



**2009 - 2010  
School Handbook**

## **MISSION STATEMENTS**

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

Be it known to all who enter here: Christ is the reason for our schools, the unseen but ever-present teacher in our classrooms, model for our faculty and inspiration of our students.

### **Holy Family Catholic School (Draft)**

The mission of Holy Family Catholic School is to provide a Catholic education within a faith-filled environment. We will work to provide an excellent educational opportunity for our students and to build a strong community based on Gospel Values.

## **HOLY FAMILY CATHOLIC SCHOOL PHILOSOPHY**

### **About Students:**

- All students are special, unique and valuable
- All students can succeed and learn
- All students can develop a sense of responsibility for their own behavior
- All students need to value and respect themselves and others

### **About Learning:**

- Learning is achieved at different rates by students
- Learning is a lifelong process for all ages
- Learning takes place through a variety of techniques and presentations that meet the interests of children
- Learning requires work and commitment, and can only take place in an atmosphere of trust, acceptance and support

### **About Teaching:**

- Teachers facilitate and guide the learning process based on students' needs, interests and curriculum objectives
- Effective teaching is a continual, ever-changing process
- Teaching enables students to accept responsibility for their own learning
- Effective teaching occurs in a safe, positive environment

### **About Parents:**

- Parents are the first and most influential teachers of their children
- Parents teach children how to live their faith
- Parents and teachers work together to educate students and to provide a network of support for children

### **Academic Policies**

**Course of Studies:** The course of studies for students includes Religion, Reading, English, Spelling, Mathematics, Social Studies, Science, Family Life, Music, Art, Technology and Physical Education. Students in grades 6-8 have opportunities for elective courses.

**Homework:** Homework usually consists of completing a lesson that was started in school or working on a long-term project. The amount and nature of the work is left to the judgment of the individual teacher. Homework is the primary responsibility of the student, but the cooperation of the parent is needed to insure that students have enough time and a suitable environment in which to complete the work. If a student regularly spends an excessive amount of time on homework, please contact the teacher. A general guideline is 10-15 minutes of homework per grade level.

**Honor Roll:** Students in grades 6-8 are eligible for the honor roll. The following determines eligibility based on the 6 core subjects:

- Students with a grade point average of 3.6-4.0 with no grade below a C have achieved First Honors;
- Students with a grade point average of 3.0-3.5 with no grade below a C have achieved Second Honors;
- Students with a grade point average of 2.75-2.99 with no grade below a C have achieved an honorable mention.
- Students who improve one whole letter grade in two or more subject areas while maintaining grades in the other subject areas have achieved Improvement Honors.

**Records:** Under the Family Educational Right and Privacy Act of 1974, the parents of students are entitled to and have access to their children's school records. Parents may give written permission for other agencies to obtain such records. Other educational institutions may request records of incoming students. Records will be provided if all financial obligations are current.

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

### **Accidents**

In the event of a serious accident or illness, the school will make every effort to contact the parents immediately. If this is not possible, we will contact the persons named on the Emergency Form. For this reason, it is very important that any changes in contact information be sent to the office as soon as they occur.

### **Statement of Non-Discrimination**

Holy Family Catholic School admits students - in accordance with its priority - of any sex, race, color, national and/or ethnic origin to all the rights, privileges, programs and activities accorded to students of the school. The Archdiocesan Council of Total Education is unequivocally opposed to any attempt to make Catholic schools a haven, or even give the appearance of becoming a haven, for anyone who may be seeking to avoid

further integration of public schools. Catholic schools will in no way be party to subverting the law.

### **Admission Policy**

Any student transferring from another parish or school must present his or her most recent report card, academic records and immunization records. Any student transferring into grades 5-8, in addition to the above information, must provide a letter of recommendation from his or her most recent teacher and a second letter from the administrator of the school. Any student transferring into grades 5-8 and his parents must meet with the principal prior to receiving acceptance into the school. Students accepted in grades 5-8 are accepted on probationary status and must pass all subjects during the first quarter of attendance. Holy Family Catholic School reserves the right to dismiss new students if records and desires of students have been misrepresented or if improper placement has been made.

To enter Kindergarten, a child must be five (5) years old on or before August 31<sup>st</sup>. The family must present a Baptismal Certificate if the child has been baptized. They must present an official State-certified Birth Certificate, a physician-completed current Health Assessment and evidence of current immunizations.

To enter First Grade, if the child did not attend Holy Family Catholic School kindergarten, a child must be six (6) years old on or before August 31<sup>st</sup>. The same records are required.

Preference for enrollment will be given to registered parishioners of Our Lady of Guadalupe and Sacred Heart-St. Joseph who have students to enroll who are siblings of current students. Students of registered parishioners will be accepted in the order of application. If space permits, Catholic students from other parishes and non-Catholics will be accepted.

Families who find it necessary to change schools should contact the principal. Student records will be released upon written request of the receiving educational institution provided all financial obligations have been met.

### **Pre-Registration/Registration**

Pre-registration for all students (K-8) will be held each spring for the following year. A down payment of \$50.00 per family is requested in the spring and will be applied to the fees. The down payment will hold a place in the class for the next term should space become a problem. This fee is non-refundable after June 1<sup>st</sup>, unless the family moves out of town.

A day will be set aside for registration and help in completing school paperwork. At that time, parents are asked to finalize a payment plan for fees.

### **Attendance**

To comply with the Compulsory School Attendance Law of Kansas (K.S.A. 72-1112), a child must attend school everyday unless excused for a good reason. Good attendance is extremely important for the betterment of the child and school. Parents should reflect carefully before requesting that students be excused from school.

- The parent or guardian must notify the school before 8:15 if a student will be absent.
- If a child must leave school for a personal appointment, parents should send written notification to the school a day in advance. No child may leave school at any time without the permission of the parent and the approved knowledge of the office. The person who is taking the child to the appointment must report to the office and sign the student out prior to picking up the child. The student must be signed in to school after the appointment. Upon returning to school from an appointment, the student or parent must present the office with a note verifying the appointment. Students may not wait outside for a parent.
- Any student who arrives at school after 7:50 must be signed in by a parent.
- Please keep your child home if there is evidence of illness. A child should be without fever for 24 hours before returning to school. If a child becomes ill at school, parents will be notified.
- Students who are absent from school due to illness are not allowed to participate in co-curricular activities on the day of their absence. Students who are absent on Friday may not participate in co-curricular activities during the weekend which follows the Friday of their absence. Co-curricular activities include, but are not limited to: athletic games, practices, school programs, music events or academic contests.
- Students who are tardy 3 times or more in one semester will be held after school to help make up for lost educational instruction.
- Any student who is absent from school more than 10 days in a given school year, for any reason without approval of principal will be required to attend two weeks of summer school before they are eligible to move to the next grade.

### **Daily Schedule**

**East Campus:** The school day begins at 7:45 a.m. and ends at 3:05 p.m. Half days dismiss at 11:45 a.m. Lunch for grades 3-5 is served from 11:25 – 11:45. Lunch for grades K-2 is served from 11:45 – 12:15 and 6-8 at 12:15 – 12:40. For all groups, recess outside follows lunch.

Students should not arrive prior to 7:30 a.m. unless arrangements have been made with the principal. Students should be off school grounds by 3:25 p.m. unless arrangements have been made with the principal. The school will provide supervision until 3:25 p.m.

### **Discipline**

The purpose of Holy Family Catholic School is to aid parents in the students' formation as educated Christians in the Roman Catholic tradition. The discipline code of Holy Family is built around the principle of teaching students to become self-disciplined in terms of the three R's: religion, respect and responsibility.

## Discipline Policy for Middle School Students

The discipline policy will consist of a point system. For every poor choice made by a student will have a point value associated with it. For each point and/or accumulation of points will have a consequence suitable for the offense/number of offenses.

### 1 Point Violations

Repeated talking in class

Profanity

Talking back to an authority figure

Repeated seat violations

Inappropriate behavior

### 2 Point Violations

Refusing a reasonable request

Profanity directed at someone

Innappropriate display of affection

Skipping class

Inappropriate behavior

### 5 Point Violations

Fighting

Drug/Alcohol

Gang related violence

Inappropriate behavior

1 point violations result in a one hour detention

2 point violations result in a Saturday school or multiple detentions

5 point violations result in suspension

Students who receive more than 9 points in any given semester will face a long-term suspension or expulsion hearing.

Religion: Holy Family Catholic School's primary purpose is to help parents bring the students closer to Jesus and to teach students about our faith. Part of that role is clarifying and reinforcing the Gospel values that make up the Christian lifestyle.

Respect: We are all created in God's image and are therefore special. Respect is a birthright, not something that one must earn.

Responsibility: At Holy Family, we strive to be responsible for our actions, decisions and comments. Each student is expected to abide by the rules of the school and the classroom.

In order to build a community that reflects the three R's, we have three rules for all students:

- 1) Be holy – work to grow closer to God everyday.
- 2) Be excellent – do your best at all times.
- 3) Love one another – treat others as you would treat Jesus.

Everyone is unique and, at times, student behavior will not reflect those values we try to teach. Behaviors that do not reflect Gospel values need to be corrected. At Holy Family Catholic School, we try to help students correct their own behavior. Procedures are developmentally appropriate and referred to as the "Discipline Cycle." The Cycle always begins with an understanding of the classroom and school rules. Step 1 in the cycle is usually a warning or a questioning of behavior. Step 2 usually involves the teacher and the student working on a corrective plan. The plan includes acknowledgment of misbehavior, plan or correction and consequences if the plan is not followed. If time after school is required, parents will be given 24 hours notice.

If the teacher and student, along with the parents, are unable to resolve the problem, the principal will become involved. Older students may be required to serve detention from 3:00 – 4 PM or before school for an hour. Persistent disruptions of the learning environment could cause a student to be removed from the classroom until that student is able to return in a cooperative manner.

Certain behaviors cannot be tolerated because of their threat to the well-being of the community. Violations of these rules could result in expulsion from Holy Family Catholic School. These offenses include, but are not limited to: fighting, stealing, possession of or selling drugs, possession of a weapon and any behavior that threatens the well-being of the students, faculty or staff of Holy Family or continuation of minor infractions.

Finally, every student is different and at a different stage of maturity. Therefore, each student needs individual consideration in matters of discipline. Parents and students should not equate "fairness" with "being treated the same." Parents should contact the teacher regarding concerns about school. If the concern is not resolved to the parents' satisfaction, the principal should be consulted. The pastor may become involved if a satisfactory solution is not obtained.

## **Dress Code**

**Acceptable uniforms from either Our Lady of Guadalupe School or Sacred Heart School will be accepted at Holy Family Catholic School until the fall of 2010. Shirts or sweatshirts that have either the Our Lady of Guadalupe or Sacred Heart logo may be worn to school but will no longer be available for purchase. Shirts and sweatshirts with the Holy Family logo will be available for order during the summer. Shirts are not required to have the embroidered logo, but sweatshirts must have the logo. Order forms will be sent home this summer and periodically throughout the first semester.**

The Topeka Catholic Schools adopted a standardized dress code in August 1995. A student's appearance should reflect a Christian training and should not detract from nor disrupt the educational process.

- Jewelry may be worn, but may not be a distraction or unsafe.
- Make-up may not be worn.
- Boys may not wear earrings. Girls may wear earrings but they may not fall more than ½ inch below the bottom of the ears. No other visible piercings or tattoos are allowed.
- Neatness in appearance is important to the uniform. Hair must be neatly groomed. Hair may not exceed the collar in the back, the top of the ears on the sides, and the eyebrows in front for boys. Facial hair is prohibited. Highlights to the hair are allowed if they compliment the natural hair color. Shapes and figures may not be shaved into the hair.
- Athletic shoes or dress shoes with rubber soles (non-marking soles) are allowed. Sandals may be worn, but all shoes must have a strap around the heel. Backless shoes are not allowed. Socks or tights must be worn with all shoes. Socks must be visible and an appropriate color.

### **Boys:**

Long Pants: Cotton twill, navy blue or khaki  
Walking shorts: Cotton twill, navy blue or khaki  
Shirts: Red, white, navy blue or black (oxford, polo or turtleneck in long or short sleeved style)  
V-neck Cardigan: Black or red  
Sweatshirts/Hoodies: Must have logo (red or black)

### **Girls:**

Long pants: Cotton twill, navy blue or khaki  
Capri pants: Cotton twill, navy blue or khaki, see French Toast item # 1311X for guidelines. Beginning in Fall 2007, all girls may wear Capri pants. You do not have to purchase through French Toast.  
Walking shorts: Cotton twill, navy blue, khaki, MacBeth plaid or French Toast blue/gold plaid  
Skorts: Cotton twill, navy blue, khaki or French Toast blue/gold plaid  
Plaid skirt/Jumper: MacBeth plaid or French Toast blue/gold plaid

Jumpers: Navy blue or khaki  
Calf-length skirt: Navy blue or khaki  
Shirts: Red, white, navy blue or black (oxford, polo or turtleneck in long or short sleeved style)  
V-neck Cardigan: Black or red  
Sweatshirts/Hoodies: Must have logo (red or black)

Any combination of the above items is acceptable. Sweatshirts must have a collared shirt in uniform colors underneath.

Uniforms may be purchased at any store as long as they meet the outlined requirements. If you choose to purchase through French Toast, Holy Family will receive 5% of the purchase. Our school code is QS5LPVU.

Denim pants and cargo pants are not allowed. Bellbottoms and cuts in the seams are not allowed. Shirts must be tucked in at all times and may not be bloused. A black or brown leather belt must be worn with pants that have belt loops. The belt must fit appropriately and not have excessive length. Pants must rest on the natural waistline. T-shirts may be worn under shirts, but should not have writing or advertising which can be seen through the shirt.

Girls may wear walking shorts and skorts year round. During December, January and February they must be worn with knee socks or tights; pantyhose that are skin colored are not allowed. Boys may wear shorts year round.

Dress down days will be held periodically as long as student behavior is unchanged from uniform days. On dress down days, the students' T-shirts or sweatshirts must be non-violent in terms of the message depicted. Shirts with any reference to alcohol, drugs and vulgar language may not be worn.

The administration reserves the right to determine neatness in appearance.

### **Elementary Students at Hayden Events**

The Catholic elementary schools in Topeka form a close unit with Hayden High School and are the main source of Hayden's future school population. In order to develop a healthy faith community, participation in Hayden events is encouraged. Parents are encouraged to accompany their children to all Hayden events and provide proper supervision. Students from elementary schools are bound by the rules and regulations of their home schools in addition to those of Hayden High School.

### **Field Trips**

During the course of the year, various field trips are planned. Parents will receive a written permission form explaining the nature of the trip. Parents must sign and return the form to school in order for the student to participate. Every attempt will be made to use the local bus companies to provide transportation. However, at times we must ask

parents to assist us. No one may provide transportation without proper car insurance/liability insurance and a valid driver's license. Drivers must have proof of insurance on file with the school office before providing transportation. Drivers should attend VIRTUS Training.

### **Health and Safety**

In accordance with archdiocesan policy, the school requires a physical examination including vision, hearing, speech and dental examinations of all children entering school for the first time. IMMUNIZATIONS NEED TO BE CURRENT AND FORMS NEED TO BE AT SCHOOL BEFORE THE FIRST DAY OF SCHOOL.

During the school year, children are weighed, measured and have vision and hearing (K,1,2,5,8) tests given by a professional nurse. Families should continue to visit their family physician on a regular basis.

All students participating in organized school sports must have a physical examination before being permitted to practice or play. A doctor gives this examination before school begins in the fall.

Parents should inform the teacher of any physical conditions which may affect a child in his/her schoolwork or activities.

Regarding required immunizations and medication policy: see Appendix A.

### **Lunch and Milk Procedures**

Holy Family Catholic School participates in the National School Lunch Program. We contract with USD 501 to provide hot lunches for students. On days when USD 501 is not in session, students will bring a lunch to school. Cost of lunch is \$2.25 and includes milk. Milk may be purchased for \$0.25. Additional servings of milk are \$.25. Parents are welcome to eat with their student. Adult meals cost \$3.00. Adults should call the office in the morning before 8:30 if they will be eating lunch that day. Please make arrangements for your child to have lunch everyday.

### **Money**

When sending money for any reason, please put money in an envelope marked clearly with the following: student's name, grade, amount enclosed and what the money is for. Use correct change whenever possible. Please send separate checks for separate expenses.

Please monitor the amount of money your student brings to school. The school will not be responsible for money that the student keeps on his or her person.

### **Parent-Teacher Organization**

The PTO provides an opportunity for parents and teachers to come together to work for the school. There are five meetings scheduled throughout the course of the year. The PTO will meet in September, November, January, March and May.

All families are asked to volunteer for PTO fundraising projects.

### **Religious Education**

The primary reason for the existence of Holy Family Catholic School is Religious Instruction. The students are instructed in Religion class each day. Students in grades 1-8 attend Mass twice a week. Formal prayer and some spontaneous prayer or meditation will be part of the Catholic training that all students receive each day. Students will be given an opportunity to participate in Liturgy, the sacramental life of the Church and special prayer services throughout the liturgical year. Parents are invited to attend.

**SUNDAY MASS ATTENDANCE:** It is expected that all Holy Family families will attend Mass each Sunday and Holy Days of Obligation, in addition to participating in other parish activities. We ask parents to be faithful in your responsibility as Catholics and as the primary educators of your children. Your example will have a huge impact!

**SACRAMENTAL PREPARATION:** Second graders participate in the sacraments of Reconciliation and First Holy Communion. Parent meetings are held before the reception of the sacraments to inform parents of their role in the Sacramental preparation. If your child has not received the sacraments and has passed the second grade, contact the principal to arrange for their reception.

Our Lady of Guadalupe eighth graders and Sacred Heart/St. Joseph seventh and eighth graders participate in the sacrament of Confirmation. This is a parish sacrament, however the students are prepared in conjunction with the students in the parish Religious Education Program and according to the guidelines set by the Catholic Priests of the Topeka Region.

**FAMILY LIFE HUMAN SEXUALITY PROGRAM:** Holy Family Catholic School has a Family Life program used in conjunction with its religious Instruction program. The Family Life series addresses issues of social justice, decision-making and human sexuality. The textbooks are developmentally appropriate.

### **School Council**

The School Council supports the mission statement of the school toward building a strong Christian community of faculty, students and parents. The School Council is an advisory council to the principal and the pastor. The purpose of the Council is to identify issues, set goals, make recommendations and facilitate communication within the parish. The School Council acts as the thinkers, dreamers and planners for the school.

The Council meets on the second Wednesday of the month. Times and locations are published in the weekly newsletters and monthly calendars that are sent home through the school. Meetings are open except for the executive session. Concerns may be brought to the School Council only after the proper preliminary steps have been taken. The Chairperson of the Council or the principal must be notified ten (10) days in advance of

the meeting about a request so that it can be put on the agenda. The presentation is made, but no discussion takes place and no decision is made immediately.

### **Severe or Inclement Weather**

If it is necessary to close schools because of inclement weather, we will close when Topeka Catholic Schools is announced on radio and television. Holy Family administration does not make the decision to close. The principal will notify the teachers. Parents should listen to the radio or watch local news channels to find out if school is in session. If school is closed, the information will be added to the West Campus school answering machine (233-9171). Please do not call the rectory to find out if school is in session.

The school is alerted to weather emergencies by a severe weather monitor. In the event of a tornado, children will be moved to the approved shelter. They will remain until the all clear is sounded for the county. If a tornado WATCH is in effect at dismissal time, students will be dismissed as usual. They will not be dismissed during a tornado WARNING until the all clear is sounded.

Periodic tornado drills, as required by the state, are held at school. Monthly fire drills are held. Evacuation procedures are posted throughout the school and explained to the students.

### **Special Services**

Children who have exceptional needs may participate in programs available through USD 501. A school psychologist and a speech therapist are available to the school. Referrals are made through the principal.

Those children in grades K-5 who have low test scores on the Iowa Tests of Basic Skills and need extra help on Reading and Math and live in the proper areas are given help through the Title I program which is conducted at Holy Family Catholic School. It is a federally funded program.

### **Sports Policy**

See Appendix C.

### **Telephone Calls**

Students are not permitted to use the school telephone without permission from the office. Students will not be released from class to accept telephone calls. Parents should discuss ride information and schedules before school. Messages will be given to the students at recess, during class breaks or after school. In an emergency situation the message will be delivered immediately. Students may not use cellular phones at school and the school will not be responsible for cellular phones. Student cell phones that are heard or seen during school hours will be confiscated and held for parents to pick up. Second offense will be same consequence with an additional five dollar fee.

### **Textbooks**

All student textbooks must be covered at all times. Textbooks are stamped by the school and assigned to students by number.

Students are responsible for lost or damaged textbooks according to the following scale:

New Textbooks:	100% of the cost
2 <sup>nd</sup> year	80% of the cost
3 <sup>rd</sup> year	60% of the cost
4 <sup>th</sup> year	40% of the cost
5 <sup>th</sup> year	20% of the cost

All students should have a book bag that they bring everyday.

### **Treat Days**

Students may bring a treat on the day they celebrate their birthday. There are special treat days at Holy Family Catholic School. They are Halloween, Christmas, Valentine's Day (unless it is during Lent, in which case it will be replaced with Mardi gras) and the end of the year field trip. Room parents can coordinate with classroom teachers to plan class parties. All treats will be distributed after 1:30 p.m.

**NOTE: The administration reserves the right to amend the handbook. Parents will be notified if the handbook is amended.**

## **Holy Family Catholic School Safe School Policy on Non-Violence, Harassment, Bullying**

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

Holy Family Catholic School is committed to providing a Catholic, faith-filled learning environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. Our intrinsic Catholic environment is meant to be free from harassment, intimidation or bullying. Our goal is to create a warm, welcoming, and safe school climate in which each student feels accepted. If, however, any bullying behaviors do occur, all community members should be able to tell and know that such incidents are unacceptable and that they will be dealt with effectively, according to school policy, in a Christ-like way. Holy Family Catholic School's anti-bullying policy was developed in accordance with Archdiocesan policies regarding non-violence in its catholic schools.

## **Definition**

The words “harassment,” “intimidation” or “bullying”:

- mean any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act physically harms a student or damages the student’s property;
- have the effect of substantially interfering with a student’s education;
- are so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- have the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms, including:

- slurs, rumors, jokes, innuendo, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, verbal or physical actions.
- “Intentional acts” refers to the individual’s choice to engage in the act, rather than what the ultimate impact of the action(s) may be.

Counseling, corrective discipline, and/or referral to law enforcement are all methods that may be called upon to change the behavior of the perpetrator and remediate the impact of bullying incidents on the victim. These include:

- appropriate intervention(s),
- restoration of a positive, Christ-like environment, and
- support for victims and others impacted by the violation.
- False reports of and/or retaliation for reporting harassment, intimidation or bullying also constitute violations of this policy.

## **Prevention**

1. Holy Family Catholic School will communicate with all students, employees, volunteers, and adult patrons that bullying behaviors will not be tolerated at school.
2. Bully prevention lessons will be taught through counseling and classroom activities.
3. School rules will be posted, and students/parents will sign a behavior contract.
4. Religion classes will support the teachings of Jesus and Christ-like behaviors.

## **Procedures**

1. Report of incident is made to a trusted adult.
2. The incident will be reviewed, with *appropriate measures*\* taken to correct the situation(s) in which bullying occurs.
3. Reconciliation of students is the goal.
4. Each incident will be monitored to ensure repeat offenses do not occur.
5. If a bullying incident does reoccur, measures taken are at the discretion of the school’s disciplinary committee and/or principal.

In addition to the clearly stated school policies above, Holy Family Catholic School helps cultivate a peaceful and accepting atmosphere in the following ways. Each school day begins with a prayer and the Pledge of Allegiance, which set the tone of faith, mutual respect, caring and compassion. Students pray throughout the day and are expected to comply with a formal dress code and code of conduct that set the stage for orderliness, structure and respect. These combined factors help reduce distractions, keep behavior problems to a minimum and allow for focused teaching and learning.

Expected behaviors and reliable follow up are at the core of Holy Family Catholic School's **discipline system** and **code of conduct**. Each stresses the importance of learning self-discipline and growing in responsible decision-making. Students are taught to recognize that consequences are inherent in the choices they make, including consequences for inappropriate behavior and violating school rules. Other programs are:

**Rachel's Challenge**, as part of a comprehensive Archdiocesan program, focuses our Middle School students on recognizing their purpose in life. Middle school students are presented with five powerful challenges based on the writings and the life of Rachel Joy Scott, who was the first fatality in the Columbine School shootings in 1999. Program participants take part in an opening school assembly, peer training sessions, and classroom based instruction to inspire students toward a life of kindness and compassion.

**Character Counts!** is a character education and development program for all grade levels that focuses on the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. At Holy Family Catholic School, we also focus on our overarching character value, which is Faith.

*\*Appropriate measures are local decisions, according to Archdiocesan policy.*

## Bullying Intervention Rubric

<b><u>Behavior</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>
<b><u>Teasing or Exclusion</u></b>	<ol style="list-style-type: none"> <li>1. Teacher reprimand</li> <li>2. Written warning</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher reprimand</li> <li>2. Time-out from recess</li> <li>3. Parent notification</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher reprimand</li> <li>2. Detention</li> <li>3. Parent conference</li> </ol>
<b><u>Hitting or Threats</u></b>	<ol style="list-style-type: none"> <li>1. Teacher reprimand</li> <li>2. Time-out from recess</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher reprimand</li> <li>2. Parent conference</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher reprimand</li> <li>2. Suspension</li> </ol>
<b><u>Severe Hitting or Severe Threats</u></b>	Suspension	Long term suspension	Individual plan or Expulsion

### **School Rules on Bullying**

We will not bully others.

We will try to help students who are bullied.

We will make it a point to include students who are easily left out.

When we know somebody is being bullied, we will tell an adult at school and an adult at home.

## Appendix A

### **Medication at School Policy**

The school medication policy of our school is guided by the policies approved by the Archdiocese of Kansas City, Kansas (#6205), the Kansas Board of Education (#92-31-3(f)), the Kansas Nurse Practice Act, and regulations mandated by the State of Kansas.

***We cannot dispense medications at school unless the following requirements are met:***

1. No medication will be given at school without parent/guardian consent. Only the school nurse or her designee will dispense medication.
2. All medication must arrive at school in the original containers. The school nurse or her designee cannot dispense any medication that arrives in envelopes or in containers containing multiple medications, as they cannot assure the identity of the medication or its safety. Should a medication arrive at the school in an unlabeled container, and the nurse or her designee is unable to reach the parent/guardian to bring in an appropriately labeled substitute, the medication *will not be given*.
3. **Prescription medication that must be given at school, including inhalers, will be in a pharmacy labeled container, dated within the time period for which the medication is to be dispensed, and will have specific directions for use.** Should a physician change a medication order from what is on the pharmacy labeled container, a physician's order must be obtained before the medication will be dispensed differently from the labeled container. The parent may bring in written physician documentation of the change, or the school nurse may contact the physician directly.
4. **No student is to carry medication to class.** All over-the-counter medication, including cough drops, pain relievers, etc. are to be taken to the school office upon arrival and checked in by the school nurse or her designee. The school health program will provide Tylenol and Motrin in a variety of forms as stock medication. Unless a student requires a specialized formulation, it is not necessary for individual families to provide such medication to the school.
5. **The first dose of a new medication will not be given at school,** due to complications of a potential reaction.
6. Parents are to avoid scheduling medicine to be given at school when possible. Medication prescribed three times a day does not need to be given at school **unless otherwise specified by the physician.** Medications prescribe in this way are most appropriately taken before school, after school, and late evening. An exception to this guideline may be considered if the child is involved in after school activities and dispensing of the medication would occur at this time. The medication dose will be dispensed prior to the end of school.
7. **Prescribed inhalers: it is preferred that the school nurse or her designees supervise students during the administration of inhaled medications.** It is recommended that any student requiring rescue medications via the inhaled route have a supply of medication in the "Asthma Box" maintained in the office. **Students may self-carry their inhalers if consent from the parent/guardian is documented in the health file.** Students must be responsible for carrying their inhaler at all times as the need for rescue medication is unpredictable.

8. Although the school health program works diligently to provide appropriate and necessary interventions to the students, it is the responsibility of the student to report to the office when a medication dose is due.
9. This policy only pertains to the school day. It does not cover extracurricular activities.

### **General Health Policies**

To maintain a healthy learning environment for all students and staff, it is necessary to implement the following guidelines:

Children must be excluded from school with the following symptoms:

1. Fever greater than 100 degrees F.
2. Suspected contagious disease as outlined by the *Communicable Disease Handbook for the State of Kansas*.
3. Vomiting (either prior to school or at school).
4. Diarrhea (either prior to school or at school).
5. If he or she is too ill to function at school.

All students with the above symptoms should be excluded from school until they have been symptom free for 24 hours. It is recommended that a student be seen by his or her physician if the symptoms persist greater than three days without improving or sooner if the symptoms appear to be worsening.

The management of events at school will be guided by the protocols found in the *Injuries and Illnesses for Kansas Schools Handbook*.

**It is critical for all students who have chronic or life-threatening health conditions to have an emergency plan on file with the school nurse.** This information is confidential and shared with only the necessary personnel to keep the student safe. It is the responsibility of the parent/guardian to coordinate the appropriate plan with the school nurse. It is the school nurse's responsibility to educate the appropriate staff.

Parents/guardians are notified as soon as possible in the event of a serious accident or illness. It is imperative that the school has current phone numbers and contact information for such emergencies. Physician name and telephone number as well as hospital preference should be indicated as well.

Should you have any concerns regarding school health policies, please contact the school nurse through the office at any time.

## **Appendix B:**

### **Archdiocesan School Policies**

#### **Short-term isolation/Short-term suspension**

Suspension is a temporary withholding of the privilege of attending class/school. A suspension may be an in-school suspension in which case the students will be admitted to school but not to any class or lunch, or it may be an out-of-school suspension.

#### **Long Term Suspension Procedure**

A suspension may be imposed on a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing thereon. However, if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school the principal may suspend the student forthwith without a hearing for a term not to exceed five (5) 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 (24) hours from the time of said suspension and a hearing shall be afforded the student not later than seventy-two (72) hours after said suspension has been imposed. Included in the notice shall be the date, time and place of the hearing.

The Principal or designee shall conduct the hearing specified herein. A student may be re-admitted to school on a probationary basis.

#### **Expulsion**

Expulsion is the termination of enrollment permanently or for the remainder of the school year.

#### **Expulsion Procedure**

Expulsion shall be imposed on a student only after the student has been afforded an opportunity for a formal hearing. In all cases wherein a student might be expelled, s/he shall first be suspended for a term not to exceed five (5) school days. Written notice of any intent to expel and the charges upon which the same is based shall be given to the student and his/her parents or guardians within seventy-two (72) hours after the student has been suspended. The notice shall also contain the date, time and place that the student will be afforded an opportunity for a formal hearing. This date shall be no later than the last day of the five (5) school day suspension.

#### **Grounds for Suspension/Expulsion**

A student may be suspended or expelled for:

- Willful violation of any published regulation for the student's conduct adopted or approved by the school;
- Conduct which substantially disrupts, impedes or interferes with the operation of the school;
- Conduct which substantially infringes upon or invades the rights of others;

- Disobedience of an order of a teacher, school security officer or other school authority, when such disobedience can be reasonably anticipated to result in disorder, disruption, or interference with the operation of the school or substantial or material infringement or invasion of the rights of others;
- Immoral conduct or conduct contrary to Church teaching;
- Inappropriate conduct or conduct unbecoming a Christian student;

Notice:

Whenever any written notice is required to be given the parents or guardians of a student, it shall be sufficient if the same is mailed to the residence of such parent or guardian at the address on file in the school records of such student. In lieu of mailing such written notice, the same may be personally delivered.

### **Procedural Rights Required**

In any formal or appeal hearing specified in these policies, the following rights shall be afforded:

- The right of the student to have counsel of his/her parent/guardian's choice present and to receive the advice of such counsel or other person they may select.
- The right of the parent/guardian of the student to be present at the hearing.
- The right of the student and his/her counsel or advisor to hear or read a full report of the testimony of witnesses against him/her.
- The right of the student to testify on his/her own behalf and give reasons for his/her conduct.
- The right of the student to have an orderly hearing.
- The right of the student to a fair, impartial decision based on substantial evidence.

### **Report of a formal hearing**

Upon the conclusion of any formal hearing which results in a long-term suspension (exceeding five (5) days) or expulsion, the principal or person(s) conducting the hearing shall make a written report of the findings and results of the hearing. Such report shall be at the school and shall be open to inspection of the student and his/her counsel or other advisor. The Principal shall also send a copy of such report to the Archdiocesan Superintendent of Schools.

### **Appeal to Pastor/Pastoral Leader**

Any student who has been suspended for a long-term (exceeding five (5) days) or expelled, one of his/her parents or guardians may appeal such suspension or expulsion to the Pastor by filing a written notice of appeal with the principal of the school within ten (10) days after receiving the written notice of the findings of the hearing. The Pastor shall hear any such appeal not later than twenty (20) calendar days after such notice of appeal is filed. The student and his/her parent or guardian shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. A record of the appeal hearing shall be made. The Pastor shall render his decision on any such appeal not later than five (5) days after the conclusion of the appeal hearing. The Pastor's decision is final.

Prudent and professional judgment dictates that a student is not dismissed from school without notifying the parent or guardian. This applies whether it is dismissal following either suspension or expulsion.

## **Appendix C**

### **Sports Policy**

#### **Philosophy and Objectives of the Sports Program:**

- 1) The Holy Family Sports Program is viewed as co-curricular. It should be a continuing factor in the intellectual, moral and physical development of students.
- 2) The athletic program should be structured to accommodate all the athletes rather than just the more proficient.
- 3) Athletics should contribute to the student's development of a healthy self-concept. Maximum game participation of all athletes will insure that the athletes will the confidence and hope in themselves that is necessary for growth and development as well as athletic participation.
- 4) The athletic director(s) and coaches are responsible to see that the fundamentals of each sport are taught to each athlete, that the fun aspects of game competition are stressed and that each athlete should participate in each game.

#### **Athletic Director(s) and/or Sports Committee**

The athletic director has the most time-consuming position in the athletic program and the success of the program in obtaining its objectives rests largely with the athletic director. This position requires persons who are unselfish with time, mature in judgment and who have the ability and willingness to supervise the other adults in the program.

The athletic director will be appointed or re-appointed by the School Council each year at the May meeting. However, after each sport season, the athletic director may be evaluated on his/her performance. The evaluation will be based on the responsibilities spelled out in this policy. During the April meeting each year, the School Council will review the work of the athletic director for the previous year and then advise him/her whether the appointment will be continued. If a vacancy occurs, it is to be advertised in the parish bulletins immediately after the April meeting. Those interested in this volunteer position should apply in writing to the School Council or the principal in time for consideration at the May meeting.

#### **Responsibilities of the Athletic Director(s)**

- 1) Advertise for coaches for all sports
- 2) Assign coaches for soccer, volleyball, basketball and track
- 3) Coordinate practice times with the coaches and inform the principal of the chosen times
- 4) Insure that coaches are informed of diocesan, city and school regulations
- 5) Attend the Topeka Parochial League meetings. If the Athletic Director(s) is (are) unable to attend, a representative should be sent
- 6) Report infractions of the rules to the principal

- 7) Attend any School Council meetings at which the sports program is on the agenda
- 8) If possible, the Athletic Director should not be a head coach, but can attend practices and help the coaches fulfill their obligations, if necessary
- 9) Inform all coaches of the policies by providing copies of this statement on athletics, and see that the coaches fulfill their obligations.
- 10) Periodically observe and supervise the conduct of the coaches during practices and competition.
- 11) Evaluate the performance of each coach at the end of the season. This evaluation will be based on the responsibilities spelled out in this policy.
- 12) Educate the coaches regarding the objective of minimum game participation and see that the coaches make every effort to obtain this objective.
- 13) See that the physical forms are available and arrange a time for on-site physicals.
- 14) Assure that practice facilities are available on a fair and equitable basis.
- 15) Schedule and coordinate the Athletic Banquet on the school calendar. The Holy Family Booster Club may be used to help with this event.
- 16) Be responsible for proper storage of all equipment. Maintain an accurate inventory of equipment. The principal must approve the purchase of new equipment.

### **Coaching Positions**

Openings for coaches are to be advertised through school memos and in the parish bulletins. Qualified and interested members of the parishes should receive first consideration as coaches. Those interested in coaching should apply to the athletic director(s) or the principal of the school.

### **Responsibilities of Coaches**

- 1) Each coach is responsible for supervision and instruction of athletes who participate in a given sport. Likewise, they are to adhere to the diocesan, Topeka Parochial League and school regulations concerning the sports program.
- 2) Insure that health examinations are completed before athletes may practice. Submit a list of players to the office at the beginning of each season.
- 3) Keep accurate records of all equipment and uniforms that are issued. Insure that equipment and uniforms are returned at the end of the season. The responsible individual must replace equipment that is lost or mishandled.
- 4) Eligible athletes should participate in each game for a fair and reasonable time period.
- 5) Encourage good sportsmanship
- 6) Attend any required coaching clinics that are available.
- 7) Insure that practice times are set and adhered to unless parents and students are notified well in advance.
- 8) Assume responsibility for any gym, locker room or other facility used by the athletes. All facilities should be left in good order and locked at the end of practice. The athletes must always be supervised by a responsible adult.
- 9) Insure that their personal conduct at practice sessions and games is a good example to the student athletes and is in keeping with the program objectives.

- 10) Accept without undo anger the decisions of game officials. A review of any decision must be approached in a quiet and reasonable manner.
- 11) Consult with the athletic director on any problem that might arise. If additional consultation is needed, consult first the principal, then the school council and finally, the pastors.
- 12) Select a reasonable number of assistants (2 maximum). All coaches must attend Virtus Training.

### **Responsibilities of Students Participating in the Sports Program**

- 1) Each student participating in the Sports Program must be working to his/her ability level and cooperating with teachers, coaches and school personnel.
- 2) All assigned work must be completed on time.
- 3) Any student who has a grade lower than a "C" is suspended from playing.
- 4) Disruptive behavior – that which interferes with the learning of others – and unacceptable behavior – disrespect in work or action for property, self and others – could result in a student being ineligible for one game.
- 5) Names of ineligible students will be reported to athletic director, coach and parent.
- 6) Demonstrate good sportsmanship before, during and after all contests.
- 7) Insure that the areas used for games and practices are well-maintained.
- 8) Set a good example for others.
- 9) Be on time and present for all practices and games. Students and parents should inform coaches of planned absences or tardiness.

### **Responsibilities of Parents of Student Athletes**

- 1) Insure that student athletes attend practices. Make every effort to drop off and pick up students on time.
- 2) Inform the coach or athletic director if your athlete will not attend practice or a game.
- 3) Should a student participate in more than one league during a season, it is the parent's responsibility to insure that league schedules and practice schedules do not conflict.
- 4) Insure that your student athlete maintains academic eligibility.
- 5) Disruptive or unacceptable behavior could result in parent(s) and student athlete being asked to leave the facility.

Holy Family Catholic School  
Parent/Student School Contract  
Safe School Policy on Non-violence, Harassment, Bullying

We,  
(child's name) \_\_\_\_\_

(parent) \_\_\_\_\_  
\_\_\_\_\_

have read and understand the Holy Family Catholic School Handbook/Contract/Safe School Policy. By signing this form, I state that I will abide by these policies in their entirety. Please sign below and have your child return this form to the school.

Child's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_