

# Student - Parent Handbook

2022-2023



*St. Mary's Grade School*  
*304 E. Cloud*  
*Salina, Ks*



**ST. MARY QUEEN OF THE UNIVERSE SCHOOL**  
304 EAST CLOUD ST.  
SALINA, KANSAS 67401  
(785) 827-4200



August 2022

Dear Parents,

Welcome to St. Mary's Grade School. We want to let you know that it will be a privilege to work with you and your child in providing the best educational environment possible.

St. Mary's Grade School has celebrated over 50 years of service. The art of teaching may have changed from fifty years ago but the central mission of the school, its faith formation, is still the same.

St. Mary's is unique in its mission of providing a Catholic atmosphere that relies on the Gospel values supported both in the home and at school.

We hope during the coming year you and your child/children will have a positive learning experience as we work together in preparing each child in his/her academic, spiritual, social and physical growth.

Sincerely,

Tym Bonilla  
Principal

## **ST. MARY'S GRADE SCHOOL ORGANIZATIONAL STRUCTURE**

**BISHOP** - The Most Rev. Gerald Vincke is the official teacher of the Diocese of Salina and is ultimately in charge of all Catholic Schools in the Diocese.

**DIOCESAN SUPERINTENDENT** - The Diocesan Superintendent is appointed by the Bishop and represents the Bishop in educational matters and provides the necessary leadership in the development and administration of the Diocese of Salina in the field of Catholic education.

**PASTOR** - Father Kevin Weber as St. Mary's Pastor represents the Bishop in the operation of St. Mary's School.

**ST. MARY'S SCHOOL COUNCIL OF EDUCATION** - An Advisory Council to the Pastor. The Council recommends policies and assists the Pastor in the evaluation of the Principal's performance.

**PRINCIPAL** - MR. TYMONY BONILLA holds executive authority for the school. He is responsible to the Pastor and the School Council. The Principal is responsible for all aspects of the operation of St. Mary's School.

**ASSISTANT PRINCIPAL** - MRS. COREY RITTER is the person that holds authority in the absence of the Principal in the daily operation of the school and duties delegated to her by the Principal.

**ELEMENTARY SCHOOL COUNSELOR** - MRS. ZOE GREENEMEYER, as a member of the counseling staff, is to provide a comprehensive counseling program for elementary school students. She is to consult and collaborate with teachers, parents, priests and staff to enhance their effectiveness in helping students, and is to provide support to other elementary school educational programs.

While St. Mary's Grade School is operated as a Parish School, it does cooperate with Sacred Heart Jr./Sr. High School (Grades 7 through 12).

Parents interested in continuing their children's' Catholic Education should consider Sacred Heart Jr./Sr. High School.

St. Mary's Grade School receives classroom aides from Sacred Heart Jr./Sr. High School, Kansas Wesleyan, and other surrounding educational institutions.

## **MISSION STATEMENT - SALINA CATHOLIC SCHOOLS**

The mission of St. Mary's Grade School is to form lifelong learners of Faith through spiritual guidance and academics, who serve and lead in Church and community.

## **PHILOSOPHY OF ST. MARY'S GRADE SCHOOL**

Catholic schools should be faithful to the Mission of the Church, which is the mission of Jesus Himself: "*Just as the Father has sent Me, so I send you.*"

It is this sense of common purpose which inspires St. Mary's School Community to strive to meet the goals set by the Catholic Bishops of the United States: "*To be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents and members of the faculty.*"

An environment conducive to learning (Grades Pre-K through 6th Grade) -- in both the moral and academic areas -- is a key characteristic of St. Mary's School. Mutual faculty and student commitment contributes to this effectiveness.

St. Mary's recognizes that parents are the primary educators of their children. Christian values must be reinforced in both the home and school; thus both parents and staff must form a strong bond. All who support the cause of St. Mary's should continually strive to find ways to kindle within the school the flame of the love of learning and the love of God -- thereby serving faithfully both the Church and society.

Christian education is intended to make one's faith become living, conscious, and active; through the light of example and instruction. St. Mary's provides a complete education where Christ's love, life and learning are central the child's educational experience.

## **GOALS & OBJECTIVES OF ST. MARY'S GRADE SCHOOL**

1. To make accessible to student's participation in the Liturgy, the sacraments and prayer which are powerful forces for the development of personal sanctity.
2. To ensure that instruction in religious truths and moral principles is an integral part of the school program.
3. To involve parents, pastors, teachers, administrators, and students in making their school a community of faith and living out the Christian command "*Love proved by service*".
4. To maintain a sense of mission and the fostering of leadership in the Church.
5. To impress upon students, the importance of being hopeful in their attitudes about themselves and life in general, and to treat each person as a neighbor.
6. To insist on quality education for the academically able and to make suitable adaptations for those with special needs.
7. To upgrade instructional facilities and to improve teacher salaries in order to maintain a stable faculty core.
8. To periodically evaluate the effectiveness of the school's goals and objectives and thereby to ensure its continuance and improvement as a channel of Catholic education.
9. To foster respect for the fundamental concepts of respect for our country, the need for competent civic leaders, plus the incentive to strive for leadership.
10. To develop an understanding and respect for authority and a sense of social justice and responsibility.
11. To include in the curriculum, the development of individual talents, an appreciation of the fine arts, and the value of physical fitness.
12. To promote critical thinking skills necessary for a fulfilling life.

## **POLICIES & RULES**

### **AGE REQUIREMENTS**

To enter 3 yr old Pre-Kindergarten a child must be three (3) years of age, 4 yr old Pre-Kindergarten – four (4) years of age, Kindergarten - five (5) years of age and First Grade - six (6) years of age on or before August 31<sup>st</sup>.

Any student entering school for the first time in the State of Kansas must submit to the school a Kansas Certification of Immunization and a School Health Examination Record signed by a physician and a dental card signed by a dentist.

New students entering Pre-Kindergarten and Kindergarten or other grades at St. Mary's School must submit a copy of both their Birth and Baptismal Certificates.

The dental card, signed by a dentist, is also required for new Kindergarten and 4 yr old Pre-Kindergarten students. A dental card is not required for 3 yr old Pre-Kindergarten students.

Any student (all grade levels) transferring into the school from out of state must complete Kansas Health Forms.

### **ANIMALS IN SCHOOL**

At the invitation of the school, the following pets will be permitted to visit classrooms: dogs, cats, domestic rodents, birds and rabbits. Owners of dogs, cats and ferrets must provide documentation of vaccinations before the animal is allowed on the premises. These animals must be restrained or caged and the owner must be present at all times.

Animals not permitted on the premises are wild animals such as wolves, poisonous spiders, insects and reptiles. In Kansas, it is unlawful to possess skunks, foxes, raccoons and coyotes as pets.

Due the high risk of salmonellas, chicks and ducklings are not permitted on school grounds (as per Ks. Health and Environment 7/98).

### **ATTENDANCE**

Compulsory attendance is a statutory requirement in Kansas for all children who are seven or more years of age, but less than sixteen years of age. Each school through its designated reporting officer shall report any child who is enrolled but not attending school including all cases of unusual and/or habitual absence to the appropriate local authorities.

Before any report is made that a child is not attending school as required by the law, the Principal shall serve written notice thereof, by registered mail, upon the parent or guardian of the child. This notice shall inform the custodial parent or custodial guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official.

School's Implementation:

A letter will be sent home if the following occurs in a 9 weeks' period

Five (5) unexcused tardies (parents have not called)

or

## Five (5) Absences

Truancy Response: If excessive absences or tardies continue in the 9-week period after a letter is sent home, a report may need to be filed with SRS.

### **Attendance Policy**

Procedure: Parents should contact the school before 8:00 a.m. if their child will be absent. Messages can be left on the school's answering machine during non-school hours. Due to reporting regulations, we must have a reason for any absences. For the safety of the child, an attempt will be made to contact the parent if the school has not received notice.

Tardies: All classes begin at 7:50 when the bell rings. It is very important to have students here at 7:50. Tardies are recorded and monitored. If you know your child will be late, please call the school. Children who arrive after 8:00 a.m. or 10 minutes after the p.m. classes begin will be marked tardy. Children who arrive late must report to the office. If the parent does not call, children who arrive late will be considered as an unexcused tardy. After 60 minutes, the child's tardy will be recorded as an absence.

Absences: All absences will be recorded and monitored each 9-week period.

### **Release of students from school**

If a child is injured or becomes ill, the parents will be notified immediately. If the child needs to be taken home, he/she will only be allowed to leave the school with the custodial parent, legal guardian, designated alternate. This designated alternate shall provide authentic identification satisfactory to school officials. No student is to be sent home for any reason whatsoever unless the parent or designated person has been notified.

In the event of divorced parents, a student shall not be released unless the custodial parent has on file in the principal's office a certified copy of the divorce decree setting out the custodial arrangements of the parties by order of the court.

On field trips, parents will be asked to sign permission notes to release the child from school.

### **ATTENDANCE AT MASS AND RELIGIOUS INSTRUCTION**

The school seeks to fulfill the desire of families who send their children to a Catholic School in order that basic knowledge, attitudes, and behavior may have a Christian orientation. Students are required to attend Mass one day during the week.

In addition, Catholic students are expected to participate regularly at the weekend Mass. Students of other faiths are expected to attend their Church each Sunday although they are always welcome to attend the Catholic Church.

### **BAPTISMAL CERTIFICATE**

If a child has been baptized in any church, a copy of this Baptismal Certificate must be supplied on the first registered day of the student at St. Mary's School.

## **BICYCLES**

For purposes of your child's safety, no child below the third (3rd) grade shall be permitted to use their bicycles on the school premises during normal school hours during the school year. Bicycles must be walked on school premises.

It may be advisable to keep bikes locked if they are parked outside school all day. If rules are not followed the privilege of parking bikes at school can be suspended.

## **BULLYING**

Based on our philosophy that Catholic Schools has been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the anti-bullying policy set forth. The Salina Diocese Catholic Schools views bullying as unchristian behavior, and it will not be tolerated. We define bullying as an act which:

1. repeatedly hurts another individual either-
  - a. physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - b. verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
  - c. indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments), etc.
  - d. through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. is deliberate and sustained
3. is intended to isolate, hurt, or humiliate another individual
4. is unprovoked

The goal of Salina diocese Catholic Schools anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The



teacher in charge at the time of the incident will immediately deal with those involved in the incident.

3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Staff members of Catholic Schools should:
  - a. remains alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy
  - b. report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified
  - c. offers support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed
  - d. encourages all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness
2. Parents of Catholic Schools students should:
  - a. report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in the grievance procedures of the school handbook
  - b. support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior
3. Students of Catholic Schools should:

- a. report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident
- b. whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior
- c. treat others with the respect and dignity that is expected of any Catholic School student.

### **CELL PHONES and VIDEO EQUIPMENT**

Student cell phones will **remain in back packs and turned off during school hours.** At no time is a student to use a cell phone during school hours. Students are responsible for their own phones. All student outgoing phone calls placed during school hours must be done through the school office. Cell phone may be confiscated if they are being used during school hours.

No radios or video games (IPODS, DVD players) may be brought to school unless the teacher has given consent. Students are responsible for any electronic equipment they bring to school. If such articles are brought without consent they will be collected and sent to the office. Parents may redeem them.

Smart watches can be worn to school, but must be turned off during all school hours. Smart watches may be confiscated if they are being used during school hours.

### **COMMUNICATIONS**

We try to inform parents about monthly events, through our Newsletter, which is sent to all families through Bulk Rate Mail or email. Please check book bags daily and also watch Sunday Bulletins. Red Communications Folders go home on Wednesdays. These are sent home with the oldest child. Please return folder on Thursday. Keep the office informed of changes in address as Bulk Rate mail is not forwarded. You can also check for information on our website – <http://stmarysalina.org> or on Facebook!

### **COMPUTER NETWORK POLICY**

The St. Mary's/Sacred Heart school is now offering Internet access for student use. This document is the Acceptable Use Policy for your use of the St. Mary's/Sacred Heart Internet. This Internet system has been established for a limited educational purpose to include classroom activities, career development and limited high quality, self-discovery activities. It has not been established as a public access or public forum and the St. Mary's/Sacred Heart Schools have the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the State of Kansas. Furthermore, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system, or use the system for political lobbying. Access to the Internet is available through this school only with permission of the Principal or his designee or parents.

Following are the policies and rules for use of the school's computer network:

## 1. Personal Safety

- a. You will not post contact information (e.g., address, phone number about yourself, or any other person.
- b. You will not agree to meet with someone you have met on-line without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

## 2. Illegal Activities

- a. You will not attempt to gain unauthorized access to this or any other computer system, or go beyond your authorized access by entering another person's account number or accessing another person's files.
- b. You will not deliberately attempt to disrupt the computer system, or destroy data by spreading computer viruses, or by any other means.
- c. You will not use the St. Mary's/Sacred Heart system to engage in any other illegal act, such as arranging for a drug sale, or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

## 3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the school's virus protection procedures when downloading software.

## 4. Inappropriate Language

- a. On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person, and you must stop if asked to do so.

## 5. Respect for Privacy

- a. You will report to a teacher any messages that were sent to you that were unauthorized.
- b. You will not post private information about yourself or another person.

## 6. Respecting Resource Limits

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than 4 hours per week.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately transfer the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development. Any costs to belong to any group cannot be charged to the school.

## 7. Plagiarism and Copyright Infringement

- a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writing of others, and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

## 8. Inappropriate Access to Material

- a. You will not use the St. Mary’s/Sacred Heart system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or other person designated by the school. This will protect you against a claim of intentional violation of this policy.
- c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents’ instruction in this matter.

## 9. Your Rights

- a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the diocese may restrict your right to free speech for valid educational reasons. The school will also restrict your right to free speech on the basis of its material being contrary to Church teaching.
- b. Search and Seizure. You should expect no privacy of the contents of your personal files or the school's system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the contents of your e-mail files.

- c. Due Process. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities through the St. Mary's/Sacred Heart system. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the St. Mary's/Sacred Heart system, you will be given written notice of suspected violations, and an opportunity to present an explanation according to school code and/or state and federal laws. Additional restrictions may be placed on your use of the Internet account.

The school makes no guarantee that the functions or the services provided by or through the school system will be error free, or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

## **CONFIDENTIALITY**

All staff having access to academic records have the responsibility of keeping the confidentiality of each individual student. Access or information given to other parties without approval of the student or parent can be considered a breach of confidentiality.

Classroom teachers must insure the confidentiality issues when grading and distributing graded papers. The school administrator may distribute directives and guidelines in supporting confidentiality issues.

## **COUNSELOR – (ROLE OF)**

1. Implement the elementary school counseling program curriculum.

2. Guide and counsel groups and individual students through the development of personal, social, educational and career plans.
3. Counsel small groups and individual students with problems.
4. Consult and collaborate with teachers, staff and parents in understanding and meeting the developmental needs of students.
5. Refer students with problems and their parents to appropriate specialists, special programs or outside agencies.
6. Participate in activities, which contribute to the effective operation of the school.
7. Plan, evaluate and revise the counseling program.
8. Pursue professional growth

## **CHRONIC ILLNESS**

In case of chronic illness (student misses 3 or more days of school) we ask that you send a written note from a physician upon returning to school.

## **DETENTION**

As part of a disciplinary action, a teacher along with the approval of the administrator may assign detention to a student. The parent needs to be properly notified at least 24 hours before the assigned detention. No student shall be detained more than one (1) hour at a time.

## **DISASTER**

In case of any kind of disaster -- tornado, fire, or any other kind of misfortune, -- we will keep your children until it is possible for you to call for them or give us directions. Your children's safety will have top priority as far as the school is concerned. We do ask that useless calls be avoided so that lines can be held open for emergency calls only.

## **DISCIPLINE POLICY**

Possibly no area of school life requires as close a cooperative spirit as matters pertaining to discipline. DISCIPLINE is an attitude of behavior, which fosters respect for self and the rights of others. This involves designated goals in an atmosphere of consistency, self-control, order, and a system of reinforcements.

Our faculty strives to accomplish our goals of Christian courtesy through self-discipline. The following regulations must be enforced, in accordance with the seriousness of the act and/or actions. Infractions of the following rules will warrant disciplinary action applied by any teacher and/or principal.

The following are rules that all students are expected to follow.

### **GENERAL RULES:**

1. Quiet is to be maintained in the halls, rest rooms and Church.
2. Defacing desks, tables, books, bulletin boards, walls or any other parish property is unlawful.

3. During regular classroom hours' consumption of food or beverages is not permitted, except for special occasions, (i.e. birthday celebrations, class parties, etc.).
4. Unexcused absences, tardiness and incomplete assignments will not be allowed.
5. Cheating is never acceptable.
6. Improper language will not be tolerated.
7. Disturbance of the learning situation is not permitted.
8. Students need a teacher's permission to leave an assigned area.
9. A teacher will accompany students to their assigned places in the lunch room and any undesirable behavior there will cause the student to forfeit his/her privilege of eating lunch at school if necessary.
10. Students will be respectful to each other at all times.
11. Students attending Extended Care or After School Programs are subject to the Discipline Policy.

Students may face disciplinary action by teachers or staff of St. Mary's if rules are not followed.

### **DISCIPLINARY PROCEDURE**

Students and parents have the right to be informed of expected behavior and they have the responsibility to respect and comply with the school's rules and regulations.

Teachers will have their own classroom policy posted in the classroom. After rules and regulations have been explained, the following procedures will take place.

1. Any serious infraction warrants immediate action by the Principal and may result in immediate suspension or expulsion (see page 22).

A Student may be suspended or expelled for:

- a. Willful violation of any published regulation for student conduct which has been adopted and approved by the school administration.
- b. Conduct which disrupts, impedes, or interferes with the operation of the school.
- c. Conduct which infringes upon or invades the rights of others.
- d. Disobedience of the order of the teacher, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in the disruption or interference with the operation of the school.

- e. Possession of a weapon on school property or at a school supervised activity.
- f. Grave immoral conduct.
- g. Conduct contrary to the official teachings of the Church.

2. For other infractions:

- a. For first time offenses, verbal warnings are appropriate but must state the infringement.
- b. After several warnings for similar infractions, a Teacher/Pupil Conference must be held. A Disciplinary Referral Slip will document this conference. Parents will be notified of this conference by a phone call from the teacher for a parent/teacher conference. A Disciplinary Referral Slip will also be sent home.
- c. If unacceptable behavior persists, a team meeting of Counselor / Administrator / Teacher / Parent / Pupil must be held. Following this conference, the student will be placed on a probationary period until certain specified conditions have been met.
- d. If improvement is not recognized, disciplinary action approved by the Pastor and Principal will be taken. This may result in suspension and/or expulsion.

Any parent may contact the principal after first speaking with the teacher.

Parents of any child to be kept after school by a teacher will be notified by his/her teacher.

Possession of guns or dangerous weapons will result in the immediate suspension or expulsion of the student pending final approval of the Pastor.

## **DONATIONS**

Donations to the school are gratefully accepted. The principal being the legal head of the school is the only person (besides the Pastor) that can accept donations. This includes both monetary and non-monetary gifts. No other staff persons may solicit donations without the written approval of the principal.

## **DRUG FREE WORKPLACE**

No student shall knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage or intoxicant of any kind:

- 1. In a school building or on the school grounds before, during or after school hours.



2. In a school building or on school grounds at any other time when the school is being used by any school personnel or school group.
3. Off the school grounds at a school activity, function, or event.

In addition, a student shall be subject to disciplinary action within thirty (30) days of a found action or any criminal drug or alcohol conviction.

A student who is found to be selling or in possession of any substance that is defined in the above sections will be detained immediately with the evidence. A school administrator will contact the police department and the student's custodial parents.

A short-term suspension (5 school days) will be imposed and a formal hearing will be scheduled. The student may be subject to a long-term suspension. Prior to re-admission to St. Mary's Grade School, the student will be referred for a substance abuse evaluation to an agency licensed for same by the State of Kansas and this evaluation will be part of the student's re-admission to school.

A student found to be under the influence of any substance in the prior sections will be detained immediately with an administrator contacting the student's custodial parents.

Failure to complete the substance abuse evaluation as scheduled will result in a hearing for a long-term suspension.

The provision of this policy shall also apply to all sponsored activities off the school grounds.

## **DISABILITY**

The school will comply with student disabilities as outlined in the Disabilities Act. Students with special needs will be referred through a referral team.

## **EMERGENCY SAFETY INTERVENTIONS**

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

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

Use of medication to control a student's behavior is prohibited. This does not include prescribed treatments for student's medical needs or psychiatric conditions by a person appropriately licensed to issue these treatments.

Mechanical devices to restrict student's movement is prohibited unless restraint is carried out by law enforcement officials, use of seatbelts, or for protective purposes ordered by a licensed person.

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

## **EMERGENCY & ILLNESS INFORMATION**

All students must annually, on the day of Registration, supply a completed Emergency & Illness Information Sheet. A form will be provided at registration. It is imperative that you keep the office informed of phone numbers that change throughout the year. Also you must notify the office of any changes in “emergency” contact person(s). The school reserves the right to call an ambulance in case of an accident.

## **EXTENDED DAY PROGRAM**

The Extended Day Program is an extra service provided by St. Mary's Grade School. The program is self-funded. Services rendered must be paid as used or in advance. The Director of the Program is under the supervision of the principal. Students must comply with Director's rule and regulations. Continued noncompliance could result in a discontinuation of services. Students are subject to the school's Discipline Policy.

## **ENERGY**

In compliance with energy conservation, thermostats will be set at 70 degrees. An extra uniform sweater or sweatshirt for your child may be advisable on chilly days.

## **FIELD TRIPS**

All students participating in any Field Trip by St. Mary's Grade School must have written permission on the approved form signed by the custodial parent or custodial guardian.

### **Transportation**

St. Mary's leases buses from different services for activities.

The laws and regulations of the State of Kansas govern the operation of school buses for pupil transportation. Pupils transported in a school bus are under the authority of the driver and are to obey his or her instructions. Continued disorderly conduct or persistent refusal to submit to the authority of the driver or sponsor shall be sufficient reason for refusing transportation to any student.

Other instructions from the Kansas Laws and Regulations:

1. Previous to loading
  - a. Be on time at the designated school bus stop.
  - b. Stay off the road at all times while waiting for the bus.
  - c. Wait until the bus comes to a complete stop before entering.
  - d. Be careful in approaching bus stops.
  
2. While on the bus:
  - a. Keep hands and head inside the bus at all times.
  - b. Assist in keeping the bus safe and sanitary at all times.
  - c. Remember that loud talking and laughing or confusion diverts the driver's attention.
  - d. Treat the bus equipment as you would valuable furniture in your own home.
  - e. Never tamper with the bus or any of its equipment

- f. Leave no books, packages, coats, or other articles on the bus.
  - g. Help look after safety and comfort of small children.
  - h. Do not throw anything out of the bus window.
  - i. Do not leave your seat with the bus in motion.
  - j. Horseplay is not permitted.
  - k. Be quiet when approaching a railroad crossing stop.
  - l. In case of emergency, remain in the bus.
  - m. Keep books, packages, coats, and other objects out of the aisle.
3. After leaving the bus:
- a. Cross the road, when necessary, in front of the bus.
  - b. Be alert to the danger signal from the driver.
  - c. Discharge of riders at any places other than the regular bus stop at the home or school is prohibited, unless by proper authorization from the parent or school officials.
4. Activity trips:
- a. The above rules and regulations will apply to any trip sponsored by the school.
  - b. Pupils shall respect the wishes of a competent chaperone appointed by the school.

St. Mary's Grade School and Kansas Wesleyan University have formed a partnership in conducting joint educational endeavors. Students from KWU will be visiting St. Mary's. At times students from St. Mary's will be visiting the KWU campus. Activities at KWU will be considered as part of the grade school's campus experience. Visits to KWU will not require a field trip permission slip. Teachers are encouraged to inform parents of such activities if possible.

## **GRIEVANCE**

In the event of a grievance, the parents' responsibility is to first discuss their concerns with the appropriate teacher. If there is no action taken by the teacher, or the action taken by the teacher is not satisfactory, the parent may file a written complaint to the principal.

At the principal's discretion, the written grievance may be referred to the Pastor for action.

If a parent is abusive either physically or verbally to a staff member, or teacher -- the principal may ask that the parents withdraw their child permanently from school.

## **HEALTH PROGRAM**

A Registered Nurse supervises the Health Program at St. Mary's School. Any medication is under the direction of the school nurse. There must be written directions provided from a physician for any prescription medication. Vision and hearing screenings will be done according to the KDHE regulations. Parents will be notified of ABNORMAL findings.

All communicable diseases must be reported to the office for reporting to the Health Department. Students with such diseases may return to school with a note from their doctor. As communicable diseases are reported, notices are sent home to parents for the grade levels it affects.

***NOTE: If a child has a fever of 100.4 or greater, he/she may return ONLY after being fever free for 48 hours WITHOUT FEVER-REDUCING MEDICATION (approved by School Council 11-9-20). If a child has been ill, they must be vomit, and diarrhea free for 24 hours WITHOUT MEDICATION before returning to school. If students are absent due to illness, they are not allowed to attend a school function that evening.***

***Persons confirmed to have influenza should stay home for five days following onset of symptoms or until fever free for 24 hours (without use of fever-reducing medications), whichever is longer, per Kansas requirement. According to CDC, persons with influenza are considered infectious for 5-7 days after becoming sick. <https://www.kdheks.gov/flu/>***

***If a child gets sick at school (vomits or diarrhea), they will be required to stay home for 24 hours before returning to school as long as they have not vomited or had diarrhea since leaving school. A child must be vomit and diarrhea free for a total of 24 hours before returning to school.***

## **HEALTH FORMS**

Health forms are due by September 30<sup>th</sup>, you will receive a letter indicating what forms are missing and the deadline date. Students with incomplete files by the deadline date will not be able to attend school until their file is complete.

## **NEW DIOCEASEN IMMUNIZATION PROCESS**

### **Immunization of Students**

Any student entering a Catholic school in the Diocese of Salina for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendent of Catholic Schools.

### **Exemptions from Immunizations**

In general, government and school authorities may legally grant exemptions to immunizations for two reasons: medical and religious.

Medical – Schools should grant medical exemptions, provided that local public health authorities determine there is no public health risk in doing so and provided that parents present validation of medical issues certified by an appropriately recognized medical professional.

Religious – Parents within the Diocese of Salina may claim religious exemptions to immunization provided that they indicate they have read and understand the statement below.

### **Diocese of Salina in Kansas Statement regarding Immunization**

This statement is meant to clarify in lay terms the position of the greater Church and specifically, this Diocese with regard to the immunization of children who are enrolled in Catholic schools within the Diocese.

In recent years, there has been growing resistance on the part of some parents to have their children immunized. Reasons for this resistance typically fall into two categories: 1. Medical concerns, and 2. Moral concerns. Resistance for medical concerns, with some individual exceptions, generally is focused on concerns related to potential harmful effects of the vaccines and/or desires to minimize the use of pharmaceuticals as a matter of course. Moral concerns are focused on the fact that certain vaccines are still derived from tissues from aborted babies.

### **The Church's position on medical concerns**

After a thorough review of information from respected scientists and medical professionals, it seems clear that there are differing opinions regarding the harmful effects and efficacy of vaccines. However, it does appear that the prevailing opinion is that immunization, in general, is highly beneficial and has resulted in the reduction of disease and death among the population. Some have expressed concern that the prevailing opinion is based on faulty research sponsored by entities that have a vested interest in a particular outcome. However, the greater Church has expressed no issue to date with respect to the medical aspect of immunization, as the Church defers to experts in the medical and scientific fields on this topic.

The Church staunchly supports sound medical research to improve treatment of disease as long as that research and any ultimate treatments are in keeping with the Church's moral teachings.

The Church does recognize the right of individuals to form prudential judgments with regard to healthcare decisions affecting themselves and their children. Yet in making such decisions, individuals must take into account the common good, including the public health benefits of immunization. This theme of awareness of how decisions affect the larger community is a theme of Pope Francis' recent encyclical, *Laudato Si*. In summary, while some Catholics cite medical concerns for not immunizing their children, these are personal opinions and not the official position of the Church.

### **The Church's position on moral concerns**

The Church has grave concerns regarding the origins of certain vaccines. In particular, the Rubella and Chicken Pox vaccines are extremely problematic due to the fact that they were developed using material from aborted babies. However, Vatican and United States theologians have concluded that "Catholics may licitly accept vaccination for themselves and their children using a vaccine based on tissue from abortion or may refuse the vaccine 'if it can be done without causing children, and indirectly the population as a whole, to undergo significant risks to their health.'" (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions, Secretariat of Pro-Life Activities, Released April 2007, Updated April 2015). They reached this conclusion based on 2 considerations: 1. Because some of these vaccines contain material from a strain that was developed in the past and no new aborted material is used; and 2. The potential danger to current unborn babies and young children from a population of unvaccinated persons may counterbalance the concern regarding the origin of the vaccines, particularly when considering that the individual who receives the tainted vaccination is not complicit in the abortion from which the vaccine was derived. However, the Church strongly urges those individuals who do accept such vaccines to do so "under protest," by actively voicing objection to the manufacturers of such vaccines and also actively lobbying for the production of morally-derived products.

### **Religious exemption based on an individual's well-formed conscience**

As stated previously, the Church teaches that, presuming a properly formed conscience, "...man is obliged to follow faithfully what he knows to be just and right." (Catechism of the Catholic Church, para. 1778). Thus, the Diocese of Salina grants the religious exemption to parents who choose not to vaccinate on the basis of honoring the conscience right of parents since there is no official stance on the part of the Church regarding immunization in and of itself (other than the obligation to vaccinate under protest if immunization with a vaccine using a cell-line derived from aborted fetal tissue is accepted). This exemption is in keeping with the recommendation of the Secretariat of Pro-Life Activities of the United States

Conference of Catholic Bishops that states "...diocesan institutions show a willingness to grant the exemption along the lines recommended by the Academy [Vatican Pontifical Academy for Life]. In particular, in an area where public schools are granting a conscience exemption, based on the view of public health authorities that doing so does not pose a serious risk to the populations, Catholic institutions should be willing to do so as well." (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions).

While the state of Kansas has eliminated the conscience exemption for families, it does still honor medical and religious exemptions for children attending public schools, with the caveat that certain circumstances may dictate that non-immunized children may be prohibited, either temporarily or for an extended period, from attending school. Catholic schools in the Diocese will grant exemptions with this caveat, as well.

If parents are seeking a religious exemption from vaccinations, they must meet with the School Pastor prior to being allowed to enroll to ensure they have read the above statement and understand the Church's position before signing.

Based on the school's demographics and atmosphere of the community, a school pastor has the authority not to grant a religious exemption, or he may choose to remove the religious exemption from their local school immunization policy.

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is operated under the organization of St. Mary's School. Parents are encouraged to be active members and to attend regularly scheduled meetings. Any business connected with the Home & School should be referred to the president of that organization.

### **HOMEWORK**

The school believes homework is valuable for students training and for mental discipline. Parents are to see that the child has a suitable atmosphere in which to study.

Homework is a tool to bring what the child is taught in the classroom into the home. We would hope parents take an interest in their child's work, but not do the work for their child. If your child is having difficulty with homework assignments, please contact the teacher.

### **HOT LUNCH PROGRAM**

St. Mary's School is in charge of its own Hot Lunch Program. Families will be given an envelope at the beginning of each month stating the amount due for that particular month. These envelopes must be returned by the 5<sup>th</sup> of each month with money or a

note indicating the student will be bringing cold lunch. Lunches and milk money must be paid in advance.

To avoid extra bookkeeping, extra milk should be paid monthly in the envelope. Please do not send money daily. If you have no need to send money, the envelope still must be returned monthly with your note of explanation.

Monthly menus and debit/credit sheet for the prior month will be included each month inside your envelopes.

All hot lunches for students are to be eaten in the cafeteria.

Parents are welcome to eat with their child, but please call the office before 9 a.m. on the day you plan to eat, so sufficient food can be prepared. Payment should be sent with your child, or parents may pay in the office prior to going to lunch.

A parent must accompany young siblings of St. Mary's students if they are eating at school.

Students may bring a cold lunch from home. Lunches must be prepared that can be stored in the classroom and do not need to be heated.

Milk may be purchase through the Food Service, juice is permitted in the lunchroom, however, CARBONATED BEVERAGES ARE NOT ALLOWED.

**FAST FOOD MEALS ARE NOT ALLOWED IN THE LUNCHROOM FOR STUDENTS OR ADULTS.**

Any student who is allergic to milk and/or milk products must each year provide the office with a signed statement from their physician stating this fact and then the Food Service will provide juice in place of the required milk. Please ask for this form at registration.

Forms are available in the office for Applications for Free or Reduced meals. Families are urged to complete applications if they qualify. All applications are handled privately and information is kept confidential.

The lunch program for free and reduced meals are operated under the guidelines of the federal government, which periodically audits the program. Parents participating in the free and reduced program may be asked to supply documentation.

## **LICE**

Kansas regulations do not require individuals with head lice or nits to be excluded from school or child care. The Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the National Association of School Nurses advocate that children should not be excluded for lice or nits. School wide notification will be our first step when live lice are discovered. Parents are expected to regularly check, and treat if necessary.



Head lice can be a nuisance, but they have not been shown to spread disease and are not considered a public health hazard. CDC states that the burden of unnecessary absenteeism to the students, families and communities far outweighs the perceived risks associated with head lice.

[https://www.kdheks.gov/c-f/head\\_lice.htm](https://www.kdheks.gov/c-f/head_lice.htm)

<https://www.cdc.gov/parasites/lice/head/index.html>

## **MEAL CHARGE POLICY**

The cafeteria billing is handled monthly through the Business Office. The school has the responsibility of making sure all accounts are current. Notices will be sent home if student's lunchroom accounts are nearing depletion or are exhausted. The school will allow parents to carry a \$25 negative balance per child. When this negative balance is reached, the school will notify parents that their children may receive an alternative lunch and milk until balance is paid. Students may also bring a sack lunch until payments are made. At the end of the year, balances will be turned over to Financial Office for collection. Any unpaid balances jeopardize a student's enrollment for the next school year. If you have any questions or concerns, please contact Kim Cochran regarding your family's lunch balance at 827-4200.

## **MEDICATION**

St. Mary's School has adopted the following guidelines for dispensing any type of medication. These follow the approved guidelines as set forth by the State and medical professionals.

The school health official is able to dispense any type of medication (prescription and over the counter), including Ibuprofen or Tylenol, to any child. All medication, prescription and over the counter (including cough drops), should be given to the school nurse or to the office. Medications can be administered under the following guidelines:

1. The parent/guardian/physician must fill out a Medical Form indicating the name of the medicine, the dosage, and when it is to be given. They must also give the reason for the medication. These forms are available at the school office or on our school website.
2. The medicine must be sent to school in the original container and appropriately labeled by the pharmacy stating the name of the medication and the prescribed dosage.
3. The above regulations apply equally to all pain reduction medications including Ibuprofen and Tylenol (over the counter medications do not have to have a physician's signature), eye drops, ear drops, cough drops, etc. without proper authorization, they will not be given.
4. **Cough drops are not allowed for students below 5<sup>th</sup> grade due to choking hazards.**
5. If a child is ill (vomiting, diarrhea, fever greater than 100.4) parents will be contacted to pick up the child as required by state law. If we are unable to

reach anyone designated as being responsible for the child, we will attempt to make them as comfortable as possible until someone arrives.

## **NOTICE TO AMEND HANDBOOK**

This handbook may be amended or changed by the Pastor or Principal in consultation with the School Council. Parents will receive a written copy of such changes.

## **PARKING LOT REGULATIONS**

**Most importantly, students should not be dropped off in the middle of the parking lot.** A parent may choose to park their car and walk their student over to the school.

All drop-offs should be made either at the south end of the parking lot (for Kindergarten) or the sidewalk along the west side of the building or at the circle drive entrance/exit.

During drop-offs all students should exit their cars on the **right side** and walk on the sidewalk or into the circle drive.

Cars need to stay in a single lane until after the north most part of the circle drive. At this point, cars may split into 2 lanes to either go east or west on Cloud Street.

It is recommended that drivers needing to drop off Sacred Heart students either drop them off first and then come to St. Mary's parking lot or exit St. Mary's lot, go east to Quincy, and then to Albert to drop off Sacred Heart students.

The small entrance drive to our parking lot on the S.W. corner should only be used for entering the St. Mary's lot – not exiting to go to the high school or elsewhere.

Pull forward to the furthest drop-off point. This way many cars can be dropping off at the same time.

Parents with children at Love 'n Learn may park in the parking spaces in front of the center. Please accompany your student to the school.

Patience is a key component. Drop-offs will take time. Our primary concern is to keep everyone safe.

## **PUPIL RECORDS**

The school office keeps on file a permanent record containing a student's name, address, place and date of birth, parent's name or legal guardians, telephone number, date of entrance, classes attended, credits earned, attendance record, results of testing scores and date of withdrawal. Any parent wishing to view their child's records are welcome to do so by an appointment with the principal. Custodial parents may receive copies of their student's file, at their request.

Student records may be released to other educational institutions upon written request of a custodial parent or legal guardian or upon the written request of the student when 18 years of age, or upon the written request of the receiving educational institution provided all fees and tuition are paid. Upon compliance with the institutional request, the custodial parent or student 18 years of age must be notified in writing that the

records have been transferred. Records may be released to other agencies or institutions upon request of the custodial parent or legal guardian, upon written request of the student when 18 years of age or upon receipt of a court order.

In the event of a divorce, the natural mother and father shall be provided with all allowable records of their child including a calendar of school activities and events. It shall be the responsibility of the custodial parent to provide the school with a certified copy of any order of the District Court that might alter the above policy.

### **RASHES**

All rashes should be reported to the school nurse before the child returns to school. If a child has a rash of unknown origin they should not attend school until the rash has been identified by a physician. A note must be signed by the physician saying the child may return to school.

### **RECESS**

Recess is part of the school day. Please make sure your child has adequate outdoor wear. There will be no outdoor recess during inclement weather or if the wind chill is below 25 degrees or the heat index is above 100.

### **REPORTING PRACTICES**

Approximately every four weeks you will receive some form of evaluation of your child's progress. In the fall and spring we will hold Parent/Teacher Conferences. Other conferences will be scheduled throughout the year based on the needs of students, and you will be informed of these dates.

Parents are provided with a password to access student(s) progress in grades 2-6.

You may receive notes from time to time about your child. Please take these seriously and show your interest by a note or conference with your child's teacher. If the event that you would like to make an appointment, we do ask that you call the teacher the day before so you can arrange a convenient time for both of you.

In all conferences of parents and teachers, both parents and teachers are expected to act in a professional manner. Teachers are not allowed to take verbal abuse from parents. If such abuse takes place, the teacher is instructed to report the abuse to the principal. Such abuse may result in the student's relationship with St. Mary's Grade School being terminated by the principal.

Standardized test results will be reported to parents during spring conferences.

Grade Cards for grades PreK K, 1, 2, 3, 4, 5 and 6 are computer generated and parents do not need to return them to school.

### **GRADING CODE FOR ST. MARY'S:**

- A - Outstanding Achievement (94-100)
- B - Above Average Achievement (87-93)

C	-	Average Achievement (78-86)
D	-	Below Average Achievement (70-77)
U	-	Unacceptable Achievement (69 or below)
S	-	Satisfactory Progress

**RETENTION POLICY**

Our school's philosophy is to endeavor to help your child develop at his or her potential. As a tool for this goal, retention is sometimes necessary and often very beneficial. Your child's teacher will periodically be reporting about your child's progress. If a teacher is considering retention the following procedure is recommended.

1. The teacher should communicate with the legal guardian as soon as it becomes apparent retention is going to be recommended.
2. At a Parent/Teacher Conference, the teacher will present a written letter to the parent stating the reason retention would be beneficial. The letter shall include the student's classroom performance, appraisal, standardized testing, strengths and weaknesses and any other staff reports about the child.
3. If the parent agrees with the teacher's recommendation, he may sign the letter in agreement along with any additional comments. The letter will then be sent to the principal.

If the parent disagrees with the teacher's recommendation, an appeal may be made to the principal.

**SAFETY RULES**

Within the building there shall be no running, shouting or throwing of objects of any kind.

On the playground area the safety of all children is of utmost concern. Equipment must be used correctly. Throwing of rocks or snowballs is not permitted.

Crosswalks must be used at all times; bikes must be walked across the intersections and be walked on the sidewalks of school property. Interference with traffic is dangerous and unlawful.

Students are not allowed to play ball on the grounds before school or while waiting for their rides at dismissal.

Squirt guns are not allowed on school property.

**SCHOOL CALLS**

Only in extreme emergency do we permit the children or teacher to leave class for phone calls. After 4:00 pm office hours, voice mail may be left for staff members.

**SCHOOL DAY**

The regular school day is as follows:

Pre 3 yr old AM – 7:50 to 11:00  
 Pre 4 yr old AM – 7:50 to 11:00

Pre 3 yr old PM - 1:00 to 3:10  
 Pre 4 yr old PM – 12:00 – 3:10

Kindergarten AM – 7:50 to 11:40  
Grades 1<sup>st</sup> thru 6<sup>th</sup> – 7:50 to 3:10

Kindergarten PM – 12:00 – 3:10

All students will arrive in their respective classrooms at the proper time.

On school days Mass starts at 8:05 a.m. All students will arrive in their respective classrooms at 7:50 before attending scheduled Mass. The teachers will accompany the students to Church. No child will be allowed in the classroom before then unless specifically requested to do so by their teacher. Please see to it that your child arrives on time, and is picked up promptly at the end of the day. Students will line up by appropriate doors in the morning before school. No other play will be allowed.

There is no school supervision before and after school with the exception of those enrolled at Love n Learn (7 a.m. – 5:30 p.m.) and Extended Care (3:10 - 5:30 p.m.). All students will arrive on time and leave after dismissal, unless detained by a staff person. If a child needs to be detained more than 5 minutes the teacher will contact the parent stating the reason the child is being detained and how long the student will be detained.

On rainy or cold days (below 37 degrees) students will be allowed to wait in the All Purpose Room starting at 7:30 a.m.

Students not picked up by 3:30 will be sent to Extended Care and parents will be billed accordingly.

## **SCHOOL PARTIES**

The Home & School coordinators consulting with the principal and teachers handle arrangements for parties, and give directions to the room parents.

Parties are held at Halloween, Christmas, Valentine's Day and Play Day. Students may have a gift exchange at Christmas. The exchange of Valentines is permitted.

Parents should not solicit money for teacher gifts without the permission of the principal.

## **SEXUAL HARASSMENT (also see Appendix I)**

Any person who feels that they have experienced sexual harassment by another person within the building may file a grievance to the principal. If the grievance involves the principal, the person may file the grievance with the Pastor.

## **SMOKING**

There is no smoking allowed on the school premises during the school day and during school sponsored activities.

## **SPECIAL SERVICES**

The local public school district provides Special Education Services. Every student in St. Mary's School has the right to obtain these services if needed and qualifies for such services.

If a teacher refers a child, the parents will be notified. There will be no testing or placement without the consent of the parents or legal guardian.

## **STUDENT PLACEMENT AND CLASS SIZE**

Classroom size will be left to the Principal's discretion. In the case of primary grades, a para-professional may be hired if individual classrooms exceed enrollment of 25-30 students.

### **Policy**

- A. It is the policy of St. Mary's Grade School to place students in classrooms for the school year in heterogeneously balanced groups.
- B. The administration shall be responsible for the students' placement into classrooms each school year based on professional judgment.

### **Philosophy**

- A. Parents are the first educators of their child and play a vital role in the continued education of their child.
- B. Cooperative effort should exist between parents and educators.

### **Procedure**

- A. Parents may request their child be placed in a particular teacher's classroom based on their understanding of their child's learning style, abilities, and needs.
- B. If a request is for student's placement by a parent, it must be done so by June 15, previous to the new school year.
- C. The administration shall use professional discretion for student placement based on parental input and knowledge of student groups.
- D. Though parental input will be taken into consideration, the administration has the responsibility to make the final decision based on heterogeneous grouping for the classroom.

## **SUSPENSION/EXPULSION POLICY**

### **Suspension**

Suspension is a temporary withholding of the privilege of attending class or school. Suspension may be "in school suspension", in which the student is admitted to school, but not to class; or the suspension may be an "out of school suspension".

A suspension may be imposed upon the student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing. However, if the conduct of the student is dangerous to other persons, property, substantially disrupts or interferes with the operation of school, or makes physical or verbal threats, the principal, in consultation with the pastor, may suspend the student forthwith without a hearing for a determined number of days, not to exceed five school days.

A written notice and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four hours from the time of suspension. Included in the notice of suspension will be the day, time and place of formal hearing.

When such written notice is sent to the parents or guardians of the students, it shall be sufficient if the notice is sent by registered mail to the address on file in the school records. In lieu of mailing, the written notice may be personally delivered.

### **Expulsion**

Expulsion shall be imposed only after the student has been afforded an opportunity for a formal hearing. In all cases where a student might be expelled, he/she shall be suspended first for a term not to exceed five school days.

A written notice of intent to expel, including the charges upon which the expulsion is based, shall be given to the student's parents or guardians within 72 hours of the student being suspended. The notice shall contain the date, time and place that the student will be afforded a formal hearing. This date will be no later than the last day of the five school day suspension.

As with suspension, when such a written notice of expulsion is sent to the parents it shall be sufficient if the notice is sent by registered mail to the address on file in the school records. In lieu of mailing, the written notice may be personally delivered.

Formal hearings may be conducted by the local school members or appropriate persons appointed by the Pastor. The pastor shall make the final determination.

### **TARDINESS**

Tardiness interferes with a student's progress in school and constitutes a disturbance for all members of the class. Repeated cases of tardiness will be investigated.

### **TATTOOS**

Parents should be aware that tattoos that are transferred could be a health hazard. Tattoos are discouraged during the school day and at all school activities.

### **TEXTBOOKS**

If your child loses or defaces a book that he/she is charged for a replacement. All hard cover textbooks will have book covers on them at all times.

### **TRUANCY**

Truancy occurs when a student misses all or part of the school day without proper authorization or excuse. Continued truancy can result in suspension or dismissal from school. Under State Law, the principal is obligated to report excessive truancy to the proper local governmental agencies.

### **TUITION**

Each family will receive a tuition payment letter. Tuition payments should be sent directly to the school. Payments can be mailed to the school or sent in the weekly Red Communication Folders.

Please make sure family name is written on the check. If sending cash, please make sure family name is written on the envelope. Family's delinquent more than 30 days will receive a letter from the principal reminding them of the amount due. If there are any difficulties with making tuition payments, parents must contact the principal. Tuition payments are non-refundable.

Families delinquent more than 90 days and not having consulted with the Principal will be asked to appear before an Ad Hoc Committee to determine the future status of receiving services from St. Mary's School. In hardship cases, the School Council holds the right to re-negotiate on a case by case basis. Non-payment of agreed tuition may forfeit the continuance of services. Custodian parents are responsible for tuition arrangements.



## UNIFORM POLICY      Kindergarten – 6<sup>th</sup> Grade

The dress code is intended to support several important principles:

1. Non-conformity to secular fads and trends in clothing, hairstyles or clothing accessories;
2. Ensure modesty and the child's recognition of themselves as children of God.
3. Focus attention to personal accomplishments and qualities, not physical appearances.

<b>Guideline</b>	<b>Boy/Girl/Both</b>	<b>Color</b>	<b>Where to Purchase</b>
<b>Pants</b> , Pants may be worn all year round, but <b>MUST</b> be worn Dec, Jan, Feb.	Both	Navy Blue	School Belles or another source— <b>must match</b> School Belles Uniform style (fabric polyester/cotton blend)
<b>Shorts</b> , Shorts can be worn only Aug, Sept, Oct, Nov, March, April, May; Shorts must a modest length close to the knee.	Both	Navy Blue	School Belles or another source— <b>must match</b> School Belles Uniform style (fabric polyester/cotton blend)
<b>Collared Polo Shirt</b> , long or short sleeved with no logo	Both	White	School Belles or another source— <b>must match</b> School Belles Uniform style
<b>Collared Polo Shirt</b> , long or short sleeved with no logo	Both	Hunter Green	School Belles
<b>Turtleneck Shirt</b> , long sleeved, no logo, worn under jumper or sweatshirt only	Both	White	Anywhere
<b>Jumper</b> , must wear solid or dark shorts under	Girl	Green Plaid	School Belles
<b>Skort</b>	Girl	Green Plaid	School Belles
<b>Sweaters: V-Neck or Cardigan</b>	Both	Navy Blue	School Belles
<b>Sweatshirt</b> , with logo	Both	Navy Blue or Green	School Belles
<b>Hoodie</b> , with logo (no alterations)	Both	Navy Blue	School Belles
<b>Belts</b> , required Grades 1-6, optional for Kindergarten	Both	Navy Blue, Brown or Black No Adornment	Anywhere
<b>Shoes</b> , tennis or athletic shoes only (no lightups or heelies)— boots may not be worn in the building during school hours	Both	Any	Anywhere
<b>Socks</b> , must be worn, no knee highs	Boys	White, Navy Blue or Black	Anywhere
<b>Socks</b> , must be worn	Girls	White, Navy Blue or Black	Anywhere
<b>Tights or leggings</b> , may be worn with jumper or skort, (must be ankle length)	Girls	White or Navy Blue	Anywhere
<b>Hats &amp; Scarves</b> , Not allowed to be worn in the building. No distractive hair accessories	Both		
<b>Scout Uniform Shirt</b> , may be worn on scheduled meeting day with uniform shorts or pants	Both		

<b>Jewelry</b>	Boys	No earrings. Non-Christian symbols not allowed.
<b>Jewelry</b>	Girls	May wear one pair, non-dangling earrings. Non-Christian symbols not allowed.
<b>Body Piercings</b>	Both	No visible body piercing (ears excluded), tattoos, or unnatural contact lenses
<b>Hair</b>	Both	No Hair Extensions, no extreme hairstyles; no unnatural hair color
<b>Hair</b>	Boys	Length – above the eyebrows and above the collar.
<b>Fingernails</b>	Both	No artificial nails. No nail color allowed for Boys
<b>Make-up</b>	Both	None allowed.

- All clothing must be clean, in good repair and properly sized.
- Shirts must be tucked in.
- A plain, short sleeved white t-shirt may be worn under a uniform shirt.
- Non-uniform sweatshirts, jackets, and hoodies may not be worn in the building, except for transition to/from recess.
- Any staff person may decide appropriateness of dress code.

**VANDALISM**

Parents will be held responsible for the willful or accidental breaking or destruction of school property by their children. This school is an investment of many parishioners and it is our duty to protect their investment. Serious vandalism may result in suspension or expulsion of students. Under no circumstances may a student be on the roof of school property.

**VISITING**

Parents are welcome to visit classes or group activities sponsored by the students. Since our daily schedules are flexible, you are to contact the teacher by note or phone to arrange a convenient time to visit. Conferences with the principal should be arranged by an advanced call, as he may be in the classroom during certain hours.

When visiting or volunteering services in the school, for security reasons, please enter through the main entrance and "sign in" in the office before going into a classroom. Sign out when you leave.

**VOLUNTEERS**

According to new Diocesan guidelines, volunteers who interact with students of St. Mary's Grade School must complete safe environment training and a background check, which is sponsored by the Salina Diocese. Please visit the Salina Diocese website to complete this training.

**WEATHER**

In case of bad weather, please be advised to check the school's website and listen to local radio stations. Normally school will be closed if the public school classes close, unless announced otherwise. Please note that school may close early if weather is bad. Those who have signed up, will be sent a text message regarding school closings.

## APPENDIX I

### SEXUAL HARASSMENT

#### A. POLICY

1. It is the policy of St. Mary's School to provide a learning and working environment that is free from harassment. No employee or student of the school shall be subjected to sexual harassment nor shall any employee or student of the Diocese be subject to harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation. All employees and students of the Diocese are expected to act in a manner consistent with the teachings of the Catholic Church.
2. It shall be a violation of this policy for any member of St. Mary's School to harass another staff member or student through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, disability, age, marital status, or sexual orientation. It shall also be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.
3. The Principal shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedure governing harassment within his or her school or office.
4. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion or dismissal.

#### B. DEFINITIONS

1. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
  - b. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
  - c. such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.
  - d. Sexual harassment, may include, but is not limited to the following:
    - Verbal or written harassment or abuse
    - Pressure for sexual activity

Repeated remarks to a person with sexual or demeaning implications  
Unwelcome touching  
Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

2. Harassment on the basis of race, color, creed, religion, national origin, gender, age disability, marital status or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, harass, distress, agitate, disturb, or trouble persons when:
  - a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
  - b. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
  - c. school conduct has the purpose or effect of unreasonable interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.
  - d. harassment, may include, but is not limited to the following:
    - Verbal, physical, or written harassment or abuse
    - Repeated remarks of a demeaning nature
    - Implied or explicit threats concerning one's grades, job, etc.
    - Demeaning jokes, stories, activities directed at a student or employee

### **C. PROCEDURE**

No Diocesan employee shall be sexually harassed or shall sexually harass others. Additionally, no Diocesan employee shall fail to refer for investigation or, if appropriate, fail to investigate a complaint of sexual harassment. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Complaints of sexual harassment by employees will be promptly investigated and resolved. Any report not made in good faith or made with malice is a violation of this policy. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee.

If there is a complaint to be filed against any person at St. Mary's School, the person must file a written complaint to the principal or designate. The procedure will follow the normal grievances as outlined in the school handbook.

## APPENDIX II

### St. Mary's Grade School **Email/Text Guidelines for Parents**

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers/coaches. Some teachers/coaches read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers/coaches prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an e-mail reply at all, since the staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal conference.

When using e-mail:

1. Only authorized e-mail addresses will be used by Salina Catholic Schools' staff to communicate with parents.
2. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
3. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate.
4. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
5. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
6. For all medical or health concerns, please contact the school office by phone.
7. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
8. Mass e-mail to the district staff must be approved by the Superintendent of Schools before sending the e-mail.

The School maintains email accounts for teachers/coaches to facilitate parent/teacher/coach communication and internal staff communication. The School reserves the right to block or filter email messages to staff that are not directly related to school business or to the School educational mission.

***Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.***

### **Consequences of Non-Compliance with Policy**

- The first instance of non-compliance as determined by the school administration will result in a discussion with the offender. The policy will be reviewed and the offender will be encouraged to comply.

The second instance of non-compliance as determined by the school administration will result in further consequence including the probable suspension from the next school activity involved in the non-compliance. (A coach could be prevented from coaching the next game. A parent could be prevented from attending the next activity. A teacher could receive a letter in their personnel file.)

- The third instance of non-compliance as determined by the school administration will result in yet further consequence including the probable suspension from the activity involved altogether. (A coach could be relieved of coaching duties. A parent could be prevented from attending the activity for the remainder of the season. A teacher's contract could not be renewed.)