, faculty/staff, and parents should know. Some will view these rules as an infringement of personal freedom, but it is no longer freedom when we do things to interfere with others' responsibilities and rights as individuals. Students who choose to attend St. Mary's Colgan Catholic Schools cannot expect all the freedom they might have elsewhere. St. Mary's Colgan Catholic Schools hold firmly to the belief that discipline is essential in scholastic attainment, that discipline teaches self-discipline, and that neither eternal salvation, nor temporal happiness can be secured without self-discipline. The information and motivational aids found in the pages of this handbook are intended as guidelines on the path toward Christian maturity.

It is the desire of the administrative staff and faculty to make only the necessary rules and regulations to ensure an orderly school. St. Mary's Colgan Catholic Schools are part of the Diocese of Wichita, Kansas Catholic Schools and adhere to their policies as well as additional State/Federal guidelines since we are accredited by the state of Kansas. It is the purpose of this handbook to acquaint the students, parents, and the faculty/staff with the general policies of St. Mary's Colgan Catholic Schools. Each student is expected to become thoroughly familiar with the contents of this handbook and to keep it for future reference. In the case of unforeseen circumstances, and to maintain a fair and orderly environment, administrators at St. Mary's Colgan Catholic Schools reserve the authority to establish fair and reasonable rules and procedures for protecting the health and safety of students not specifically referred to in this handbook. In all cases, the consequences and benefits of such rules and procedures will be consistent among students.

NOTE: Parents or legal guardians, and students are required to sign annually that they have read and agree to be bound by the policies within this handbook.

## **ADMISSION**

New students who are transferring from other diocesan schools will be accepted at the grade level recommended by their former diocesan school. Other new admissions will not be considered until records are received from their former school. Recommendations from the former school and St. Mary's Colgan faculty members will determine grade placement. St. Mary's Colgan reserves the right to further evaluate new students for grade placement. All new students are enrolled on a nine-week probationary period.

Kindergarten admission requires that every child be 5 years of age on or before August 31st of the year in which they enroll.

All new students must provide copies of their immunization records signed by a doctor, birth certificate, and social security card. Catholics must provide a copy of their Baptismal, Communion, and Confirmation records if such sacraments have been received.

A health assessment is required for all students entering our school. Health assessment means a health history, a physical examination, and screening tests to determine appropriate growth and development. According to Diocesan Policy, students must live with and be subject to a parent or legal guardian. Married students are not admitted.

Parents of new students are required to meet with the President of Schools/Director of Administration to discuss the desire for their children to enroll in our school and financial arrangements. St. Mary's Colgan Catholic Schools are parish schools, not private schools. Parishioners of Our Lady of Lourdes are asked to complete a stewardship commitment card indicating the amount of their parish support, with contributions weekly, bi-weekly, or monthly. Catholic families who are members of other Catholic parishes are to make their stewardship and tithing commitments to their parishes as well as commit to the Catholic School Covenant. Non-Catholic families in the school are to submit their tuition payments to the school or parish office and also are to commit to the covenant. Any deviation of this procedure must be arranged through the President of Schools/Director of Administration and Pastor.

Fees are assessed for each student at the time of enrollment. Bibles and dictionaries are required for certain grade levels and are to be purchased through the school. When applicable, the charges for these will be included on the fee statements. For students who withdraw from St. Mary's Colgan Catholic Schools during the school term, fees are refunded according to the following schedule.

<b>Withdrawing</b>	<b>Percentage of Fees Refunded</b>
Before September 1	75%
September 1 to End of 1st Quarter	50%
During the 2nd Quarter	25%
During the 2nd Semester	0%

## **ALCOHOL, DRUGS, TOBACCO/SUBSTANCE ABUSE POLICY**

**Policy.** The substance abuse program at St. Mary's Colgan Catholic Schools consists of education, prevention, and intervention. In order for this policy to be successful, it is imperative that parents do not aid or abet drinking either by purchasing alcoholic beverages for students or making their properties available for parties at which alcohol is consumed.

**Scope I: On Campus / School Functions.** The following statement of policy applies to any student in attendance at school or at a school-sponsored activity (home or away) or on school property. Students shall not possess, distribute, sell or be under the influence of any narcotic drug, alcohol, hallucinogenic amphetamine, barbiturate, marijuana, nonprescription steroids, mood-altering chemical of any type, or misuse of any medical prescription.

**Initial Identification and Response.** School faculty, staff, or students will report any known or suspected incident involving violations of the policy to the principal or assistant principal. The principal may also notify the police department of any controlled substance use that occurs on school grounds or at a school function. Violations of this policy are cumulative for the entire time while enrolled at St. Mary's Colgan Catholic Schools. The President of Schools/Director of Administration is the final arbiter in all disciplinary matters and reserves the right to amend or bypass any of the actions listed.

**\*\*If it comes to the attention of school administrators or staff that a student has been arrested or convicted of driving under the influence of alcohol or drugs (DUI/DWI) or possession of alcohol and/or drugs (MIP), the following consequences may apply:**

### **Consequences for violations of Scope I of the Alcohol/Drug Abuse Policy:**

#### **Alcohol / Drugs**

A student will be subject to the following disciplinary actions if found using or in possession of substances covered in the *Scope*:

1. First Offense: The student will be subject to all of the following:
  - a. Three day out-of-school suspension. Work must be made up.\*
  - b. Suspension from attendance at or participation in the next school sponsored activity.
  - c. Mandatory conference with Substance Abuse Team, parents, student, and head sponsor of any activity in which the student is involved.
2. Second Offense: The student shall be subject to all of the following:
  - a. Five day out-of-school suspension. Work must be made up.\*
  - b. Suspension from all activities for 30 days, including, but not limited to, games, performances, events at which the student is competing or eligible to participate, i.e. prom, homecoming dance, debate tournament.
  - c. Mandatory conference with Substance Abuse Team, parent, student, and head sponsor of any activity in which the student is involved.
  - d. Evaluation and Counseling (RADAC, Catholic Charities or other approved counseling/treatment center.) Evaluation must occur within 1 week of offense. Student and parents must follow the resulting recommendation. Assessment outcome and recommendations will be forwarded to the student's principal.

3. Third Offense: The student shall be subject to all of the following:
  - a. Two week out-of-school suspension. Work must be made up.\*
  - b. Substance Abuse Team, administration and/or School Advisory Council, parents and treatment center involved will consult on the advisability of the student's continued education at St. Mary's Colgan Catholic Schools, with the ultimate decision resting with the administration.
  - c. Suspension from all activities for 3 months, including, but not limited to, games, performances, events at which the student is competing or eligible to participate, i.e. prom, homecoming dance, debate tournament.
4. After the third offense, the student is subject to further discipline including expulsion from school.

\*Refer to the section on *Grading – Grading Suspension Work*.

**Drug and alcohol evaluations and counseling.** Drug and alcohol evaluations, counseling and rehabilitation programs are available for students of St. Mary's Colgan Catholic Schools. The cost of such programs will be borne by the student and his or her parents/guardians. A list of available programs along with names and addresses of contact persons for the programs is available from the school administration.

Parents/Guardians and their child should contact the programs to determine costs and duration.

### **Tobacco**

It is never permissible for students to possess or use tobacco and tobacco products on campus or at school-related events and activities. The penalty for possession, use, or distribution of tobacco and tobacco products is:

1. First Offense: The student will be required to attend a cessation class as described in the Diocesan Wellness Policy and will not be allowed to participate in any school activities that occur within 24 hours of the verification of the offense.
2. Second Offense: The student will receive a three-day in school suspension, and will be suspended from all school activities that occur during the three days of the suspension. The suspension must begin within 24 hours of the verification of the offense. There will also be a parental conference. Work must be made up.\*
3. Third Offense: The student will receive a five-day in school suspension, and will be suspended from all school activities that occur during the five days of the suspension. The suspension must begin within 24 hours of the verification of the offense. Work must be made up.\*
4. After the third offense, the student is subject to all further discipline including expulsion from the school.

\*Refer to the section on *Grading – Grading Suspension Work*.

**Guidelines for Search and Seizure.** Refer to the section on *Search of Person or Property*.

### **Scope II: Off-Campus Substance Abuse / Illegal-Immoral Activity by SMC Students.**

**Drug/Alcohol Testing Policy.** The following policy applies to any SMC High School student. Students who have not signed, and whose parents have not signed, the Policy Consent Form will not be allowed to attend SMC. This policy has been put in place to assist families while encouraging and promoting a drug free environment.

**Agreement.** By signing the Policy Consent Form, students and their parents agree to the student being enrolled in the SMC Random Drug/Alcohol Screening Pool. The Policy Consent Form must be signed each year to continue the agreement.

### **Procedure.**

1. The Policy Consent Form shall be read, signed, and dated by the student, parent, and/or guardian.
2. Students will be required to provide urine, saliva, or hair samples either:
  - a. On a random selection basis, from a list of all students. Approximately eight High School students will be drawn at random to provide a urine, saliva, or hair sample each month. Sample collection will take place at the school.
  - b. At any time requested by the administration, based upon reasonable suspicion, students will be tested for illegal or performance enhancing drugs and/or alcohol.
3. Any drug test will be administered by a laboratory chosen by SMC, using scientifically-validated toxicological methods.
4. Students attending school sponsored extra-curricular activities may be required to submit to an alcohol breath analyzer test to determine the presence of alcohol.

**Privacy.** All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal, who will then determine if another sample should be obtained.

**Positive Test.** If the initial drug test is positive, the initial test result will then be subject to confirmation by a second test of the same specimen. A specimen will not be reported positive unless the second test is positive for the presence of an illegal drug or the metabolites thereof.

The laboratory will report the results to the President of Schools or designated Assistant Principal who will then be responsible for contacting the parents of the student with the results and solicit information regarding any medications the student may be taking. If needed, school administrators will contact a certifying scientist, at the laboratory, regarding any drug interactions. If requested, a Medical Review Officer is available to confirm the results and report the findings to the President of Schools.

**Cost.** Laboratory costs associated with the random testing of students will be paid by SMC. If a student, due to a positive test result, is required to undergo further testing, the additional costs will be paid by the student's parent/guardian.

**Refusal to Submit to Drug Use Test.** If a policy signor refuses to submit to a drug/alcohol use test authorized under this policy, such student shall be considered "positive" for drugs and subject to the consequences outlined below. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing.

**Consequences.** Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the consequences described under *Consequences for violations of Scope II of the Alcohol/Drug Abuse Policy* (below).

**Disclaimer.** This policy shall not supersede or be in conflict with any state and/or federal law.

### **Consequences for violations of Scope II of the Alcohol/Drug Abuse Policy:**

- 1 First Offense: When student activity which is illegal or immoral is brought to the public forum and school administration (MIP, DUI, social network pictures, cell pictures), or discovered through a positive result from a random drug screening, school administration will take action, in order to:
  - Assess if there is an addiction of any sort—to protect the student and others
  - Uphold the values of our school, illustrated in the covenant and mission, and
  - Protect the reputation of our schools and student body.

#### SMC will do this by:

- Meeting with the student and parents
- Informing the student's coach or activity or club sponsor
- Possibly requiring the student to attend meetings with a counselor or regular drug/alcohol testing
- Immediately suspending the student for 1-3 days (in- or-out-of-school suspension) from the time administrators verify the incident
- Suspending the student from all school-sponsored activities for one week (exactly 7 calendar days from the time administrators verify); noting that if a student is suspended and therefore misses afternoon classes, the student may not attend or participate in activities that evening.

#### The Limitations for this policy will be:

- Administrators will not act on rumors, innuendo, or anonymous letters.
  - Administrators will not act on proof that is more than 30 days old (other than to inform parents and question addiction).
2. Second Offense: Will result in a multi-day suspension (in-or-out of school) and two week suspension from activities. Counseling and regular alcohol/drug testing will be mandatory.
  3. Third Offense: Will result in either temporary or permanent expulsion from SMC.

## **ASSEMBLIES**

Assemblies are necessary for various reasons. All students must attend general assemblies, and to be excused from them requires the same excuse or permission as to be absent from class. Pep assemblies are considered general assemblies. Students will always sit in a designated area according to their class.

## **ATTENDANCE/ABSENCES**

**Philosophy.** Punctual attendance is an act of responsible stewardship by parents and students for their parish's gift of Catholic education. To obtain maximum benefit from a Catholic school education, students need to be in school every day. Parents are to be reminded that the compulsory education law of Kansas requires students to be in school every day unless excused by the principal. Being absent for such reasons as vacations, sporting events, school activities in which the student is not a participant, shopping, babysitting, or travel is not acceptable, and parents should not ask for their children to be excused for such reasons.

**Procedure.** The Junior High and High School will take attendance during each class period and maintain a record of all absences and tardies throughout the school year. The Elementary School will take attendance in the morning and continually throughout the day.

**Absences.** When a student is absent or tardy from school, parents shall notify the school between 7:30 a.m. and 8:30 a.m. by phone call or written note. The school retains the right to determine which absences and tardiness will be excused, which will not and appropriate consequences for unexcused absences. The only excused tardies will be for a medical or dental appointment with a written note from that office. Excessive tardiness will result in a parent meeting with the principal. Consult the section on *Tardiness* in this handbook for specific guidelines for tardies. If a student is absent from school and a parent does not contact the school office, the office may contact a parent to determine the reason for the absence. Students absent for the entire school day (excused or unexcused) shall not attend practices or school functions that evening without administrative permission. Junior High and High School students must attend entire 5th – 7th hour classes in order to participate in school functions that evening unless approved by the principal.

When a student has missed more than five sessions of any class in a semester, the student may be required to make-up work after school, on Saturdays, or in an approved summer school program before credit is awarded. If summer school is required, parents are responsible for any costs associated with it. When a student has missed more than ten sessions of any class in a semester or twenty in a year, the school will withhold credit or retain the student in the same grade unless the Diocesan Superintendent, upon review, determines that another consequence is more appropriate.

**Planned Absences.** A planned absence may occur when a special circumstance requires the student to be absent from school. Planned absences must be requested by a parent in writing in advance and approved by the administrator. It is the student's responsibility to notify the teacher in advance. Teachers have the right to ask for part or all assignments, including tests, to be completed prior to the student's absence. Refer to the section on *Grading -Grading Work Due to a Planned Absence*. Because planned absences interrupt the student's attendance and, therefore, detract from learning time, such absences are not encouraged.

**Truancy.** In accordance with state law 72-1113, a student shall be considered truant if the child is inexcusably absent on either three (3) consecutive school days, five (5) or more days in any semester, or seven (7) days in a school year. The principal shall notify the County Attorney, SRS, or other appropriate officials in writing of a student(s) who has been determined to be truant from school, the number of days the student has been truant, and the name and address of the parents/guardians.

**Returning to School.** When returning to school after an absence, the student must report to the office before classes begin in the morning or as soon as he/she enters the school building if classes are already in session with a note from a parent stating the reason for the absence. At that time, the student will be issued an "admit slip" to be presented to his/her teacher(s). The student will be responsible for making up any work missed as a result of the absence. Refer to the section on *Grading -Grading Late Work*.

Please do not send your child to school if he/she has been ill (vomiting, diarrhea, etc.) or has had a fever within the last 24 hours. When students return to school after being ill, it should be clear that they will be expected to participate in all areas including recess and P.E. Exceptions are made only with a written note from the doctor.

**Leaving School During the Day.** Parents should inform the teacher(s) and office in writing a day in advance if their child has to be gone for part or all of a day (i.e. doctor's appointment, etc.) This note should be brought to the office at the beginning of the school day. Parents must report to the office when picking up a student. A call will be made on the intercom to the classroom to let the student know it is time to leave. The student must then meet the parent in the office and sign out. Upon returning to school, whether it is that same day or the next, the student must sign in at the office to receive an excused absence from class.

**Funerals.** In keeping with the Corporal Work of Mercy to bury the dead, students will be allowed to attend funeral masses. They must present a written note to the school office before school begins the day of the funeral. We do not feel it is necessary for students to go to the cemetery or partake of the funeral dinner unless the deceased is a family member. Students will not be able to make phone calls to parents for permission to attend a funeral.

## **BAD WEATHER**

When severe weather forces the cancellation of school, it is our policy to follow the decision of U.S.D. #250. School closings will be announced over local radio stations and TV stations. If the decision to close school comes during the school day, the information will be posted at [www.smcschools.com](http://www.smcschools.com) and broadcast over local radio stations, KOAM, FOX, KSN and KODE TV stations, and the U.S.D. #250 cable TV channel. An email to parents will be sent from the school office if possible.

## **BIRTHDAY TREATS**

All birthday treats must be consistent with the Diocesan Wellness Policy. Birthday treats are to have a positive nutritional value, such as fruits, vegetables, water, and low-sugar drinks. Students may not bring fast food items for a birthday treat, nor are they to have drinks with excessive sugars, i.e. soda pop. A student may have only one item of minimal nutritional value as part of his/her treats. Please contact classroom teachers or the school office for guidelines.

## **BULLYING/HARASSING BEHAVIOR**

Bullying and Harassing Behavior is a Major Violation with the specific consequences listed as follows: In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life, worth, and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, the diocese, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct. Such behaviors can include, but are not limited to teasing, poking, biting, and hitting or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, sexually suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event to come within the jurisdiction of the diocese, if it is deemed to affect any one of the three conditions noted and articulated herein.

Behavior that targets an individual or group (or their relatives, friends, or associates) is harassment when it:

1. has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
2. has the purpose or effect of unreasonably interfering with an individual's performance;
3. adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the result of the conduct was intentional.)

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable and cannot be tolerated in Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. They may be immoral and illegal as well. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline. Such discipline may include mandatory counseling, suspension from participation in school-related activities, disciplinary sanctions, and possible expulsion.

**Reporting Threats of Harassment/Bullying.** All students may report bullying by sending an email to [bullyingreport@smcschools.org](mailto:bullyingreport@smcschools.org). Teachers will also report incidents of bullying and harassment. Reports will be evaluated by administrators and/or counselors who will determine the plan of action.

The following list includes harassment/bullying behaviors, however, this list is not all inclusive.

Extortion

Intimidation (threatening by word or deed)

Obscenity/Sexual Harassment

Hazing of students

Racial actions by word or deed

Exclusion

Administrators/Counselors will discuss reports with ALL students involved and an appropriate plan of action will be determined. For grave matters, suspension may result without prior reported infractions.

*Actions.*

1st reported behavior: A 150 word essay on subject matter related to bullying/harassment incident.

2nd reported behavior: One hour of on-campus community service coupled with listening to a predetermined CD aimed at raising the student's awareness of the feelings of others.

3rd reported behavior: In-school suspension with use of the Severe Behaviors Contract.

If further intervention is necessary, decisions will be made by a committee consisting of pastor, administrator(s), faculty, parents and student.

## **COMMUNICABLE DISEASE**

A communicable disease shall be defined as any infectious disease transmitted from person to person or animal to person by direct contact with an infected individual or by some other indirect means, and which is classified as such by Kansas law or by regulations of health agencies having jurisdiction. Administrators must report known or suspected cases of notifiable diseases to the local health department. Any student infected with a communicable disease dangerous to the public health shall be excluded from school by the principal or designee for the period of time necessary for the disease to be non-infectious and non-contagious or until the condition no longer poses a significant health threat to other students and school personnel. Both exclusion from school and subsequent reinstatement will be based on the concept of maximum health protection for the students in the school. In some or all cases, the principal may require the student's physician to issue a written statement declaring the student free of significant risk of contagion.

## **COMMUNICATION**

**Email.** Email is often used for communication among the faculty and between faculty and parents. Faculty email addresses are listed in the school directory and consist of the faculty member's last name—i.e. [name@smcschools.org](mailto:name@smcschools.org). When faculty members share a last name, the first initial is used after the last name—i.e. [smithd@smcschools.org](mailto:smithd@smcschools.org). Family email addresses will be recorded upon registration. If an email address changes, it is the parent's responsibility to update this information on the PowerSchool demographic page or contact the appropriate school office if computer access is not available.

**Further Communication from School.** It is advised that parents read the daily bulletin posted on the school's website, PowerSchool bulletin, parish bulletin, and other notes sent home for school information.

**PowerSchool.** Refer to the section on *PowerSchool*.

**Telephone.** The school telephone is used for business purposes. We ask that students not call home for late work, lunches, etc. Students should know in the morning how they are getting home after school and should not have to make a phone call concerning such matters. Phone calls to parents will be made from the secretary's office. Parent calls to students at school should be in the case of emergency only.

**Electronic Devices.** Elementary students are not allowed to use a cellular phone or other electronic device during the school day and all devices must be turned off and stored in backpacks. Junior High and High School students may not use electronic devices such as cellular phones, MP3 players, iPods, pagers, and headphones, etc., during school hours, except the lunch period. Otherwise, all electronic devices must remain turned off and kept in lockers. Any violation of this policy will result in the confiscation of the electronic device and a detention issued; the device will be returned after a detention is served. Use of a cellular phone during Mass times will result in a one day in-school suspension.

## CRISIS PLAN

St. Mary's Colgan Catholic Schools have a crisis plan to meet events such as tornado, bomb threat, serious injury, etc. Evacuation plans are in place for events that necessitate such actions. Information will be dispatched through local radio and television stations. Parents should utilize these media sources for information, realizing that phone lines will need to be used for contact with emergency personnel. Liaisons are designated by the principals at the following numbers:

Rectory	231-2135
St. Mary's Junior High & High School	231-4690
St. Mary's Elementary	231-6941

## DELIVERIES

Deliveries of flowers, balloons, candy, or similar items to students will not be accepted. Pursuant to Diocesan Wellness Policy, adults may not bring students lunch from restaurants, including fast food establishments.

## DISCIPLINE BEHAVIORS AND ACTIONS

**Student Behavior.** Students at St. Mary's Colgan Catholic Schools are expected to display good Christian values and behavior. SMC and members of its community will be treated with respect and dignity as Jesus Christ has commanded. The policies set forth have been developed to provide a safe and orderly environment during school and school-sponsored activities. Exemplary Christian behavior will lead to an environment in which learning and development of good work habits can occur. Failure to comply with the policies of St. Mary's Colgan Catholic Schools and not in keeping with these principles will result in disciplinary action. The President of Schools/Director of Administration is the final arbiter in all disciplinary matters and reserves the right to amend or bypass any of the actions listed.

Students are expected to conduct themselves in an orderly manner at all times when in school or at any school-sponsored activity. Students are expected to show respect for teachers, staff members, other students, visitors, and school property. Students are expected to practice honesty in all aspects of school life. Students should refrain from any illegal and immoral activity on or off school property at all times.

Student behavior off school grounds is clearly the responsibility of parents and the student. Parents are expected to supervise their children and support the intent of the school's policies while the student is off campus so the student does not receive mixed messages and become confused. Also, parents should support the teachings and values of the Catholic Church at all times. If it becomes clear to administrators that the student's and/or parents' behavior does not embrace and support these values, philosophies, and policies, the student may be subject to discipline by the school including but not limited to the student being withdrawn from St. Mary's Colgan Catholic Schools.

**Conduct.** The disciplinary system has two categories, MINOR VIOLATIONS and MAJOR VIOLATIONS:

MINOR VIOLATIONS: Minor violations include but are not limited to the following:

1. Unexcused tardy\*
2. Failure to turn in assigned work
3. Dress code\*
4. Food/gum
5. Littering
6. Noise in halls
7. Disruptive and/or vulgar language
8. Minor misconduct at activities
9. Inappropriate display of affection
10. Inappropriate behavior
11. Disruptive class behavior
12. Parking violations\*
13. Other

\* behavior has a specific policy and consequences

*Consequences of Minor Violations:*

Minor Violations will be handled as follows depending on the grade level:

## **Grades K-6**

The vast majority of student misconduct is effectively mediated with classroom management techniques. Administrators and classroom teachers may also use warnings, time-outs, loss of privileges, and parental contact to change behavior.

When necessary, detentions may be used.

1st minor violation = 15 minute detention served at 7:30 a.m.

2nd minor violation = 30 minute detention served at 7:15 a.m.

Detentions will be served the day after the detention is issued.

## **Grades 7 – 12**

Minor violations for students in grades 7-12 will be handled with a demerit system. All students will be issued a demerit card and be expected to have it with them at all times. Records of demerits will be kept in the office. Failure to have a demerit card will result in students being issued a demerit through the office. Lost demerit cards should be promptly reported to the office for replacement. Parents can easily monitor demerits accumulated by reviewing their child's demerit card.

Students who receive an excessive number of demerits in a short period of time will be subject to further disciplinary action. There may be instances when a minor violation warrants a more serious consequence than a demerit. In that case, a detention must be served. When a student receives a detention, a demerit may also be recorded. Detentions must be served by the day following the incident. Students who fail to serve the detention will be assigned an additional detention.

### **Demerit System Grades 7-8**

Junior High demerits may be classified as *organizational* or *behavioral* at the discretion of the teacher. Some examples include, but are not limited to, the following:

Organizational – leaving objects in hallway or failure to bring materials to class.

Behavioral – disruptive language or inappropriate behavior.

Organizational Demerits: For every five organizational demerits, the student will be scheduled for a conference with a Junior High teacher to discuss organizational strategies and to put lockers and bags in order. The teacher will notify the child's parent or guardian.

Behavioral Demerits: The behavioral demerits accumulated during each semester will result in the following:

5 Demerits= 1st Detention

10 Demerits= 2nd Detention

15 Demerits= One day in-school suspension and parental conference with the administration and student.

20 Demerits= Two day in-school suspension and parental conference with the administration and student.

25 Demerits= Three day in-school suspension and parental conference with the administration and President of Schools/Director of Administration. A formal plan for behavior will be instituted. Future attendance at St. Mary's Colgan Catholic Schools will be discussed.

### **Demerit System Grades 9-12**

High School demerits will be assigned for minor violations or class policy violations. Demerits will accumulate during each semester and will result in the following:

5 Demerits= 1st Detention

10 Demerits= 2nd Detention

15 Demerits= One day in-school suspension and parental conference with the administration and student.

20 Demerits= Two day in-school suspension and parental conference with the administration and student.

25 Demerits= Three day in-school suspension and parental conference with the administration and President of Schools/Director of Administration. A formal plan for behavior will be instituted. Future attendance at St. Mary's Colgan Catholic Schools will be discussed.

### **Detentions Grades 7-12**

A detention results from any violation that causes disruption of a class or violates school or classroom policy or any behavior or action deemed worthy of a detention by any faculty or staff member. Detentions must be served by the day following the incident. Students who fail to serve the detention will be assigned an additional detention.

Detentions accumulate for the quarter as follows:

1st and 2nd detention = 30 minutes, and detention form is mailed home to the parents.

3rd detention = One day in-school suspension and a parental conference.

4th detention = Two day in-school suspension and parental conference.

5th detention = Three day in-school suspension with parental conference with the administration and President of Schools/Director of Administration. A formal plan for behavior will be instituted. Future attendance at St. Mary's Colgan Catholic Schools will be discussed.

MAJOR VIOLATIONS: Major violations include but are not limited to the following:

1. Alcohol, Drugs, Tobacco use/ possession or possession of drug paraphernalia \*
2. Vandalism
3. Theft
4. Forgery
5. Unexcused absence from school Mass
6. Obtaining unauthorized test material
7. Unexcused absence
8. Failure to serve a detention
9. Truancy\*
10. Threatening behavior\*
11. Bullying/Harassing behavior\*
12. Refusal to follow instructions of authority
13. Disrespect to staff or students
14. Use or possession of fireworks on campus or other materials that might be harmful or disruptive
15. Fighting
16. Cheating and/or plagiarism
17. Repeated dress code violations\*
18. Repeated minor violations
19. Removal from class due to behavior problem
20. Use or possession of weapons on campus\*
21. Inappropriate behavior
22. Violations of the Technology Acceptable Use Policy\*
23. Soliciting violence\*
24. Arrest and/or conviction of any misdemeanor or felony
25. Arrest and/or Adjudication as a juvenile of any crime which would constitute a felony or misdemeanor
26. Arrest and/or Conviction of Minor in Possession of Alcohol\*
27. Arrest and/or Conviction of Driving Under the Influence DUI/DWI\*
28. Arrest and/or Conviction of Minor in Possession or Purchasing of Tobacco\*

\* behavior has a specific policy and consequences

*Consequences of Major Violations for Grades K-12:*

Major Violations will be handled by detention, probation, suspension, expulsion and/or the use of the Severe Behaviors Contract. Students with discipline and/or attendance problems may be put on a contract that states, in writing, the guidelines that will dictate the student's continuing enrollment at St. Mary's Colgan Catholic Schools.

**Probation.** Students may be placed on probation as a discipline measure. Such probation may be for a specific period of time or until certain conditions have been met by the student.

**Suspension.** Students may be suspended by the principal for a Major Violation. The principal will notify the parents, President of Schools/Director of Administration and Pastor before suspension, if at all possible. During any suspension, the student may not participate in or attend any school function from the time of the suspension until the time of reinstatement. For example, suspension on Monday prohibits attendance at Monday night's activities.

School work during a suspension:

For in-school suspensions, work will be graded at 20% off.

For out-of-school suspensions, work will be graded at 30% off.

All work is required to be completed.

**Expulsion.** A student may be expelled if all other means of discipline have failed or for involvement in a single act that presents serious threat to the welfare of the school community. The student involved should be suspended from school while information is being gathered. The Pastor, President of Schools/Director of Administration, principal, teacher, and parents will be consulted to gather all the facts in the situation. Prior to any expulsion, the Principal will meet with the President of Schools/Director of Administration, Pastor, and Catholic Schools Superintendent. Within 48 hours of this meeting, the Principal will notify the parents in writing regarding the decision.

**Specific Violations are subject to specific consequences as follows:**

**Threats of Violence.** The entire school staff has an interest in providing all students and staff an educational environment that is safe, peaceful, and secure. Therefore, threats of violence by a student, adult, or teacher must be taken seriously and acted upon by school officials.

*Actions.* In the event of a threat to the life of a student or staff member, the threat to bring a weapon to school, or other serious threat by a student, the following procedures are recommended. The order of the procedures may vary depending on the circumstances of the situation.

1. Take all threats seriously and report them.
2. Isolate and supervise the individual(s) involved.
3. Call 911 for an immediate police response.
4. If a threat is by a student, call the parent(s) or guardian(s) to arrange a meeting with the school administrator/pastor, student, and police. It may also be appropriate to have a counselor or psychologist available to work with the student, school administrator/pastor, and parent(s)/guardian(s).

After the offense, the student may return to school and may attend school activities only if 1) he/she presents a written recommendation from a psychologist/psychiatrist approved by the administrator, assessing that it is safe for the student to return to school; and 2) the administrator, after consultation with the pastor, believes that the threat of potential future harm has been abated. If the student is accepted back into school and returns to school, his/her parent(s) or guardian(s) shall be notified in writing that a second offense will result in automatic expulsion.

Any adult who makes a threat of violence shall be banned from the school premises and activities until 1) such time as the adult complies with any and all conditions set by the administration; and 2) the administrator, after consultation with the pastor, believes that the adult is no longer a threat to the school, its employees, its families, and its students. A report of a threat may be made to the proper authorities. A second occurrence will result in a permanent ban of the adult, removal of the adult's children from the school, and, where appropriate, prosecution.

**Use or Possession of Weapons.** A student should not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

*Actions.* According to the terms of the Weapons-free School Act, schools are required to expel a student from school for not less than one year for possession of a weapon (as defined in the statute) at school, on school property, or at a school-supervised activity. Under the Kansas School Safety and Security Act, the school must also make a report to the appropriate state or local enforcement agency by or on behalf of any school employee who knows or has reason to believe an act has been or will be committed at school, on school property or at school supervised activities that involves or will involve a direct and immediate threat to safety or security of human life; the possession, use or disposal of explosives, firearms, or other weapons; or the commission of an inherently dangerous criminal act. School staff has the right to reasonable search of person, vehicles, lockers, etc. for possession of weapons or other dangerous items. (Refer to the section on *Search of Person or Property.*)

## **EMERGENCY DRILLS**

In accordance with State and Diocesan regulations, our schools hold monthly fire drills, as well as a tornado drill three times a year, once in the fall and twice in the spring. The routes for building evacuation are posted in each classroom and in other areas of the building. It is important for students to follow directions for emergency drills as instructed by faculty.

## **EMERGENCY INFORMATION**

All parents are required to complete an emergency information form to be on file at the appropriate school office. Information will include home and work addresses and phone numbers, as well as alternative contacts if a parent cannot be reached. This information must be kept up to date at all times. When changes occur, it is the parent's responsibility to update this information on the PowerSchool demographic page or contact the appropriate school office if computer access is not available.

Parents should notify the office in writing when changes for the responsibility of your child are made for the day, and also when parents are out of town one day or for an extended number of days. In the event that a restraining order exists or that visitation rights of a noncustodial parent are limited, documentation must be on file in the appropriate school office.

## **EXTRACURRICULAR ACTIVITIES**

**Overview.** SMC offers a wide variety of girls' and boys' athletics, in addition to several activities apart from the daily routine of academics. It is considered a privilege to participate in these activities; therefore, those who represent SMC on the playing fields and at other competitions are expected to represent our school in a Christ-like manner that reflects our foundations and beliefs.

We encourage all students to participate in as many activities as possible; yet, we stress that maintaining passing grades and allowing time for studying is the first priority of the student. Therefore, no student is expected to participate beyond his/her limit. Students absent for the entire school day should not attend practices or school functions that evening without administrative permission. Junior High and High School students must attend 5th – 7th hour classes in order to participate in school functions that evening, unless approved by the principal.

## **Athletics, School Sponsored Events, Fine Arts, Co-curricular and Related Programs.**

1. *Practice Schedule.* Practices for all extracurricular activities are held at the discretion of the coach or sponsor depending upon the availability of facilities. No practices are to be held on Sunday until after 3:00 pm, when all Masses are done. Practices should not extend past 9:00 pm on school nights for elementary students. Coaches may elect to hold practices on snow days if the streets have been cleared; however, these practices are not mandatory.
2. *Eligibility.* St. Mary's Colgan Catholic Schools fall under the auspices of the Kansas State High School Activities Association guidelines. The KSHSAA rules require that for any student to be eligible for participation, he/she must:
  - a. Have passed at least five subjects of unit weight the previous semester or last semester of attendance.
  - b. Be enrolled in and attending a minimum of five subjects of unit weight during the present semester.
  - c. Be a bona fide undergraduate member of his/her school and in good standing. A student who is under suspension or whose character or conduct brings discredit to the school or to the student is not in good standing. Administration has the authority to determine whether a student is in good standing.
  - d. All students participating in interscholastic athletics, dance and cheerleading must have on file a physical examination form and a statement of their parents' consent to participate.

In addition to the KSHSAA eligibility requirements,

3. *Attitude Toward Officials.*
  - a. Officials have been agreed upon by both schools; treat them courteously.
  - b. Booing and disorderly conduct by spectators and players toward officials are marks of poor sportsmanship.
  - c. Officials' decisions are final; accept them.
4. *Student Spectators and Cheering Sections.*
  - a. Cheering when an opposing player makes a foul is unsportsmanlike.
  - b. No mechanical noisemakers should be sounded at any athletic contest.
  - c. The opposing schools should be courteous to each other's cheering section and pep club.
  - d. Support your team when it is losing as well as winning.
  - e. Certain sections should be specified for visiting students and cheerleaders if possible.
  - f. Respecting public property of other communities is expected of all SMC students.
  - g. Students who engage in disruptive or unsportsmanlike behavior are subject to suspension from further athletic contests.
5. *Cheerleaders and Dance Team.* The purpose of our SMC school spirit squads is to encourage and support students involved in extracurricular activities and to develop school spirit and a sense of pride in the school. Therefore, school spirit squads have been established. Additionally, the spirit squads provide an opportunity for many girls to participate in school-sponsored activities. The High School Cheerleading Squad and Dance Team, in a united and cooperative effort, exist to promote, provide, and encourage school spirit specifically at athletic events and school spirit events. They will also encourage and support school spirit in the day to day life of the school.

*High School Cheerleading Squad Purpose:* To provide leadership at games and pep rallies that will encourage school spirit, and especially student and crowd involvement in the contest or event. This will include cheers, chants, and skits.

*Dance Team Purpose:* To encourage school spirit and provide entertainment through dance routines for the student body and fans at athletic contests and spirit events.

*Jr. High Cheerleading Squad Purpose:* To provide a developmentally appropriate program open to all girls that fosters leadership at the Jr. High games and pep rallies that will encourage school spirit, and especially student and crowd involvement in the contest or event. This will include cheers, chants, skits, etc.

*Cheerleading and Dance Team Guidelines\*:*

- The Jr. High Cheer squads will consist of two squads and be open to any girl wanting to participate.
- Qualified judges from outside the school system will assist in selecting members for each high school squad in the spring of each school year under a procedure specified by each sponsor and approved by the principal of the Jr. High/High School. (High School Cheerleading and Dance Team tryouts will be conducted on a rotating basis from year to year.)
- All squad members must meet the KSHSAA requirements as outlined in the *Eligibility* section.
- All activities and performances must reflect the spirit of St. Mary's Colgan Catholic Schools.
- All activities and performances must conform to KSHSAA rules and guidelines and Diocesan standards.

\*Additional regulations and guidelines are contained in the contract that each high school cheerleader and dance team member, as well as her parents, signs before trying out for the position. Junior High contracts are signed at the beginning of the school year by any girl participating and her parents. These contracts are held on file and are good for one year. New contracts must be validated each year.

6. *Pep Club.* The junior high and high school maintain separate pep clubs. Each pep club is responsible for initiating activities to promote school spirit. Pep club members are expected to attend football and basketball games as one cheering unit.

7. *Election of Football and Basketball Queens.* The election of the football and basketball Homecoming Queen is a three ballot process. On the first ballot, the student body will elect the six members of the Homecoming Court composed of three senior and three junior girls elected from all eligible junior and senior girls. To be eligible on the first ballot, a junior or senior girl must be a student in good standing and not previously reigned as Homecoming Queen. The second ballot will be used to select three finalists for the honor of Homecoming Queen. The third and final ballot will be used to select the Homecoming Queen and the 1st and 2nd attendants. The Student Council will conduct balloting. STUCO members who are eligible for election to the Homecoming Court will not participate in the balloting process. All high school students in good standing and faculty/staff who are present at the time of the election are eligible to vote. No absentee ballots will be issued for the Homecoming elections. All members of football Homecoming Court, with the exception of the queen, are eligible to be on the ballot for the basketball Homecoming Court during the same school year. It is expected that Homecoming Court will dress appropriately. SMC administration shall distribute guidelines for attire that must be followed by all. The coronation of the football Homecoming Queen will occur prior to the start of the football game.

### **Student Organizations.**

1. *Officer Policy.* Students at the junior high and high school level shall not hold more than one major and one minor office at the same time. Major offices consist of presidencies of school organizations. All other positions should be considered minor. The principal and activity advisor must sanction exceptions to this rule. The student officer must maintain a 2.0 average during his/her term of office. Failure to do this will cause removal from office.
2. *Fundraising.* No organization may conduct fundraising projects without written permission of the principal. Refer to the section entitled *Fundraising* for policy details.
3. *Student Council (STUCO).* The Student Council is the high school's representative group. It consists of four representatives elected by each class and an advisor appointed by the administration. Each representative must maintain satisfactory scholastic standing in addition to the requisites of proper attitude and service. The junior high does not have a student council. Elections for positions on the Student Council are held in the spring. The officers will be elected first. Students who will be juniors or seniors the next school year may run for a specific Student Council office. The officer positions are president, vice president, secretary, and treasurer. The officer positions will be elected by the next year's high school student body. After officer election, student council representative elections will take place. If a student ran unsuccessfully for a student council office, they may run for a representative position. Representatives are elected by each class. The top four vote-winners will be class representatives. The Student Council furnishes leadership in student activities and as a forum for the expression of student opinion. The advisor may request attendance at any School Advisory Council meeting to discuss Student Council activities.
4. *Class Officers. Grades 8-12*
  - a. The officers of the classes shall consist of a president, vice president, secretary, and treasurer.
  - b. The election of these officers shall take place at the beginning of each school year.
  - c. Candidates for a class office must maintain satisfactory academic standing, a proper attitude, and a commitment to service.

**Dramatics and Music.** St. Mary's Colgan High School has an excellent Fine Arts department. Much of the practice time for Fine Arts productions is taken care of during school time, but dramatic productions also require night practices and this should be considered when tryouts are being conducted. Practices should not extend past 9:00 pm on a school night for elementary students.

St. Mary's Elementary School teaches music as part of the curriculum and all classes participate in at least one music program annually. Typically, these events are in the evening and all students in grades Kindergarten-6th are expected to participate in the music programs.

*Conduct At Plays, Musicals and Concerts.* A standard of conduct at plays and similar performances that conforms with normal rules of courtesy is expected. Conduct that interferes with the enjoyment of the performance by the audience is not proper. This includes excessive exits and entrances by students during the performance. The cast and the director spend many hours in perfecting a performance for the enjoyment of the entire audience. These rules apply to performances at other schools also.

**Overall Conduct of Participants in Activities.** Participants in any activity under the sponsorship St. Mary's Colgan Catholic Schools are expected to display only Christian behavior that is becoming to ladies and gentlemen and students of our Catholic schools. It is the purpose of extracurricular activities to help students develop poise, confidence, and sportsmanship; to learn to win and to learn to lose; to learn to perform in front of others; and to attain self-discipline and self-control. Displays of temper and acts of disrespect toward judges, officials, fans, or opponents brings dishonor to our school and community. Clothing that advertises tobacco, drugs, or alcohol; displays sexual connotations; or contains inappropriate content deemed offensive may not be worn to any school activity.

**School Parties and Dances.** Dances and parties sponsored by the high school are usually held in the Activity Center. In accordance with diocesan policy, the school may not sponsor dances or after-school parties for the junior high or elementary school.

Students must sign up all outside guests two days prior to the dance. Dates that are students at another high school must bring a valid high school identification card. High school graduates who are dates must be under age 21 and bring a valid identification card, such as a driver's license or college identification card.

Students will be given a specific time frame in which to enter a dance after which no admittance will be allowed. Students who leave the dance will not be allowed to reenter.

Contracts for "live" music must be signed by the administration and be accompanied by a purchase order to be a valid contract. Money will not be withdrawn from the activity fund to pay for agreements made by individual students, organizations, or classes. All school parties must have the consent of the sponsor and the administration or principal.

All parties and dances will have ample chaperones. No K-8 students will be allowed at any St. Mary's Colgan party or dance. It is expected that students attending school sponsored dances dress appropriately. SMC administration shall distribute guidelines for dance attire that must be followed by all in attendance. No alcohol, drugs, or tobacco will be allowed at any St. Mary's Colgan function. Breathalyzer tests may be administered to any or all students. If a student tests positive, a parent will be notified and required to remove the student from the function. The school *Alcohol, Drug, Tobacco/Substance Abuse Policy* will be enforced.

## FUNDRAISING

**Philosophy.** St. Mary's Colgan Catholic Schools are aware of the need to solicit funds for various school-related activities. As a principle of Stewardship, it is important for students to provide assistance to help fund some of these activities. However, there also is a need to balance these fundraising activities/philanthropic donations with the burden these place on our school families, the parish, and community. In order to maintain a balance, plans for activities, whether new initiatives or annual events, must be approved in writing by the administration. In approving these activities, the administration will strive to balance the need for funds with the number of students benefiting in light of the spiritual, educational, and social mission of the school and the parish.

**Procedure.** Forms to request approval of fundraising activities/philanthropic donations are available in the building offices and on the school's website. These forms must be completed and returned to the school office no less than two weeks prior to the proposed start date for the activity. The Fundraising/Philanthropic Request Form must be completed by any student organization, class, sponsor, teacher, coach, parent group or school supporting organization, including Booster Club, Fine Arts Committee and Home & School Association, desiring to hold such an activity.

**Class Accounts.** A class account is started when a class reaches 6th grade and the fund stays with the class through graduation. The class account funds are used to cover school related expenses such as the senior class group photograph, class gift at graduation, hosting prom in junior year, miscellaneous expenses as part of 8th grade, etc. Class account funds are obtained by donations when students serve a funeral Mass in 6th grade, proceeds from concession stand at junior high basketball games and fundraising events by students in grades 7 – 12 i.e. value card sales, candle sales. The class account is maintained by the Administrative Assistant at the high school with funds utilized according to the school's disbursement policy.

## GRADING

Grades are based on achievement. In the final analysis, a grade represents the best efforts of the teachers to measure the individual student's progress and achievement. Parents and students are invited to confer with the teacher regarding the grade when there is a point in question.

Report cards will be issued quarterly. Grade cards for kindergarten, first, and second will list the skills to be taught in each subject as required in the curriculum guide. Skill levels will be indicated by a specific mark on the grade cards. All grades will be posted on PowerSchool and parents are encouraged to check progress of their child periodically but especially at mid term. Parents who do not have access to a computer may request that a paper copy of grades be sent home at mid-quarter and at end of quarter. It is strongly suggested that parents view grades on a regular basis to keep apprised of academic progress.

St. Mary's Colgan Catholic Schools use the diocesan grading scale as follows:

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

**Honor Roll.** For grades 4-6, honor roll requires satisfactory or above satisfactory marks in behavior, effort, and work-study habits.

First Honors = all A's

Second Honors = four A's and the rest B's

Third Honors = all A's and B's in any combination

For students in grades 7-12, honor roll is awarded at three levels.

Highest Honors = All A's

High Honors = 5 A's and the rest B's

Honors = 3 A's and the rest B's

**GPA and Class Rank.** The following system is the number of points each letter grade counts:

A=4, B=3, C=2, D=1, F=0.

Grade point averages and class ranks will be computed one week after the end of each semester. Incomplete grades will be recorded as no credit. Grade point averages and class ranks will not be re-computed until the next semester. Exception: eight semester grade point averages will be re-computed after incompletes are made up but class rank will not be re-computed. GPA and Class Rank are not computed at the junior high level or elementary level.

**Valedictorian and Salutatorian.** The valedictorian and salutatorian will be chosen from among the students who are in the Honors Curriculum. An enhanced grade point average and class rank for seniors in the top 10% of the class will be computed at mid-fourth quarter. A grade reported as incomplete at this time will be recorded as a failing grade. The honors student with the highest enhanced grade point average will be the valedictorian. The honors student with the second highest enhanced grade point average will be the salutatorian. There will be no ties for these honors. The first tiebreaker will be ACT scores. The second tiebreaker will be the cumulative class average recorded as percentage points.

**Grading Late Work.** Partial credit may be given for work that is turned in late when a student is not absent. The teacher will determine the amount of credit.

**Grading Work Due to an Excused Absence.** A student with an excused absence will receive full credit and be given a minimum of one day for each day missed to complete and turn in assigned work. Assignments given when student is present are due when student returns or at the assigned due date, whichever is later. This policy will be in effect for all students and teachers unless otherwise determined by the principal on a case-by-case basis.

**Grading Work Due to a Planned Absence.** Work must be turned in prior to the planned absence in order to receive full credit. Work turned in after the date of the planned absence should be treated as late work and will receive a grade reduction as determined by the individual teacher. Note: It is the student's responsibility to collect the assignments from his/her teacher(s) and to see to it that the teacher(s) receive the work before the absence to receive full credit for the work.

**Grading Work Due to an Unexcused Absence.** When an absence is determined to be unexcused, any work missed as a result of the absence will receive a 20% late-grade reduction.

**Grading Suspension Work.** When a student is absent because of suspension from school, the work must be made up. For in-school suspensions, students will be assigned work that is related to the actual classroom assignments. The work must be fully completed and meet the expectations of the teacher. The student will receive a 20% reduction for completed work. For out-of-school suspensions, students will receive a 30% reduction for classroom work during the time of the suspension.

**Incompletes.** All grades marked "I" shall become "F" unless the student satisfactorily meets the condition which caused the "I" to be recorded against him or her. Teachers are to give incompletes only if a student has been unable to complete class assignments due to major illness. Incompletes should only be assigned as a grade after consultation with the principal (and if necessary the counselor). The teacher and the principal shall determine the time frame to complete the work. Students should understand that an incomplete in a class may adversely affect eligibility for KSHSAA and SMC sponsored activities and academic honors. If the course requirements have not been satisfactorily met by the end of the predetermined period, the incomplete will be recorded as a failing grade. The principal may grant an extension of the grace period if there is sufficient medical necessity. It is the student's responsibility to make all necessary arrangements for completing class requirements.

**Class Failure.** Students in grades 7-12 who have a failing semester grade in a required subject must successfully complete summer school or other administration approved alternate plan prior to entering the next grade level.

## **GRADUATION REQUIREMENTS**

In compliance with Diocesan Policy 517, St. Mary's Colgan High School offers one diploma with two possible endorsements. The diploma meets the minimum graduation requirements set by the State of Kansas, the Diocese of Wichita, and the local School Advisory Council. The Board of Regents' endorsement meets the Kansas Board of Regents pre-college curriculum requirements. The Honors endorsement meets the Kansas Board of Regents Honors Curriculum requirements. Per Diocesan Policy 517a, parents of students with documented special needs may request a modification of the requirements for graduation.

**Remediation.** If a student does not pass an 8<sup>th</sup> grade class or does not meet standard on a state or diocesan assessment, the school shall require successful remediation (i.e. documented progress on ILP, a minimum of 30 hours per course of after-school classes, summer school, Saturday school, etc.) before promotion and enrollment in high school is permitted.

If a high school student does not pass required courses or does not meet standard on a state or diocesan assessment, the school shall require successful remediation (i.e. documented progress on ILP, a minimum of 30 hours per course of after-school classes, summer school, Saturday school, etc.) before providing a diploma and transcript.

### **REQUIREMENTS FOR GRADUATION FROM ST. MARY'S COLGAN HIGH SCHOOL.**

Religion – 4 units or ½ unit for each semester enrolled at SMC.

English – 4 units.

Mathematics – 3 units at or above the level of Algebra I.

Science – 3 units of laboratory science. One unit of biological science, chemistry, and one additional unit.

Social Science – 3 ½ units. 1 unit American History, ½ unit Government, 2 units from geography, history, political science or economics.

Physical Education/Health – 1 unit. ½ unit of physical education and ½ unit of health.

Foreign Language – 1 unit.

Fine or Performing Arts – 1 unit.

Electives – sufficient number of elective units to complete a minimum of 26 total units.

Students who complete the Board of Regents requirements for graduation will be awarded a Regents endorsement on their transcript. To be awarded an Honors endorsement on their transcript, students must complete an additional 1 unit of math at or above algebra I, 1 unit of physics, and a total of 2 units of the same foreign language. Students whose academic program is modified according to Diocesan Policy 517a may receive a General endorsement on their transcript if the program meets the basic state and diocesan requirements but does not meet the graduation requirements listed above.

The term “unit” refers to the Carnegie unit as defined by the State of Kansas. A student receives ½ Carnegie unit for each semester of class work passed with a grade of “D-” or better.

In addition to taking classes at St. Mary’s Colgan, students may receive credit from other sources.

1. *Extension Credit.* The credit(s) must be earned from an institution approved by the principal or counselor. If a correspondence course is required for graduation, an official transcript which records a passing grade must be received by the SMC office before the student can participate in graduation exercises. It is the student’s responsibility to make all transcript requests from the institution offering the extension credit.
2. *College Classes as Dual or Concurrent Credit.* Students who wish to count college course work for high school credit must receive the approval of the counselor and the principal prior to enrolling in the college class. These are general guidelines for approval of college credits as dual or concurrent credit:
  - a. Students who wish to take college classes during the school day must indicate by their academic standing that they are able to successfully handle the rigors of a class.
  - b. Students who maintain grade, behavioral, and attendance requirements are not required to attend school when their class is not in session. However, once at school, students must stay at school.
  - c. Student athletes should be aware of the KSHSAA requirements before planning college classes.
  - d. Under usual circumstances students may not substitute a college class for a class that is offered at St. Mary’s Colgan.
  - e. Students must submit proof of enrollment or they will be expected to attend at St. Mary’s Colgan.
  - f. Before credit can be extended, an official copy of the college transcript must be submitted to the St. Mary’s Colgan office.

**Kansas Board of Regents Pre-College Curriculum.** Students who graduate with a minimum of a 2.0 grade point average in fourteen approved Regents core courses will be eligible to enroll in Kansas Board of Regents Institutions. For a complete list of the qualified admissions criteria and a list of the St. Mary’s Colgan core courses contact the high school counselor or visit the Kansas Board of Regents website at: [www.kansasregents.org](http://www.kansasregents.org).

**Kansas Scholars Curriculum.** Students who complete the Honors Curriculum will have met the qualified admissions requirements and the Kansas Scholars Curriculum. In the spring of each school year, the high school counselor will submit a list of all students who will complete the Kansas Scholars Curriculum. These students will be recognized by the Regents as having successfully completed the Kansas Scholars Curriculum. The Regents will select the Kansas Scholars for the list of curriculum completers. Kansas Scholars are chosen on the basis of their grade point averages and ACT/SAT scores.

The ACT/SAT tests must be taken by December 31 of the senior year. Students who are chosen as Kansas Scholars are then eligible to apply for a Kansas State Scholarship. The Kansas State Scholarships are awarded on a financial need basis from the pool of Kansas State Scholars. Kansas State Scholarships must be used to attend college in Kansas. For more information on the Kansas Scholars program see the Kansas Board of Regents website at: [www.kansasregents.org](http://www.kansasregents.org) and select the Student Financial Aid tab.

**Other Curriculum Considerations.** Students who plan to attend college out of state or attend in-state non-regents institutions should contact the institution prior to their sophomore year or as soon as possible after the sophomore year to check for any additional admissions requirements. Similarly, student athletes should check the NCAA Clearinghouse website at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

**Cumulative Grade Information.** At the conclusion of each semester a cumulative grade point average, Regents’ curriculum grade point average, an enhanced grade point average, a percent average for all class work, and class rank is computed for each student in grades 9 through 12. Four grade points are awarded for each semester grade of “A”, three points for each “B”, two points for each “C” and one point for each “D.” Failing semester grades are awarded zero grade points but the class is counted in the total number of classes used to compute the grade point average. The grade point average is computed by dividing the total number of grade points for all coursework taken each semester by the total number of semester classes.

College classes taken for dual credit are considered “honors” only if the equivalent SMC class is considered to be honors. Thus, college physics would be considered an honors class but a college level chemistry class would not be considered honors.

The percent average represents an average grade for all semester courses. It is computed by averaging the percent grade earned by the student in each semester class. The percent average is used as the second tiebreaker when it is necessary to break ties in class rank. Ties are not broken when class rank is recorded on the transcript.

The Regents’ grade point average is computed using only the classes that have been approved by the Kansas Board of Regents as meeting the qualified admissions requirements. The Regents’ GPA is used to advise students on their progress toward satisfying the KBOR qualified admissions requirements.

The enhanced grade point average is computed by dividing the number of semesters of honors classes by the number of classes a full time student would take. The result is added to the simple grade point average. This enhanced grade point average is used to determine class rank.

## **GUIDANCE**

Guidance is available for all K thru 12 students. Counseling will help students with some of the difficulties they may experience with enrollment, homework, extracurricular activities, personal-social problems, home environment, and future plans. It is not the purpose of counseling to pass judgment or to discipline. One of the services of the counseling office is to administer testing programs. The results of these tests will be interpreted to the student in light of academic and vocational choices. At the high school level, the counselor will advise students about scholarships, government loans, etc. available through colleges and universities.

## **HEAD LICE**

Head lice can happen to anyone. They are tiny insects that live in human hair and hatch from small eggs called nits, which are attached to the base of individual hairs. They multiply fast, so they must be treated promptly. Kansas State Law states that "students who are infested with head lice (pediculosis) be excluded from school until they have been treated with an adequate pediculicide (shampoo), and have removed all nits."

A designated staff member will perform periodic head lice checks as needed. If a student is found to have head lice, they will be excluded from school until treated with an adequate pediculicide. Upon return to school, a designated staff member will examine the student's hair to ensure that all nits have been removed or the parent will provide a statement from a doctor or health agency stating that the child is nit free. If nits remain, even after treatment with an adequate shampoo, the student will not be allowed to return until all nits have been removed.

## **HEALTH SERVICES**

Community health agencies provide hearing, scoliosis, dental and vision screenings, as well as an immunization audit for our students. During the school year, hearing screenings are performed on students in grades K, 1, 2, 4, 7, 10, and vision screenings are performed on students in grades K, 1, 3, 5, 7 and 9. Screenings are also conducted on any student referred by a staff member and at kindergarten screening and pre-enrollment in the spring. Scoliosis screenings are performed on girls in grades 5, 6, 7, 8, and on boys in grades 6, 7, 8 and 9 upon permission from the parent or legal guardian.

An immunization audit is done every fall on all student health records. Notification letters are sent to parents if students are not in compliance with Kansas Department of Health and Environment Guidelines. Parents are required to obtain a written notification signed by the physician when the immunization has been administered. This form will be attached to the student's health file. If health concerns prohibit a student from receiving a particular immunization, a written notification signed by the physician is required to be kept on file.

## **HOLIDAY CLOSING**

The entire school campus will be closed during the Kansas High School Activities Association (KSHSAA) non-practice dates. No practices or other activities will be allowed in our campus facilities during this time for maintenance purposes.

## **HOMEWORK**

As a part of our schools' strong academic program, homework will be given. The purpose of such work is to reinforce regular classroom work, to develop good study habits, and to provide enrichment.

K-3 students should expect to spend about ½ hour per night on homework. This, of course, does not include time that parents might wish to spend with their child reviewing reading skills, practicing flash cards for math and vocabulary, and other such academic pursuits. Intermediate students in grades 4-6 should typically have no more than 1 hour of homework per night. Please be aware that an occasional special project may take longer or studying for a test might require more time. Students in grades 7-12 should expect about 1 ½ - 2 hours of homework per night. If your student's homework exceeds these amounts on a regular basis, first contact the teacher to see if there is a specific reason for such a length of homework. If the problem continues, contact the principal. Parents are encouraged to help their children with homework. Drilling for tests and math facts, checking answers or proofreading papers are all ways parents can help their students. Please do not make the actual corrections. Learning to correct one's own mistakes is a valuable part of the learning process. Helpful homework websites can be found in the back of this handbook.

## **ILLNESS AND INJURY DURING SCHOOL**

The school attempts to provide an environment in which students will be safe from accidents. If an illness or accident should occur, the school may authorize emergency treatment, but cannot authorize subsequent treatment. If a child should become ill or injured at school and it becomes necessary for the student to leave school, a designated staff member will contact a parent or emergency contact (taken from the information on the emergency form completed at the beginning of each school year). Under no circumstances will a student be sent home until arrangements have been made for the student's safety. In the event a parent or emergency contact cannot be reached, the school will take appropriate action. The school will not be responsible for emergency transportation and service cost.

If any student is found to have a temperature of 99.4 with headache, sore throat, nausea, cough or sneezing, parents or emergency contact will be notified, and the student must leave school. These signs may indicate the onset of an infectious disease or other illness that requires observation at home. If no one can be reached, the ill student will be excluded from class and will wait in the school office until school is dismissed or until someone can be reached. Students must remain home until they have been without a fever for 24 hours without medication (acetaminophen and ibuprofen). At times other health and illness related notices will be sent from the school pertaining to a particular illness and parents should follow the additional guidelines.

## **LIBRARY**

**Elementary School.** The elementary school library hours are 7:30 a.m. – 3:30 p.m. on school days. It is open for teacher, student, and parent use anytime within these hours. Each classroom will be assigned a weekly library period. In addition, there will be open scheduling to allow the classroom teacher and librarian to collaborate on the topics and skills appropriate to their grade level.

*Guidelines:*

1. All non-reference books may be checked out for a period of one week and may be renewed with permission. Notices will be sent to students who have overdue books. Parents should help their children learn the responsibility of returning library items by encouraging them to bring library materials back to school on or before the due date. There is not a fine charged for overdue items; however, students must return all overdue items before additional items may be checked out.
2. The price of replacing lost or damaged items will be charged to the parents.
3. Reference materials are to be used in the library. Personal copies printed from the computer or from the copy machine will be charged at 10 cents per page. Copyright laws will be strictly enforced.
4. All students who use the computers must follow the SMC *Technology Acceptable Use Policy*.

**Junior High and High School.** The junior high and high school share a comprehensive and up-to-date library media center. The library hours are from 7:30 a.m. - 3:30 p.m. on school days. Occasional closings will be posted.

*Guidelines:*

1. All non-reference books may be checked out for a period of three weeks and may be renewed with permission. Failure to return a book on time will result in a fine of 10 cents per school day. Lost items will be paid at cost. Damaged items will be paid as determined by the damage.
2. Reference works and magazines are to be used in the library. They may not be taken home but may be checked out to the classroom for the hour. Failure to return an item will result in a fine of 10 cents per hour.
3. Personal copies printed from the computer or from the copy machine will be charged at 10 cents per page. Copyright laws will be strictly enforced.
4. All students who use the computers must follow the SMC *Technology Acceptable Use Policy*.

## **LOCKERS**

Every junior high and high school student is provided locker facilities for storage of books, materials and personal items. Junior high students must use school issued locks. Locks are built in on high school lockers. Lockers, desks and other assigned areas are the property of St. Mary's Colgan Catholic Schools.

No food or beverages may be kept in lockers, with the exception of lunches and bottled water. Lockers, desks and such other storage areas and the contents thereof shall be subjected to inspection and search by school officials at any time without prior notice if there is reasonable suspicion that such will produce evidence of violations of law or of school rules, or that lockers may contain property which school officials reasonably believe may be intended for use in a manner disruptive to the orderly operation of the school.

## **LOST AND FOUND**

The schools will provide lost and found services through the secretary's office in each building. All items left in the classrooms, the gyms, or the cafeteria are brought to the secretary's office. Please take the time to mark your student's school clothing, etc. with his/her name. Unclaimed items will be given to charity.

## **LUNCH PROGRAM**

St. Mary's Colgan Catholic Schools have a hot lunch program. These lunches are part of a government subsidy program. Because of this, it is possible to obtain free and reduced lunches. This is a voluntary and confidential program. Applications must be completed each year and may be obtained from the rectory beginning August 1.

Student lunches must be paid in advance. Lunch balances may be checked on PowerSchool. Checks for lunch payment should be made out to "St. Mary's Hot Lunch." Send checks or money to school in a sealed envelope with "LUNCH" printed on the outside.

The daily menus are published on PowerSchool and in the Sunday bulletin. Each student will receive a bar-coded card similar to a debit card. In the elementary school, the classroom teacher will manage the cards when not in use. Students in grades 7-12 are expected to show their cards as they go through the lunch line. If a student loses his/her card, a \$2.00 replacement fee will be assessed.

The lunch schedule is:

Gr. K:	11:15 a.m. - 11:45 a.m.
Gr. 1-2-3:	10:50 a.m. - 11:20 a.m.
Gr. 4-5-6:	11:30 a.m. - 12:00 p.m.
Gr. 7-12:	12:05 p.m. - 12:39 p.m.

1st - 8th grade students will eat in the cafeteria. Kindergarten students will eat upstairs in the Activity Center. High school students may eat in the cafeteria, high school commons, or outside on school grounds. High school students also are allowed to walk to nearby restaurants during their lunch period. Students are not allowed to drive off campus for lunch. Food and drink from the vending machines will not be consumed in classrooms or hallways.

Pursuant to Diocesan Wellness Policy, adults may not bring K-12th grade students lunch from restaurants, including fast food establishments, and K-6th grade students may not bring carbonated beverages to school for lunch.

## **MASS SCHEDULE**

Students will be involved in liturgy planning and an effort will be made to provide liturgies that are meaningful for our students. Grades 1-6 will attend the 8:00 a.m. Mass on Tuesday, Wednesday, Friday and all holy days. Kindergarten will go only on certain days decided by the teacher. The junior high and high school will attend the 11:30 a.m. Mass on Tuesday, Thursday, Friday and all holy days. Occasionally, it may be necessary to adjust the Mass schedule to accommodate the needs of the school and/or the parish.

**Philosophy for Participation in Religious Activities.** Central to the philosophy of Catholic Schools is to form a Christian Community among our students based on the teachings of Jesus Christ. Our ministry extends beyond the religion classroom, into every class within our buildings, our co-curricular activities, and our liturgies. As a member of this Catholic school, students have a responsibility to be open to the message of evangelization that is being offered. All students, Catholic and non-Catholic, are expected to participate in school liturgies, respectfully standing, sitting, and kneeling with the congregation. These actions symbolize the students' deference to our school's mission – to build faith, to teach Gospel values and to serve God, Church and Community. Each individual has a responsibility to our community as all are here thanks to the generosity of our Catholic parish. Non-Catholic and Catholic students agree to abide by our principles upon enrollment in our school.

## **MEDICATION**

It is important that the staff of St. Mary's Colgan Catholic Schools be aware of any allergies or health problems of our students. A medical file is kept on each student. At the beginning of the school year, parents will be asked to complete a new form listing current medical history. If at any time during the school year this information should change, parents should contact the school office. We may request a letter from the doctor on his/her stationery stating (in lay terms) the medical problem, the medication and dosage prescribed, and what our staff can do at school to help if the need arises. This is meant only as an aid in helping the school provide care for our students.

The following guidelines will be followed to insure the safety of our students in the administration of medications during the school day:

1. Medications will be administered through the school offices. A completed and signed REQUEST TO ADMINISTER MEDICATION form must be on file. A signature from the physician or dentist must accompany all prescription medications and all non-prescription medications.
2. Medications will be dispensed from the school office by a designated staff member only and shall be administered in accordance with the times, dosage, and duration noted on the form. A notation will be made on the medication log of each student receiving medications and the times medications were administered. For parents of students in the elementary school, a note will be sent home with the child stating at what time the medication was given and in what dose.
3. Students who are prescribed an EpiPen are to provide the school with at least three EpiPens. One will be kept in the school office, one will be kept in the classroom, and one will be kept in the lunchroom/PE area. Diocesan Policy and State Law does allow students in grades 6 – 12 to carry and self-administer emergency medications (EpiPens and inhalers) for asthma or allergy under the supervision of school personnel; however, these students may provide additional EpiPens for various school locations if they wish.
4. After medications have been administered, students shall be observed for possible reaction to the medication for approximately twenty minutes. This observation may occur at the office or in the classroom.
5. Any changes to the medication prescription will require a new form to be signed by physician and parent and also a newly labeled container reflecting new dosage/instructions.
6. All medications, whether prescription or non-prescription, shall be kept in a secure location in the school office.
7. All medication, whether prescription or non-prescription, shall be brought to the school in the original containers:
  - a. The prescription container shall indicate the physician/dentist's name, student's name, name of medication, dosage, date, and RX (prescription number). When medication must be given at home and at school, two containers may be requested from your pharmacist.
  - b. Non-prescription medication shall be brought to school in its original container with the student's name on the container.
8. If a prescription medication is ordered to be given three times a day, it is unnecessary to give the medication during school hours. The medication may be given before school, after school, and before bedtime. Therefore, medication prescribed to be given three times a day will not be given during school hours.
9. The first dosage of any medication shall be given by the parent. School personnel will not initiate the dispensing or administering of medications to students for the first time.
10. If there is ever any question of possible adverse reaction to any medications, the administering of the medications will be stopped, and the parents/guardians will be contacted immediately.

## **MONEY AT SCHOOL**

K-6 students should not bring money to school unless it is for lunch or milk, copy fees, or a school-initiated event or activity. Money should be brought to school in a sealed envelope with the student's name, grade, and teacher, as well as the amount of money and its purpose written on the front.

## **PARENT SUPPORT ORGANIZATIONS**

**Home and School Association.** All parents of K-6 students are considered to be members of the St. Mary's Home and School Association. There are no membership dues. The Home and School Association sponsors many projects, including the Chili/Dessert Social in the fall and School Carnival in the spring.

**Booster Club.** St. Mary's Colgan Booster Club exists as a support system for 7-12 athletic programs. Membership dues are collected annually in the fall.

**Fine Arts.** St. Mary's Colgan Fine Arts exists as a support system for 7-12 fine arts programs. Membership dues are collected annually.

## **PARENT-TEACHER CONFERENCES**

There will be two conferences scheduled during the school year. The first conference will be held at the end of the first nine weeks. The second conference will be held during the third nine weeks.

## **PARKING**

SMC high school students who are legally licensed to drive automobiles or motorcycles to school are to park their vehicles in a designated area in the morning, and they are not to move them until the close of the school day. No noon hour driving or riding is permitted. Sitting in cars during school hours is not permissible. All students must have a permit issued by the office if they drive to school. Students who participate in after school activities should leave their car parked in the designated spot.

## **PERSONAL PROPERTY**

It is the student's responsibility to take care of his/her property. It is suggested that personal items be marked before bringing them to school: all sweaters, sweatshirts, coats, hats, lunch boxes, and notebooks. Also, all textbooks and workbooks assigned to students should have his/her name on the inside cover. If items are misplaced, they can be easily returned. Please encourage your students to leave toys, balls, radios, gum, candy, and all other items of a distractive nature at home.

## **POWERSCHOOL**

PowerSchool is a password-protected website through which parents and students have access to grades, attendance history, school bulletins, and lunch accounts. Students' passwords are issued through the office. PowerSchool can be accessed through the St. Mary's Colgan website at [www.smcschools.com](http://www.smcschools.com). If the SMC website is down, PowerSchool may be accessed through the diocesan website at [www.cdowk.org](http://www.cdowk.org). Select the "Education" link and then select "Catholic Schools."

## **PRESCHOOL**

St. Mary's Colgan Catholic Schools offer an Early Childhood Program for three, four and five year olds. The Preschool program for three and four year old children meets two days a week on Tuesday and Thursday. The Pre-Kindergarten program for four and five year old children meets three days a week on Monday, Wednesday, and Friday. Preschool admission requires a child be 3 years of age on or before August 31st of the year in which they enroll, and Pre-Kindergarten admission requires that a child be 4 years of age on or before August 31st of the year they enroll. This is a fee-based program, located in St. Mary's Elementary School and governed by its own set of policies. **Attendance in St. Mary's Colgan Early Childhood Program does not guarantee admission in St. Mary's Colgan Catholic Schools.** For more information, please contact the elementary school office.

## **PRIVATE PARTIES**

Individual invitations for private parties held after school hours may not be brought to school or passed out any time before, during or after the school day anywhere on campus. All private parties should take place entirely off campus. Private parties should not originate from campus.

## **PROMOTION OR RETENTION OF STUDENTS**

Promotion is based on satisfactory achievement. Students who demonstrate insufficient academic progress or who are excessively absent may be retained in a grade for a second academic year. Teachers will consult with the principal any time retention is contemplated. The school will consult with the parents or guardians as soon as possible, preferably by the end of the first semester. A written record of this conference will be filed. Follow-up conferences shall be held prior to the final decision with respect to retention. The school reserves the right to determine appropriate grade placement, and all diocesan schools shall respect that placement.

**Class failure.** Students in grades 7-12 who have a failing semester grade in a required subject must successfully complete summer school or other administration approved alternate plan prior to entering the next grade level.

## RECESS

K-6 recess times vary from grade to grade. Recess times are supervised by adult staff members. When larger groups of students are at play, adult volunteers may help staff members. The playground is not supervised after school and students are expected to leave for home immediately following dismissal.

Students will usually have recess outside. Always dress your student for outside recess. Only those with written medical excuses will be allowed to remain indoors. Decisions to have outside recess during cold weather will depend upon the temperature and the wind chill factor. When the weather is too cold or wet, students will have recess in the Activity Center or supervised free time in the classroom (quiet games, art projects, etc.).

## RELEASING STUDENTS FROM SCHOOL

No student should be excused from school without the permission of the administration. Elementary students should be released from school only to their parents or to persons authorized in writing by their parents. Schools shall cooperate with police and other lawful agencies, and students may be questioned on school grounds by such officials without parental permission.

## SCHOOL PICTURES

Individual student pictures will be taken during the first nine weeks of school. All students will be photographed for the yearbook whether or not they plan to buy pictures or a yearbook. Yearbooks are ordered at the beginning of the school year when fees are paid. Seniors have their yearbook pictures taken by a professional photographer designated by the school.

## SCHOOL PROPERTY DAMAGE

Any student who attempts to damage or destroy school property will be held responsible. The student will be expected to pay for the repairs or for the replacement of the damaged property.

## SCHOOL RECORDS

Academic transcripts, testing, and health records will be kept permanently on file in the offices of the respective schools. Written permission must be obtained if records are to be viewed by anyone other than authorized school personnel.

Those authorized to see student records without the consent of parents are:

1. School officials in the diocesan system with legitimate educational interests.
2. Various agencies when enforcing state or federal law.
3. Anyone to whom the school must report information as required by state statute.
4. Accreditation and research organizations helping the school.
5. Student financial aid officials.
6. Those with court orders.
7. In emergency situations, to those who need information to protect the health or safety of the student, or other individuals.

All other persons, including police, probation officers and prospective employers may see information on student records with the custodial parent's written consent. The school must maintain a list of everyone who requests and receives information on student records. The custodial parent has the right to see this list. This list does not include school employees.

All cumulative records of each student shall be kept in the inactive file of each school permanently.

When a student transfers from one Catholic school to another within the Diocese, the "accepting school" must, through written or verbal communication, contact the "sending school" before such enrollment can be final. Until the transfer record is received, a student should not be officially enrolled in the school. He/she may attend classes and attendance should be recorded.

## SCHOOL SCHEDULE

**School Day.** 7:55 a.m. until 3:15 p.m. for grades K-12. St. Mary's has all-day kindergarten; however, a half day option is available, and parents must check with their child's teacher to determine class times. On days when school will be dismissed early, i.e. faculty meetings, every effort will be made to provide the parents with advanced notification via PowerSchool and the Sunday bulletin.

Teachers are present in the building from 7:40 a.m. until 3:30 p.m. Supervision of elementary students will begin at 7:30 a.m. in a designated area on campus. Students who arrive early are to go directly to that area; at 7:40 a.m. students move to their homerooms. Students who arrive after 7:40 a.m. may go directly to their classrooms. Do not bring students before 7:30 a.m. nor leave them past 3:25 p.m. We cannot guarantee supervision of students in the building or on the grounds at other times.

Students in grades 7 through 12 will follow the time schedule listed below. There are seven class periods each day, with a 3-5 minute passing period. The first bell rings at 7:50 a.m., prompting students to move to their first hour class. The class schedule is as follows:

<b>1st Hour:</b>	<b>7:55—8:45</b>
<b>2nd Hour:</b>	<b>8:48—9:38</b>
<b>3rd Hour:</b>	<b>9:41—10:31</b>
<b>4th Hour:</b>	<b>10:34—11:24</b>
<b>Mass/Activity Period</b>	<b>11:27 —12:07</b>
<b>Lunch</b>	<b>12:07—12:39</b>
<b>5th Hour:</b>	<b>12:39—1:29</b>
<b>6th Hour:</b>	<b>1:32 — 2:22</b>
<b>7th Hour:</b>	<b>2:25—3:15</b>

## **SEARCH OF PERSON OR PROPERTY**

Upon reasonable grounds, school officials, with a third party present, may search any school property of the Diocese of Wichita (including lockers, desks, work areas, or other assigned areas) and confiscate any substance considered to be illegal, illicit, dangerous, or disruptive. Parents shall be notified within twenty four hours.

Upon reasonable grounds, school officials may also search and confiscate the personal possessions of students following the same guidelines as above. The reason for such search must meet a higher standard of proof.

## **SECURITY**

St. Mary's Colgan Catholic Schools constantly works to provide a safe and secure educational environment for our community. All school entrances are monitored using cameras. Our school doors operate using single points of entry, and our facilities follow state and federal guidelines for safety. Should you need to use a facility after normal operating hours, please contact the school or parish offices for scheduling and permission prior to your event or meeting. Questions regarding school access can be directed to Wayne Cichon, Assistant Principal, at [cichon@smcschools.org](mailto:cichon@smcschools.org).

Normal Operating Hours:

St. Mary's Colgan High School and Junior High 7:15 a.m. - 3:45 p.m.

St. Mary's Elementary 7:30 a.m. - 3:45 p.m.

## **STEWARDSHIP SERVICE PROGRAM**

The student body at St. Mary's Colgan Catholic Schools volunteers hundreds of hours each year to its school, church, family, and civic communities. The Student Stewardship Program celebrates these tremendous gifts by codifying the service given while also creating the minimum giving levels needed to ensure the participation in service of all students in 6th through 12th grades. Students under this program are required each year to volunteer a minimum number of hours to service, though they are encouraged to report the hours of service beyond this requirement. Teachers direct the service program for students in 6th-8th grades. For students in high school, a full description of the program for Stewardship can be found on the school website, [www.smcschools.com](http://www.smcschools.com) or with any religion teacher.

## **STUDENT PREGNANCY**

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must, first of all, reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young woman and a young man when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct. Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstance that require specific interpretation and application. The administration along with the pastor, counselor, parents and student(s) will meet to determine the future status of the student(s) involved. The administrators have the responsibility for making such interpretation and decision.

## **STUDY TRIPS**

Study trips are privileges and not rights. Teachers utilize study trips to supplement the curriculum or to provide enrichment. Any student may be denied participation in such activities due to academic or behavioral problems.

Students who do not submit a proper permission form signed by a parent or legal guardian will not be allowed to participate in the trip. Handwritten notes and/or phone calls will not be accepted in place of the form.

Whenever possible, school vehicles will be used for these trips. If it is necessary to travel by private vehicles driven by parent volunteers, you will be asked to sign a waiver indicating your knowledge that your student will not be transported in a school vehicle. Parents are to have a seat belt for each child and carry the proper amount of liability insurance on their vehicle. Use of a cell phone or other networking device while driving is strictly prohibited.

## **SUBSTITUTE TEACHERS**

On occasion a substitute teacher will teach your child. A substitute teacher is most commonly used when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students at all grade levels are expected to be courteous and respectful to substitute teachers. Any misconduct in the classroom will be dealt with expeditiously.

## **TARDINESS**

The only excused tardies will be for a medical or dental appointment with a written note from that office. Excessive tardiness will result in a parent meeting with the principal. Students arriving after 9:30 a.m. will be counted absent for a half-day. If a student leaves school before 1:30 p.m., he or she will be counted absent for a half-day.

### **Elementary School.**

Students will be considered tardy if they are not in their classroom when the 7:55 a.m. bell rings. (This includes Mass days.) If a student is tardy to class, he or she must report to the secretary's office for a tardy permit.

## **Junior High/High School.**

For every 3rd tardy, the student shall serve a detention. The 6th tardy will result in a detention and a parent conference to determine plan of action to eliminate unexcused tardiness. If a student is more than twenty minutes late to a class, they are considered absent. Policies regarding absences should be followed in this case.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Use of technology is an important aspect of the educational experience. With those opportunities also come new challenges regarding acceptable and responsible use. Student use of communication technologies, whether or not owned or operated by SMC and on school grounds or at school activities, is a privilege for the educational benefit of the student.

The use of the SMC Network is one of these privileges and is not a right. All SMC Network activities are logged by MACHINE NAME, USERNAME, IP, & DATE/TIME. Failure to adhere to these guidelines may result in disciplinary action including, but not limited to, temporary or permanent loss of use.

Students shall:

1. respect the rights of privacy of other students and school personnel;
2. bear in mind that all student communication represents SMC and thus reflects on the school;
3. apply the same standards of behavior, conduct, and courtesy as are expected in the school;
4. comply with all laws, school policies and guidelines regarding the use of copyrighted materials;
5. not seek unauthorized access to school or other public, or private computer networks, computers, or electronic files for any purpose; and
6. comply with any and all national, state, and local related policies, administrative guidelines, and operating procedures relative to acceptable and responsible use.

SMC Administrators will determine appropriate use and may deny, revoke or suspend the use of computers by students who violate this policy. Notice of this matter will be sent to all teachers.

FIRST OFFENSE: Two weeks off ALL computers that are connected to the SMC Network.

SECOND OFFENSE: Nine weeks off ALL computers that are connected to the SMC Network.

THIRD OFFENSE: Students may not use the SMC Network for the remainder of the school year.

In addition, the principal shall have the authority to impose additional disciplinary action as he/she deems necessary. The complete *Technology Acceptable Use Policy* and updates can be found on the school's website, [www.smcschools.com](http://www.smcschools.com).

## **TESTING**

The use of standardized tests plays an important role in the evaluation of the academic progress of individual students and is an integral part of the school accountability plan. A list of the tests to be administered during the school year and the dates of their administration will be published each fall. Parents are encouraged to consult the testing schedule before making appointments for their son or daughter. Parents are also encouraged to make sure that their son/daughter is well rested on the days the tests are to be administered. The results of the tests administered to the students will be made available to the parents after the school receives the scores from the testing services. The high school counselor is the K-12 testing coordinator. Any questions regarding the testing program should be directed to the high school counselor's office.

Remediation is required for students who do not meet the testing standards established by the State of Kansas and the Diocese of Wichita. These students may be required to attend remediation sessions outside of the school day and a fee may be charged to the student for these sessions.

St. Mary's Colgan Catholic Schools benefit from the services of school psychologists provided by the Southeast Kansas Interlocal #637. Should a parent or teacher think that a student would benefit from testing by a school psychologist for learning disabilities, he/she should contact either of the counselors. The counselor will work with the appropriate faculty and staff to complete the necessary forms to implement the testing.

## **TEXTBOOKS**

Should a student damage or lose a textbook, parents will be required to buy a new book and will be notified by letter from the school office. All hard and soft cover textbooks should be covered with book covers at all times in order to preserve their appearance. Students should have a book bag of some kind to protect their books as they transport them to and from school.

## **TRAFFIC REGULATIONS**

Students and parents should observe the traffic regulations and parking zones at all times. Please do not double park, park in the bus loading area, or run across the street to get into a car. It is important for everyone to cross the street only at the crosswalks.

## **TRANSPORTATION**

**Buses.** St. Mary's Elementary students are permitted to ride the U.S.D. #250 school bus. Parents need to make arrangements with U.S.D. #250 by calling the Bus Barn at 235-3190. Parents are required to submit a list of days their student will be riding the bus. Any deviation from the listed procedure should be made in writing to the school office. (i.e. change of plans for the day or friend riding home). If at any time during the school year, parents wish to change the bus schedule for their students, they will need to contact the school office and complete a "Change of Plans" form, which will be kept on file.

If parents want their student to ride the U.S.D. #250 bus to a different destination other than a regularly scheduled route, parents must bring a note to the office giving permission for the requested change. This note will be shown to the classroom teacher and then given to the bus driver when the student boards.

Other students who are not scheduled to ride the bus but need to ride with a friend who does ride the bus will be dismissed from class only if a parent brings a note to the office stating with whom their student will be riding and the reason he or she will be riding. This note must be shown to the classroom teacher, then must be given to the bus driver when boarding. The student must follow all the rules for riding the U.S.D. #250 buses. The bus driver has the authority to refuse future transportation to any student who does not submit to the rules.

The YMCA bus/van provides transportation for students who participate in the YMCA's activities. Parents need to make arrangements with the YMCA by calling 231-1100.

Students transported in a school bus shall be under the authority of and responsible directly to the operator of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the bus operator shall be sufficient reason for refusing transportation to any student.

The following rules are for all students who ride buses:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. The driver shall assign a seat to each student if necessary, and each student must be provided a seat. No students will be permitted to stand in the bus while it is moving.
3. Students must be on time, as the bus cannot wait for those who are tardy. Students must walk on the far left side of the road facing traffic when walking to the bus stop.
4. Students must not stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road and they must wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Students must not talk in a loud voice or otherwise distract the driver's attention. Remember, your safety is in their hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students shall not throw waste paper or other material on the bus floor or out of the bus windows. Help keep your bus clean at all times.
8. Students shall not at any time extend arms or head out of the bus windows.
9. Students shall not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, students must obey directions from the driver and if necessary to cross the road, shall do so in front of the bus after making sure the road is clear.
11. Any damage to the bus is to be reported to the driver immediately.
12. Students riding the bus during a stormy season should listen to their home radio for storm warnings and/or school cancellations. Students should not attempt to reach school during severe weather.

**Penalty:** For violating these rules, students will be reported to the school administration, which can deny students the privilege of riding the bus.

**Vehicles/Bicycles.** High School students with a valid driver's license are allowed to drive to school but must park in assigned locations and abide by all parking regulations. Refer to the section on *Parking*. All students are permitted to ride bicycles to school. Bicycles are to be locked in the bike rack during the day.

## UNIFORMS

**Why School Uniforms?** Studies nationwide support the idea that safety and discipline are conducive to a good learning environment. School officials have realized the value of uniforms as a positive way to reduce problems and increase school safety. School uniforms instill students with discipline; help parents and students resist peer pressure; and help students concentrate on their schoolwork.

**Note:** A collaborative effort from parents is expected in regard to proper dress for school. Parents should form the habit of checking their student's apparel before leaving the house in the morning. Students in violation will be reminded at school and be asked to correct the violation at that time. Parents may be notified by the school office and expected to assist in making the proper adjustments to their children's attire. **All uniform garments must be kept in good repair.** Students are not to cut or tear collars, cuffs, or sleeves of their uniforms for a more comfortable fit. When a garment no longer fits properly, is torn, cut or frayed, it is expected that the garment will be replaced. All deviations from the uniform policy for extreme circumstances must be approved by the administration.

The official uniform supplier for St. Mary's Colgan Catholic Schools is Parker School Uniforms, 650 N. Carriage Pkwy. #85, Wichita, Kansas 67208. Parker offers free shipping to the school on the 1st and 15th of each month.

Store Hours:

Tuesday/Thursday 10:00 a.m. - 8:00 p.m.

Wednesday/Friday 10:00 a.m. - 5:00 p.m.

Saturday 10:00 a.m. - 2:00 p.m.

## Placing Orders.

1. Uniform Fair held in the summer and fall at school facility
2. Parker School Uniforms, Toll Free—(800) 500-4634
3. Online – [www.parkersu.com](http://www.parkersu.com)

**Used Uniforms.** Used uniforms, K-12, may be purchased at the uniform fairs as they become available. Donations may be left at the school offices. Previously purchased uniforms from J. Higgins will be acceptable as long as they meet dress code color.

## Dress Code.

**Belt. All students:** Black, brown, or navy (one color only) must be worn at all times with shorts and pants.

**Socks. All students:** Only plain white, black or navy socks are acceptable. Socks are required with all types of shoes.

**Shirt. K-8:** Polo shirt with logo (blue or white, long or short sleeve) must be purchased from Parker School Uniforms. **9-12:** Polo shirt with logo (green, blue or white; long or short sleeve) must be purchased from Parker School Uniforms. **All students:** Shirts must be tucked in. If t-shirts are worn underneath, they must be plain white with no markings. Approved school uniform shirts must be worn under all approved school sweatshirts and sweaters.

**Sweater. (optional) Girls:** Navy Blue V-Neck with Logo—purchased from Parker School Uniforms. Sweaters must be worn over an approved shirt.

**Sweater Vest. (optional) All students:** Navy Blue V-Neck with Logo—purchased from Parker School Uniforms.

**Sweatshirt. (optional) All students:** Navy Blue Sweatshirt with Logo or Navy Blue Hooded Sweatshirt with Logo—purchased from Parker School Uniforms.

**Pants. (Year Round). All students:** Khaki pants (pleated, flat front, or mid-rise flare <girls>)—purchased from Parker School Uniforms.

**Shorts. (Start of school year until October 31st and March 1st until end of school year). All students:** Khaki shorts purchased from Parker School Uniforms. Length of short must be no shorter than two inches above the knee.

**Jumper. Girls – Grades K-5:** Plaid jumper with pleated skirt may be worn all year round—purchased from Parker School Uniforms. Length of jumper must not be shorter than mid knee. Gym shorts must be worn under jumpers and should not be visible when standing. Pants are not allowed to be worn under jumpers.

**Skirt. Girls – Grades 6 - 8:** Plaid knife pleat skirt purchased from Parker School Uniforms. Length of skirt must not be shorter than mid knee. **Girls – Grades 9-12:** Plaid kilt skirt or knife pleat skirt purchased from Parker School Uniforms. Length of skirt must not be shorter than mid knee. **All students:** Gym shorts must be worn under skirts and should not be visible when standing. Pants are not allowed to be worn under skirts.

**Tights. (optional) Girls:** Only blue, white, or black tights or leggings may be worn with the skirt or jumper. Tights cover the feet and therefore socks are not required with tights. Leggings (which are tights without feet) must be ankle length and must be worn with socks. Calf-length leggings are not allowed. Sweat pants, pajama pants, or uniform pants under the uniform skirt or jumper are not allowed in class.

**Shoes. PreK-6:** Tennis shoes are required for all elementary students. **7-8** No sandals or backless shoes are permitted. **7-12:** It is suggested that all students wear sturdy, comfortable shoes to school. Tennis shoes will be required for Physical Education; other types of shoes are not permitted on the gym floor.

**Hair. All students:** Boys and girls should not wear hairstyles that draw attention to the student. Boys' hair must be cut above the eyebrow, be no longer than the top of the shirt collar in the back, and the entire ear must be visible. Patterns and designs shaved into hair, or unusual hair coloring will not be allowed.

Boys will be clean-shaven—sideburns must not be longer than the bottom of the earlobe. Bandanas and headscarves worn as headgear are not permissible in any grade.

**Jewelry. All Students:** The wearing of jewelry is highly discouraged for safety reasons. Students may not wear any type of jewelry in P.E. Students are responsible for their personal items when they are removed for P.E. class. No jewelry, studs, or spacers may be worn in piercings other than ears. Boys are not allowed to wear earrings. Girls, K-6, are limited to wearing stud earrings - no hoops or dangling earrings.

**Other considerations.** Tattoos must be covered during school and at all school-sponsored activities. Non-prescription fashion eyeglasses are prohibited in grades K-6. Girls in grades 7-12 may wear light, tastefully applied make-up. Clothing that advertises tobacco, drugs, or alcohol, displays sexual connotations or contains inappropriate content deemed offensive may not be worn to any school activity. Athletic teams, spirit squads, and other co-curricular teams shall wear administration approved clothing on spirit days.

## **VIRTUS TRAINING**

Child sexual abuse can happen anywhere to anyone. Abuse is devastating to a child and sometimes the scars of abuse can last a lifetime. Leaders in the Catholic Church are working to make sure that children are safe from sexual abuse. The Diocese of Wichita has implemented the VIRTUS® Program to bring awareness of child sexual abuse to all individuals who work or volunteer in the parish or schools. The VIRTUS® program assists the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general.

Attendance at a Protecting God's Children training session is mandatory for all individuals who will work or volunteer in the parish or schools. All clergy, administration, faculty and staff will have completed the awareness session prior to the beginning of the school year.

The Protecting God's Children training program for adults is a three-hour awareness session that instructs adults on how to protect children, and that it succeeds only because of a continuous awareness and vigilance on the part of each of us. This awareness session helps us to know and understand the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps one can use to prevent child sexual abuse. Questions regarding the VIRTUS® program should be directed to the President of Schools/Director of Administration in the parish office at 231-2135.

## **VISITING STUDENTS**

Students are not allowed to bring friends or relatives to school for visitation. Former students may visit with prior approval from the principal.

## **VISITORS**

All visitors to any building must check in with the office and must display appropriate name badge. This includes parents, guest speakers, or any other visitors. Unauthorized persons seen in the school or on school grounds will be reported to the administration.

## **WELLNESS POLICY**

St. Mary's Colgan Catholic Schools are committed to promoting healthy lifestyles and monitoring the nutritional quality of foods and beverages sold and served on campus. Details are outlined in the Diocese of Wichita Wellness Policy Guidelines, which are available at the school offices.





# ST. MARY'S COLGAN CATHOLIC SCHOOLS

St. Mary's Elementary

St. Mary's Junior High and St. Mary's Colgan High School

## 2011-2012 School Year

### CALENDAR DATES

August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- July 10 Uniform Fair, Elem Commons, 10:00am-3:00pm
- August 4-5 1st and 2nd Year Teachers In-Service
- 9 SEK Diocesan Teacher In-Service
- 15-17 Teacher In-Service
- 16 PreK-6<sup>th</sup> Back-to-School Night, 6:00 pm
- 18 K-12 1st Day of School
- 18 TuTh Preschool 1st Day of School
- 19 MWF Preschool 1st Day of School
- 26 School Pictures

January 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- September 5 NO SCHOOL—Labor Day
- 15 Mid-Term
- 27 School Picture Retakes

February 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

October 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- October 7 In-Service, 12:30 Dismissal
- 14 End of 1st Quarter
- 17 NO SCHOOL—Teacher In-Service, Wichita
- 19-20 Parent-Teacher Conferences
- 21 NO SCHOOL—Parent-Teacher Comp Day

March 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- November 4 In-Service, 12:30 Dismissal
- 14 Mid-Term
- 21-22 NO SCHOOL—Regan Catechetical Institute
- 23-25 NO SCHOOL—Thanksgiving Break

April 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- December 6 Elementary Christmas Program
- 21 End of 1st Semester, Dismiss at 11:00
- 22-30 NO SCHOOL—Christmas Break
- January 2 NO SCHOOL
- 3 School Resumes
- 16 NO SCHOOL—Martin Luther King Day
- 29 Catholic Schools Week (Jan 29-Feb 4)

- February 3 In-Service, 12:30 Dismissal
- 3 Mid-Term
- 14-17 Parent-Teacher Conferences by Appointment
- 20 NO SCHOOL—Faculty Retreat

- March 2 In-Service, 12:30 Dismissal
- 9 End of 3rd Quarter
- 19-23 NO SCHOOL—Spring Break
- 29 Elementary Spring Program

- April 6 NO School—Good Friday
- 9 NO School—Easter Monday
- 20 Mid-Term

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- May 4 In-Service, 12:30 Dismissal
- 16 SMC Graduation
- 23 8th Grade Recognition
- 24 Last Day of School—11:00 Dismissal

NO SCHOOL
  PROGRESS REPORTS

EARLY DISMISSAL
  END OF GRADING PERIOD

