



**2017-2018**  
**Parent-Student/School Contract**

## **MISSION and VISION 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**

#### **Vision Statement**

The vision of Holy Family Catholic School is to partner with parents and/or guardians to ensure that every child is successful in achieving excellent yearly academic and faith progress: to take pride in themselves, their faith, school and community and to prepare them for their lifelong journey in serving God here on Earth and into eternity.

#### **Mission Statement**

The mission of Holy Family Catholic School is to promote Catholic faith and academics that will enable our students to become confident, lifelong learners who value and live their faith.

## **PARENTAL RESPONSIBILITY**

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

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

## **STATEMENT OF ACCOUNTABILITY**

A commitment of support from the school community is essential to fulfill the purpose and goals of our mission. To this end, certain responsibilities are expected. Schools may reserve the right to re evaluate a student's enrollment based upon parental behaviors that violate this policy.

#### **Students will:**

- Show respect for the Catholic ideas on which the school is centered.
- Maintain an attitude of accountability for their own learning, and cooperate with school personnel and other students.
- Treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith.

#### **Parents/Guardians will:**

- Model Catholic behaviors and attitudes including fulfillment of a Sunday obligation and an active participation in the sacraments and in ongoing faith formation.
- Support the efforts of the school in the education of their child(ren).
- Share talent, time and treasure with the school.
- As their child(ren)'s first teacher, encourage and help them to learn.
- Promote regular attendance and punctuality.

- Provide an appropriate environment, schedule adequate time for completion of schoolwork at home
- Maintain Christian decorum in all manners of communication with school personnel and other members of the school community.

Faculty and Staff will:

- Model Christian behaviors and attitudes.
- Display professional attitudes and a dedication to Church teaching.
- Participate in ongoing spiritual and professional formation.
- Use instructional strategies that are most effective in promoting mastery learning.
- Communicate effectively with students, parents/guardians, teachers and administrators. Present content using a variety of methods which are sensitive to the individual needs of our students as well as the diocesan curriculum outcomes.
- Maintain a classroom conducive to learning.

Local Administrators will:

- Model Christian ideals for teachers, students and parents/guardians.
- Communicate effectively with pastors, faculty, students, parents/guardians, the Board of Trustees and parish community.
- Provide leadership in curriculum and staff development.
- Supervise the instruction provided to students.
- Maintain an atmosphere conducive to learning.
- Participate in ongoing spiritual and professional formation.

Board of Trustee Members will:

- Model Christian behavior and attitudes.
- Participate in formation of policies and the five year ongoing Strategic Plan.
- Support decisions regarding implementation of policies.
- Participate in long range planning to extend Catholic Education into the future.

### **BOARD OF TRUSTEES**

The role of Boards of Trustees for separately incorporated elementary schools is outlined in the corporate documents for those organizations and shall be followed as specified there.

The Board of Trustees supports the mission statement of the school toward building a strong Christian community of faculty, students and parents. The purpose of the board is to identify issues, set goals, make recommendations and facilitate communication within the parishes.

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 board only after the proper preliminary steps have been taken. The Chairperson of the board 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.

### **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

**Admission**

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.

**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.

**Enrollment/Fees**

Our Lady of Guadalupe and Sacred Heart/St. Joseph parishes support the cost of educating their children. The parishes subsidize the expense of parish-members’ children, contributing more than \$2500 per student.

**Tuition**

\$1400- 1<sup>st</sup> child  
 \$1100-2<sup>nd</sup> child  
 \$ 900-3<sup>rd</sup> child

Fees may be paid using one of the following plans:

1. Payment in full by late enrollment in August
2. ½ payment by late enrollment and ½ payment before Christmas break
3. Monthly ACH payments (automatic withdrawal)
4. Special arrangements made with the principal

Enrollment for all students (K-8) will be held each spring for the following year. A non-refundable down payment of \$200.00 per family is required in the spring. The down payment will hold a place in the class for the next term should space become a problem.

### **Members of other Catholic Parishes Registration and fees:**

Catholic families who belong to other parishes will pay the same fees as Our Lady of Guadalupe and Sacred Heart/St. Joseph families pending approval by their home parish priest. Generally, it is the responsibility of the home parish to subsidize the difference between the cost per pupil and the family fee schedule. Priests may work out other agreements between parishes.

### **Non-Catholic Student Registration and fees:**

Students who are not of the Catholic faith are welcome at Holy Family Catholic School. Non-Catholic students are expected to participate in liturgical and prayer services (with the exception of the receiving of sacraments, open only to members of the Catholic faith) and are not exempted from religion class requirements.

- Non parishioners will be charged based on the full cost of education per student of \$4500.

### **Incoming Transfer Students**

Any student transferring from another parish or school must present his or her most recent report card, academic records and immunization records. Any student wishing to transfer 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 wishing to transfer into grades 5-8 and his/her 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 2 quarters 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.

### **Placement Status**

Children who apply for admission by transfer from nonpublic schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school principal. After such evaluations have been completed, the principal will determine the final grade placement of the child. Children who apply for admission to Holy Family who have been home schooled will be evaluated by the school for placement. The principal will make the final decision based upon an interview, student portfolio, and achievement tests or any other informal curriculum assessment administered by the school

### **Incoming Kindergarten**

To enter Kindergarten, a child must be five (5) years old on or before August 31<sup>st</sup> or demonstrate kindergarten readiness on entrance assessment. 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.

### **Incoming 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> to enter first grade. The same records are required.

### **Withdrawal**

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 and all financial obligations have been met.

### **Curriculum**

The curriculum of the Archdiocese of Kansas City in Kansas is compatible with KSDE Standards and incorporates the teachings of the Catholic Church. There is a comprehensive curriculum that has been

written by the teachers and administrators via Subject Area Committees (SAC's) in the Catholic schools in the Archdiocese. The curriculum can be found on the Archdiocesan website: [www.archkck.org](http://www.archkck.org).

**Grading Scale – 84-90 is considered average work**

Percentage	GPA	
96	100	4
94	95	3.7
92	93	3.4
89	91	3
87	88	2.7
84	86	2.4
78	83	2
75	77	1.7
73	74	1.4
70	72	0.7
68	69	0.7
0	67	0

**Academic Policy**

Students in grades 3-8 who earn two or more scores of 67 (insufficient) or below in any subjects, in one quarter, will be placed on academic probation. Two scores of 74-67 constitute one insufficient. They will be required to attend study hall while they are on academic probation. **Students may only remain on academic probation for 2 quarters before they will be dismissed from Holy Family Catholic School.** If the student achieves grades above the minimum of 2 insufficient scores for any quarter grades, during the academic probation, they will be removed from academic probation. This policy is in place to foster academic excellence in our school and to encourage all students to put forth their best efforts.

**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 75% have achieved First Honors;
- Students with a grade point average of 3.0-3.5 with no grade below a 75% have achieved Second Honors;
- Students with a grade point average of 2.75-2.99 with no grade below a 70% 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.

### 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.

Each Catholic School in the Archdiocese of Kansas City in Kansas, through its designated reporting officer, shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first, as follows: Age Report To Seven (7) but under Thirteen (13) Secretary of Social and Rehabilitation Service (or Designee) Thirteen (13) but under Sixteen (16) County/District Attorney (or Designee) Before any report is made that a child is not attending school as required by law, the Principal shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or 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.

- 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 in which case the absence will not be counted in his/her attendance.** Students may not wait outside for a parent.
- Any student who arrives at school after 7:50 must be signed in by a parent. Repeated tardiness will result in disciplinary action.
- 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 will be held after school for 15 minutes to help make up for lost educational instruction. Tardies after 10 AM will be counted as an absence.
- Any student who is absent from school more than 10 days in a given school year, for any reason without approval of principal may be required to attend two weeks of summer school before they are eligible to move to the next grade.

### Daily Schedule

The school day begins at 7:45 a.m. and ends at 3:05 p.m. **except Wednesday on which the release time is 2 p.m.** Half days dismiss at 11:45 a.m.

Students should not arrive prior to 7:15 a.m. unless arrangements have been made with the principal. Students should be off school grounds by 3:15 p.m. unless arrangements have been made with the principal. The school will provide supervision until 3:15 p.m. at which point any remaining students will be sent to Bible Club, incurring a Bible Club charge.

### **Religious Education**

The primary reason for the existence of Holy Family Catholic School is Religious Instruction. The students are instructed in Religion class. Students in grades K-8 attend Mass Tuesdays and Fridays at 8:00 a.m. 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. All students will attend an off campus faith retreat annually. Parents are invited to attend all religious activities.

### **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**

All sacraments are received through the parish. 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 your pastor 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.

### **Dress Code**

**Shirts and sweatshirts with the Holy Family logo will be available for order during the summer and fall. Shirts are not required to have the embroidered logo, but sweatshirts must have the logo with no alterations. 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.
- Boys may not wear earrings. Girls may wear earrings in moderation but they may not fall more than ½ inch below the bottom of the ears. No other visible piercings or tattoos are allowed.
- Girls who choose to wear make must keep it to a minimum
- Neatness in appearance is important to the uniform, no holes, rips, or significant stains. 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 including bangs being combed up.
- Athletic shoes or dress shoes with rubber soles (non-marking soles) are allowed. Sandals may be worn, but all shoes must have a manufactured strap around the heel. Backless shoes are not allowed. If girls chose to wear tights they must cover the entire leg.

**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.  
 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.

**Pants resembling jeggings or leggings are not allowed. Denim pants and cargo pants are not allowed. Pants/shorts are not allowed to have rivets.** 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 belt should be worn with pants that have belt loops for all students in third through eighth grades. 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 and must be white, grey, navy, black, or red in color.

Dress down days will be held periodically as long as student behavior is unchanged from uniform days. On dress down days, the students' attire must be appropriate. Shirts with any reference to alcohol, drugs and vulgar language may not be worn. The standards for short/skirt length is unchanged from uniform days. Yoga/spandex type pants and pants with excessive rips/holes are not allowed. Shirts must cover the shoulder and must not be tight fitting. There shall be no mid-rift or low cut tops allowed.

Once a month, students are allowed to wear Spirit shirts. Holy Family Spirit shirts are available for order through the office or online at [holyfamilytopeka.com](http://holyfamilytopeka.com).

The classroom teacher enforces our Dress Code. Parents will be notified by referral if the child is not in conformity. The notice must be signed by a parent and returned to school. Third violation will result in conduct referrals.

Any clothing that might be removed during the day, such as sweaters, sweatshirts, or jackets should be labeled with the student's name for identification. The school is not responsible for lost clothing.

**The administration reserves the right to determine dress code standards.**

**Cell Phones/Devices**

If a student must have a cell phone or other electronic device they are to be kept in books bags and turned OFF. Middle School students MUST turn in their phone to Homeroom Teacher every morning. They may not be used from 7:30AM until after dismissal and off school grounds in the

afternoon. Students needing to make calls or check their device after school may do so in the school office. This privilege should not be abused. It is understood that in the event this item is damaged while in the student's book bag or locker, the school will not be responsible for damage or theft. Inappropriate use of this device during the day will result in the device being confiscated. It may be picked up by a parent/guardian at the end of the school day. A second violation will result in the same consequence and there will be a \$5.00 fee.

### **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 noncustodial 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.

### **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.

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.

### **School Asbestos Inspection**

EPA school inspector made his annual visit to examine our asbestos inspection and compliance status. At the end of his visit he remarked that everything was in order and that proper inspections have been completed. One of the Federal requirements regarding school asbestos inspections and reporting is that all records regarding inspections are open to the public for review. These records are available in the school office and are available to anyone who comes by and requests them.

### **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 solely. The principal will notify the teachers. Parents should listen to the radio or watch local news channels, or will be notified using the parent reach system (automated phone call) 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 SIT process. Students that exhibit greater need on test scores (Scantron, STAR, & Kansas State Assessments) will be provided one-on-one or small group assistance through the school's MTSS program SWOOP. Eligible students will receive additional services from the 501 Title 1 program within the school day and building.

### **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. 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 must have attended VIRTUS Training. Drivers must use the most direct routes to reach destination. Any post 8<sup>th</sup> grade graduation trips are not sponsored by Holy Family Catholic School.

### **Lunch and Milk Procedures**

Holy Family Catholic School participates in the National School Lunch and Breakfast Programs. We contract with USD 501 to provide hot lunches/breakfast for students, it is for this reason that students are not allowed to bring in any restaurant food to school. The cost of Breakfast is \$1.90/meal. Cost of lunch is \$2.90 and includes milk. Milk may be purchased for \$0.35. Additional servings of milk are \$0.35. Parents are welcome to eat with their student. Adult breakfasts cost \$2.10. Adult lunches cost \$3.60. 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 each day. Students are not allowed to charge lunches. Prices are subject to change without notice.

### **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. (i.e. Lunch and Parent fees separate)  
The school will not be responsible for money that the student keeps on his or her person.

### **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 each day.

### **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 2:15 p.m.

### **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.

### **PTO**

Role of Parent-Teacher and/or Parent Organizations – All Elementary and #6010.2 Secondary Schools Parent-Teacher Organizations are designed to assist schools with community building and stewardship efforts. To this end, these organizations usually plan social activities for school families and coordinate volunteer efforts for both in-and-out-of-school service programs. In addition, the organizations may be called upon to assist with fund-raising events and activities. However, fundraising should not be the primary function or responsibility of the organization and fund-raising efforts should be consistent with those noted in Archdiocesan Guidelines for School Fund-raising. (See policy #9020)

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.

**NOTE: The administration reserves the right to amend the handbook at any time with notice of changes in a weekly newsletter.**

**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.

### **Definitions**

The words "harassment," "intimidation", "bullying", cyberbullying:

- can mean any intentional written, verbal, electronic or physical act, when the intentional written, verbal, or physical act physically harms a student or damages the student's property or reputation;
- 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, innuendos, 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 communicates 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:

Holy Family participates in the BP-PBS Bullying Intervention program. Students are taught to STOP, WALK, and TALK in bullying situations. The program consists of 5 lessons that are taught and reviewed every school year.

### **Discipline**

The student is a reflection of God's love...the child is made in the image of God.

Every measure must be taken to respect and nurture the dignity and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas. Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus. We will be using a school wide positive, virtuous behavior program FAMILY: F-forgiveness, A- active in faith, M-merciful, I-integrity, L-leader, Y-yielding.

Students will conduct themselves as children of God. Students will be respectful of human dignity and the rights of others. Every student will demonstrate respect for all students, faculty, staff, visitors, and volunteers within the school or at school-sponsored functions.

Discipline that promotes self-discipline forms the basis of all classroom management programs. In partnership with parents, we will endeavor to assist the child in developing sound character based upon Catholic values, self-control, empathy for others, and the ability to direct their own behavior choices for the good of oneself and others. The goal is not to judge the student, but rather to help him/her develop appropriate behavior that fosters the development of individuals in God's kingdom.

Our school-wide management program includes a variety of age appropriate and recognized methods, but all will inform the child that every behavior has consequences. By emphasizing positive consequences for appropriate choices, teachers will help children develop good habits that limit the desire to choose behaviors resulting in negative consequences. All students will be encouraged to grow in personal responsibility and be provided the opportunity to make healthy choices. However, those students choosing to abuse these opportunities will likewise choose to accept the negative consequences. At no time will a student be permitted to be disruptive, hurtful, or distract from the learning of others, nor the ability of the teacher to direct instruction. Early intervention will be used to first stop the behavior, and second, to help the child acquire the missing skills that led to their disruptive or hurtful choice.

Teachers will communicate regularly with parents when continued behaviors impact the learning of self and others. Attitude affects performance, and student behaviors that lower the ability of other children to perform at their best will be consistently addressed. Students that are asked to leave the classroom because of disruptive behaviors may be sent home immediately.

Disruptive and/or hurtful behaviors may include but are not limited to:

- Classroom disruptions
- Failure to follow directions
- Violation of handbook policies and general regulations, playground, hall, or lunchroom guidelines

- Use of profane language including gestures, remarks, or expression · Inappropriate dress
- Academic dishonesty

Repeated inability by a student to choose appropriate behaviors may result in one or more interventions:

- Conference with student and teacher
- Parent/guardian contact
- Mandatory student, parent/guardian, teacher conference
- Behavior contract developed by student, parent/guardian, and teacher · Community or school service
- Denial of participation in school activities
- Referral to principal, and/or pastor
- Detention: If time after school is required, parents will be given 24 hours notice.
- Loss of grade credit for proven academic dishonesty
- Referral for additional intervention beyond the school staff

Although there may be intermediate steps in the process of promoting self-discipline, short-term isolation, suspension, or expulsion may result for any of the following, and a police report may be required.

- Willful violation of any published regulation
- Conduct that substantially disrupts, impedes, or interferes with the operation of the school
- Conduct that substantially infringes on the rights of others
- Disruption or interference with the operation of the school
- Verbal abuse or threats to others, bullying or harassment of others
- Inciting to fight, or engaging in physical contact with another person
- Vandalism
- Theft including the exchange of money for protection
- Possession and/or sharing of any material determined to be obscene
- Leaving school grounds without permission
- Serious misuse of computer network privileges
- Possession of any object that might reasonably be considered a weapon or be used as a weapon
- Possession and/or use of any controlled substance at school, on school property or at any school sponsored activity
- Involvement in or association with a gang

Holy Family Catholic School reserves the right to search student desks or coat/book cubby area at any time.

Serious offenses may result in automatic suspension or expulsion. A disciplinary hearing may be held to determine the status of the student(s) involved in these actions.

## 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. All such medications must be accompanied with a completed "request for administration" form.
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 prescribed 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. **Middle school 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 office.** 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 readmitted 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 develop the confidence 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 reappointed by the Board of Trustees/principal 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 Board 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 Board of Trustees 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 Board 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 undue 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 "D" is suspended from playing. Two "D's" constitute one "F".
- 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. All students must have this form completed and on file in the school office. Please sign below and have your child return this form to the school.

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

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

\_\_\_\_\_

Date \_\_\_\_\_



