

Sacred Heart Cathedral Catholic School
Parent/Student Handbook

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Our Mission

United with the family, Sacred Heart Cathedral Catholic School's mission is to form disciples of Jesus Christ who seek the truth, grow to love it, and learn to live it. To encourage individual growth and common success in an atmosphere of shared faith and love for one another.

Vision Statement

Sacred Heart Cathedral Catholic School has Pre-K to 8th grades devoted to traditional learning and developing the whole child — body, mind, and soul.

The mission of Sacred Heart is to unite with the family to teach, govern, and sanctify the minds and hearts of young people through a rigorous and interactive education in the liberal arts and sciences, with instruction in the principles and practice of Christian moral character.

Learning by work and example to live as followers of Christ, children can be led to religious and personal development which will enable them to take their place in society as useful citizens and well-adjusted Catholics who can meet the challenges of life with Catholic values, principles and attitudes.

Admission to SHCCS is a privilege, not a right. Every student admitted to Sacred Heart is admitted with the understanding that they will abide by the school rules and policies.

Philosophy

Catholic schools in the Dodge City Diocese participate in the teaching ministry of Jesus and assist parents in the exercise of their fundamental right as the primary educators of their children.

This combined effort will provide the most effective means of integrating the religious, academic, physical, moral, emotional, psychological, and cultural growth and development of each child. It will create a faith-based community atmosphere which will enable the child to understand his responsibility to serve as dedicated Christian leaders of parish, community, and society.

School Expectation – To love, serve, and respect all as Jesus has taught us.

Organization & Structure

The Bishop-Most Reverend John B. Brungardt

The Bishop of the Catholic Diocese of Dodge City in Kansas is ultimately responsible for the teaching mission of the Church in the Diocese. Therefore, he is the final authority in all matters relating to Sacred Heart Cathedral Catholic School.

The Pastor-Rev. Wesley Schawe

The Pastor of the Cathedral of Our Lady of Guadalupe Parish is responsible for Sacred Heart Cathedral Catholic School, which is a ministry of the parish. In addition, he is the immediate supervisor of the principal.

The Diocesan Superintendent of Schools-Mrs. Trina Delgado

The Diocesan Superintendent of Schools, a delegate of the Bishop, aids the Pastor and the Principal in school matters.

The Principal- Mr. John Michael (Mike) Schartz- The Principal is responsible for the general administration of Sacred Heart Cathedral Catholic School and is immediately accountable to the Pastor and the Diocesan Superintendent of Schools. The Principal recommends the hiring of faculty and staff to the Pastor.

The Assistant Principal-Mrs. Kristie Weil

The Assistant Principal is responsible for assisting the general administration of Sacred Heart Cathedral Catholic School and is immediately accountable to the Principal, Pastor and the Diocesan Superintendent of Schools.

Activities Director-Mr. John Michael (Mike) Schartz

The Activities Director (AD) has the responsibility to provide a safe and enriching extracurricular activity program. The AD is directly accountable to the school principal and pastor.

The Teachers/Staff

The teachers include all instructional, special service, and non-instructional personnel who work under the supervision of the Principal in and for the school. Some have greater, some lesser **supervisor roles** and responsibilities; all have important duties, which are the basis of success in meeting the aims and objectives of the school.

Stewardship / Tuition / School Fees

The Catholic Diocese of Dodge City defines stewardship as “the grateful response of a Christian disciple who recognizes and receives God’s gifts and shares these gifts in love of God and neighbor.”

The actual cost of educating a student at SHCCS is \$7,291 annually. The majority of the operating budget is provided by voluntary donations from parish collections. When tuition or school fees are set up on a payment plan, a contract is signed and the payments are to be made by the agreed date. Late payments are not appreciated, as it makes for extra work for all, and puts us in a bind financially. Non-payment or late payment may result in the dismissal of the student(s) from SHCCS.

Active Stewardship rate:

\$3,163.20 first student

\$2,416.80 second student

\$0 per each additional student

Those who complete all of the requirements necessary to prove they are active in their Diocese of Dodge City parish, will receive the Active Stewardship rate of tuition. Requirements are outlined in the Stewardship Agreement paperwork filled out during enrollment and can be viewed upon request, in the office.

Stewardship families also have the opportunity to request “Income-Based Assistance”. Those applying for Income-Based Assistance must provide a copy of the first two pages of their Federal Income Tax return from the previous year. If parents file separately they will need to include both tax forms. Families are notified if they qualify (or not) and how much assistance will be.

Base tuition for Non-Active Parishioner/Non-Catholic rate:

\$5,422.80 first student

\$3,931.20 second student

\$3,163.20 per each additional student

Scholarships to inquire about: Income-based | ACE Scholarship | Scholarships for Catholic Schools

Student Fees - *Per Student (regardless of scholarship status)*

Textbooks, Consumable Books, and Agenda - \$175

Ford County Health Fee - \$25

Home and School Fee - \$25

Technology Fee - \$10

Cougar Club (\$200 Maximum per family)

\$70 for K-5th graders

\$100 for 6th-8th graders

Graduation Fee - \$70 (8th graders only)

Dance Cats - \$150 (not a required activity)

These fees must be paid in full on Registration Day prior to the beginning of the school year and are separate from tuition.

After-School Program

Sacred Heart students may participate in the YMCA After-School Program held at the YMCA. SH staff will monitor students as they load the YMCA bus. Parents must apply through the YMCA. **We are looking into starting an after school program at the new building. More details to come.**

Athletics

Students in 6,7-8th grades may participate in competitive volleyball, basketball, track, cheerleading and drill teams.

(7th and 8th grades, football and cross country are offered through a co-op with DCMS. Apply after July 15th of each year.)

A physical exam must be on file before the first practice. Each athlete is responsible for the care of his/her uniform. Athletes will be held to strict eligibility standards. Refer to the *Activities Handbook* for additional guidelines.

Attendance Policy

Attendance at school on a daily basis is very important to the education and progressive learning of your children. Your child must be in school to learn. We do understand that sometimes there are special circumstances that can’t be helped. Leaving school for reasons other than illness or doctor appointments is discouraged. If possible, please schedule **family trips** in consideration of your child’s daily academic schedule. Absences due to doctor’s appointments require documentation from the doctor’s office within one week of the absence in order to be excused. When it becomes necessary for a student to leave the building during the school day the following procedure should be followed:

Illness - When a student becomes ill, or has a valid reason for leaving school, the teacher will send him/her to the office. The office will notify the parents and request that an authorized person come for him/her.

Other Reason than Illness - A student who must leave for any other reason will need a note or telephone call from his/her parent or guardian, explaining the reason, the time, and who will come for him/her. The person picking up the student is to request an office call. The student will be called to the office by staff. Teachers will not allow the student to leave the classroom without a pass or call from the office. This is to assure the office knows about the student's absence with minimal interruption to the teacher. If a student returns during the day, he/she is to report directly to the office for an admit slip to present to his/her homeroom teacher.

For any absences at any time of the day, a student is considered absent or tardy according to the following:

- 59 minutes or less = tardy
- 1 - 4 hours = 1/2 day absent
- 4 or more hours = 1 day absent

No distinction will be made between excused and unexcused tardies. The following penalties for tardies apply each semester:

- 0-4 tardies = Warning
- 5-8 tardies = 30 minute detention. Could be lunch/recess.
- 9 or more tardies + 1 hour detention every tardy after. Could start with lunch and recess.

In order to participate in any extracurricular activity the student must be in attendance on the day of the event. A student who arrives after 10:15 a.m. without a doctor's note will not be able to participate in the event.

Kansas law states: *Any pupil who is inexcusably absent three consecutive days or five days in any semester or seven in a school year without an excuse is declared a truant and the county attorney will be notified. A pupil is inexcusably absent from school if he or she is absent from all or a significant part of a day without a valid excuse acceptable to the school officer designated by the Board of Education to have responsibility for the school attendance of such pupil. (KSA 72-1113)*

SHCCS reserves the right to dismiss a student from school or deny readmission the following year when absences, excused or unexcused, exceed ten (10) in one semester or more than twenty (20) in a year. The school may withhold credit or retain the student in the same grade unless further review determines that another consequence is more appropriate.

Bicycles and Cars

Students who ride bikes to school are to park their bikes in the appropriate location. Students may not drive to school unless accompanied by a parent.

Birthday Parties & Student Gifts / Private Parties / School Celebrations

Birthday celebrations need to be approved by the classroom teacher in advance. Modest birthday treats (1 food item per child) may be sent with the child and served at the teacher's discretion, preferably the last ten minutes of the school day. No pop, balloons or party favors. Birthday treats are allowed during the season of Lent. Student gifts will not be delivered to the classroom during the school day. The student will be notified and may pick up the item after school, from the office.

Invitations for private parties are not to be handed out at school unless they are approved in the school office first and given to all boys, all girls, or the entire class.

Room Parents are greatly appreciated. They will host the school celebrations during Halloween/All Saints Day, Christmas, and St. Valentine's Day. Beverages and treats should be in compliance with the school Wellness Policy. For consistency and unity in our school there will be no additional parties, treats, or material gifts for students without permission from the principal.

Bullying

Bullying involves behavior targeted repeatedly to a specific victim. Bullying can include physical and verbal assault, malicious gossip, abuse of property, and/or social exclusion. The same actions conducted on-line with photos, words, video and/or audio recordings will incur penalties regardless of where it originates.

Individual bullying behaviors may build on the school's demerit system. It is at the discretion of the principal and pastor if a child will be suspended or expelled from school earlier due to severe bullying issues.

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

Cell Phones and/or Electronic Devices

**A separate technology agreement signed upon enrollment can be found in the student's file and accessed upon request.*

New state law. HB 2299 “No cell from bell to bell”

Telecommunication devices, including cellular phones, Internet-capable devices, tablets, smart watches, etc. will **not** be allowed for students during school hours. Such devices may be used before or after school.

When students arrive in the classroom they are to immediately check-in all cell phones and/or electronic devices including smart watches with the homeroom teacher. Each teacher will have a procedure the student should follow. Check-out of cell phones, smart watches and/or electronic devices will be at the end of the school day or when the student leaves. At out-of-town school sponsored activities, all cell phones, smart watches, and/or electronic devices must be checked in with coaches or instructors and will be returned when the student arrives back at school after the event. **Students who need to communicate with parents by phone will use a school designated phone. Parents who need to communicate a message to their student will call the office with a message and it will be delivered to the student at an appropriate time unless it is an emergency. Electronic communication between school personnel and parents will be through Parent Square. School personnel are not to communicate with students by social media. Parents can also communicate with school personnel through Parent Square.**

Exceptions will be made for medical reasons.

A staff member is not to have direct contact with a student by text or social media.

Students who violate this policy shall be subject to the following disciplinary measures.

When electronic devices are confiscated:

First violation – The electronic device will be brought to the office at school or will be held with the designated adult in charge at the out-of-town activity. At the end of the day or event, a parent may come to the office or meet with the designated adult at the activity and retrieve the electronic device. One demerit will be issued.

Second violation – The electronic device will be brought to the office or will be held with the designated adult in charge at the out-of-town activity. At the end of the day or event, a parent may come to the office or meet with the designated adult at the activity and retrieve the electronic device. A demerit will be issued and the student will serve a detention.

Third Violation – The electronic device will be brought to the office or will be held with the designated adult in charge at the out-of-town activity. At the end of the day or event, a parent may come to the office or meet with the designated adult at the activity and retrieve the electronic device. A demerit will be issued and the student will have one day of in school suspension. The student will also be ineligible for one extracurricular activity.

Any other additional violations and the parents will be asked to leave the device at home.

Violations will be cumulative. No distinction will be made between the school day or during extracurricular, out-of-town activities. Students are not guaranteed the protection of privacy pertaining to electronic devices brought to school. The school shall not assume responsibility for these items if they are damaged, lost, or stolen.

Cheating/Plagiarism

Students who cheat will follow the demerit system for their first offense. Students who cheat again will receive a one day in-school suspension (ISS) and a zero on the work. The principal may place a note of offense in the student file. In addition, each offense will count on the school demerit system. **It is both the responsibility of the parent and our school to teach the student the appropriate use of AI.**

Class Size

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

Closings / Early Dismissals Due to Weather

Before School Day Begins

If a storm is threatening or in progress before the school day begins, please monitor your phone, **Parent Square** and the school website, and local network stations. When USD 443 is dismissed due to weather, SHCCS's decision will be the same. This means that if USD 443 is dismissed due to weather, SHCCS will dismiss, even if SHCCS is not announced.

At times, SHCCS will make the decision to cancel classes or start late even when USD 443 has not. All school families with accurate contact information on file with the school will receive personal messages via phone, cell phone, **Parent Square**, and/or email when a school closing or late start is announced.

The announcement will also be posted on the school website: dodgecitycathedral.com/school and our Facebook page: *Sacred Heart Cathedral Catholic School*.

When School Must Be Dismissed During the Day

The announcement will be made in the same manners as above.

Individual telephone messages cannot be delivered to students during early dismissal days due to high volume. SHCCS will follow this plan of action:

- a. Any students not picked up in a timely manner will wait in the office.
- b. In cases of emergency **evacuation**, staff will take students to the **Church of the Nazarene**.
- c. If parents wish to pick up children prior to dismissal, they need to go to the office and sign their child(ren) out.
- d. No student will be allowed to walk home without an approved adult.

Code of Conduct

Students are expected to take responsibility for their own actions while at school. Student expectations are based on our Catholic virtues and reinforced throughout the day with the SHCCS Virtue Based Expectation Program. Students will be recognized for their positive actions with merits. Additionally, students will be disciplined as needed for any violation of the **expectations** with demerits.

Merit System

Every merit you receive earns your HOUSE a point each time!

3 Merits = Trip to the Principal's treasure box!

6 Merits = Read the morning prayer for announcements!

9 Merits = Special pin at the end of the year award ceremony!

Demerit System

Any conduct issue, including dress code, will incur demerits. The scale for demerit infractions is:

1st-2nd = Warnings

3rd-5th = 30-minute detention each time and a parent/student/teacher conference

6th-8th = 60-minute detention each time and a parent/student/teacher/principal conference (Ineligible for one [1] extracurricular activity)

9th- 11th = One (1) day of In-School Suspension (Ineligible for two [2] extracurricular activities)

12th = One (1) day of Out-of-School Suspension (Ineligible for extracurricular activities the remainder of year)

13th = Expulsion

Information on teacher classroom behavior plans are available from teachers upon request. **Each teacher has the SHCCS Virtuous Expectation chart, a behavior consequences progression chart in addition to the school-wide Code of Conduct policies.** Information on teacher classroom behavior plans are available from teachers upon request.

Serious infractions are not accorded the same procedure as the Demerit System. Students who engage in a serious physical confrontation may be out-of-school suspended (OSS) from 1 to 9 days at the discretion of the principal.

Students may be placed on probation, suspended, or expelled for inappropriate actions not explicitly stated here. SHCCS administration will follow the guidelines outlined in the Diocesan School Handbook of Policies for suspension and expulsion when a student's behavior becomes so disruptive that the teaching and learning process suffer. Copies of the Diocesan School Handbook of Policies can be requested at the school office or the Chancery.

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

Daily Dismissal

Students are dismissed at 3:30 pm. Exceptions to this are noted in the monthly calendars (on-line & print) and/or in newsletters. In order to have an orderly dismissal, it is necessary to implement the following:

1. If an older child is to meet a younger child, they should arrange to meet outside the school building.
2. Parents should wait outside or near school entrances for students to be dismissed. This eliminates hallway congestion.
3. Parents need to make arrangements to pick their children up when school is dismissed. 15 minutes after our dismissal time, students will be taken back into the office to call the parents. Parents need to go into the school to pick up their child if it is 15 minutes past dismissal.
4. There is to be no loitering on school grounds after school hours.
5. We realize some work schedules make it difficult to pick up children by 3:30 pm. Please coordinate with loved ones to help you pick up your children or utilize the YMCA After-School Program.

Daily Schedule

AM PreK 8:00-11:00 a.m. | PM PreK 12:15-3:15 p.m.

7:30 – Early Arrivals to Gym (doors will not open before 7:30 AM)
7:50 – First Bell, children are released to their classrooms – they are to go directly to their classroom.
8:00 – School Day begins (exterior doors are locked)
8:15 – Mass (M- K-8, Th- PreK-8) (Tu- K-2) (Wed 3-5) (6-8)
3:25 – Kindergarten dismissal
3:30 – Dismissal for grades 1 – 8

Children may arrive at school as early as 7:30 each morning. All students who arrive before 7:50 are to go directly to the cafeteria where they may study or visit quietly. A teacher will monitor the students until 7:50 at which time the students will be dismissed to go to their classrooms. Students are not allowed in their classrooms prior to 7:50.

Parents should not enter the school building with their children unless to attend to business in the office. As part of our school's social skills curriculum, all students must be able to enter the building, arrive at class and greet staff members on their own.

Exceptions: Parents of Pre-K and Kindergarteners may accompany them to class up to one-week from their first day of attendance in order to practice.

Destruction of School Property / Prohibited Items

Students will be required to reimburse the school for willful or careless damage to school property. This includes textbooks, furniture, and technology, among other things. Items are checked for damage and markings throughout the school year. All lost or damaged materials must be paid for immediately. Fines are based on the cost of the product lost or damaged.

Gum, water guns, sunflower seeds, and other distractions designated by SHCCS staff are not allowed on the school premises. There will be no bargaining, trading, or selling of cards, snacks or cologne/perfume in school among students.

Dress Code Policy

The students at SHCCS are representatives of our school and parish. Students are expected to present a positive image and Christian modesty in grooming and dress. SHCCS staff and administration will decide issues concerning grooming and dress not specifically covered in the dress code policy. If a dress code infraction occurs, staff will issue a warning **or/and** require the student to correct the infraction.

All uniform tops (including cardigans and sweatshirts), and jumpers must be purchased from Schoolbelles Uniform Company. **Pants shorts, skirts, skorts may be purchased at JC Penney's or Old Navy** but must be the same chino style as offered through Schoolbelles. Uniform pants must be plain, may not have a flared or widened leg; they may not have a low-rise or excessive high rise waist and cannot have "outside" back or front pockets (the pockets must be sewn inside the pants). Uniform pants color must be khaki or navy. No cargo shorts or capris pants will be allowed. Please put the student name on uniform tags. It is expected that student uniforms will be without holes and not badly faded. Uniforms must be worn at school each day and at all required school functions, such as field trips, chorus, academic, and athletic functions, including all gifted activities. Any exceptions must be pre-approved by the office.

Body Code and Jewelry – No tattoos or drawings will be permitted on a student's body. Fingernail polish and makeup is to be of a modest nature. Do not bring these items to school. Modest earrings may be worn by girls on their ear lobes only. Boys may not wear earrings. No face or body jewelry/piercings. **No artificial nails or eyelashes are permitted.**

Coats and Jackets or Hoodies – **None of these can be worn in the classroom.** The only exceptions are to lunch when they will be used on the playground. Coats, jackets **and hoodies** must be immediately stored upon return to the classroom. No hats may be worn in the building.

Hair – Haircuts should be neat and in a modest style that is not distracting. Mohawks, tails, or other extreme cuts are not allowed. Non-natural hair colors are not allowed in full or in highlights or streaks (e.g. pink, blue, etc.). Boys' hair should not be longer than the shirt collar in the back or sides. Boys' and girls' hair should not hang in the face lower than the eyebrows. No beards, mustaches, goatees, or other facial hair styles are permitted.

Shirts – Shirts must be tucked in to the point that the belt loops are visible at all times, not folded under or 'bloused'. Students must wear collared uniform shirts underneath their school uniform sweat tops. No Cougar hoodies are allowed in the classroom. Undershirts may be worn under uniform shirts, but must be plain white or match the polo in color and sleeve length. On Wednesdays when 8th grade students are allowed to wear their special t-shirts, they may wear a plain white or black long-sleeve shirt underneath. *T-shirts of any type may not be worn to Mass unless on designated HOUSE t-shirt days.*

Shoes – Shoes are to be worn at all times. Shoes may be athletic shoes or casual dress shoes with no heels. Shoes that leave black marks on the floors are not permitted. Sandals with back straps are permitted, but must be worn with socks. No boots, flip-flops, Crocs, skate shoes, or shoes with lights are allowed. Shoes with sequins or other reflective material deemed distracting by the principal are not allowed.

Socks – Socks must be visible without pulling back or taking off the shoe and may not reach the knee cap. Ankle-high socks may be any color. Socks higher than the ankle must be a solid color of solid black, white, navy, or gray; they may not be multi-colored.

Pants, Shorts, Skirts, Skorts and Culottes – These items must be worn at the waist. If pants fit correctly, belts are not required unless the shirt is not properly tucked. Pants are required during the months of December, January, and February, as well as tights under girls' skirts. It is also advised that pants be worn on days that the temperature is below freezing regardless of month. Girls may wear skirts with tights or leggings during winter months, but they must be full-length, reaching the ankle and in the solid colors of black or navy. No pantyhose are permitted. Hemlines on **skirts, jumpers, skorts, and shorts** should be no more than three (3) inches above the floor when kneeling. *Students may not wear shorts to Mass with the exception of during the months of August, September, April and May.*

Drop-off and Pick-up Procedures

The safety of our children is of the utmost importance; therefore, the following guidelines will be enforced:

1. **All students will be dropped off/picked up in front of the plaza at the activity entrance in the front of the school.**
2. **All students not staying for an after school program should be picked up by 3:45 p.m. at the latest.**
3. School personnel and parent volunteers will be on duty as crossing guards after school to help keep the students safe. They should be treated with the utmost respect.

Extracurricular Activities

There are many opportunities available for our students to participate in extracurricular activities. Students participating in these activities serve as representatives of our school and are held to higher standards. This includes athletic, artistic, and academic extracurricular activities. All students participating in extracurricular activities will be held to eligibility standards. These standards can be found in the *Activities Handbook*. Students will occasionally be required to attend and participate in concerts and fairs outside of school hours. This is part of the grade in these classes. Please do not plan other activities on these days.

Gang Policy

SHCCS will consider gang affiliations in any way a serious discipline issue. Students engaging in gang activities or displaying any gang affiliation will be subject to the *Demerit System*. It is at the discretion of the principal and pastor if a child will be suspended or expelled from school earlier than the *Demerit System* states due to gang-related issues.

Grading Scale

The following grading scale is used for 2nd through 8th grades:

A	94-100
B	86-93
C	78-85
D	70-77
F	69 and below

The following grading scale is used for Kindergarten through 1st grades:

E	Good – Above average progress
S	Satisfactory progress
N	Needs improvement / unsatisfactory progress

The school may withhold credit or retain the student in the same grade unless further review determines that another

Graduation

A graduation fee of \$70 will be charged for all eighth-grade students. This fee will be used to cover costs for the reception, pins, diplomas, and other expenses. Graduates will be given a graduation gown to borrow for the graduation Mass. All students must pass their core subjects to participate.

Graduates will respect the sanctity of the Mass with their attire, opting for slacks and collared dress shirts or a suit and tie with optional vest for boys. Girls may wear dress slacks with a formal dress shirt or a dress. Skirts or dresses must not be shorter than three inches above the floor when kneeling. Girls' tops must be modest and not showing any cleavage. Thin or spaghetti straps are not allowed. This dress code will be enforced. Finding out on graduation day that the clothing purchased will not be permitted can be very frustrating for students, parents, and faculty. Students are encouraged to check with the school office if they have any questions. A reception will be held following the graduation Mass. The reception will be hosted by the seventh-grade parents.

Honor Roll

Sixth, seventh, and eighth grade students will be eligible for the *Honor Roll*.

Criteria:

- * High Honors - A's with no more than one B
- * Honors - A's and B's with no more than one C

Disqualification: Students with ISS or OSS are ineligible for the quarter in which they commit the offense.

HOUSE System

Our HOUSE system is a way for the entire school to interact positively with one another and reinforces application of the virtues by creating interconnectedness between all grade levels. Monthly HOUSE meetings allow students to build on their faith and see it as something personal, living, beautiful, and meaningful. Students are able to fully express their Catholic identity - witnessing and sharing in the faith with our family in Christ. Other benefits of the HOUSE system include trust being established amongst the community and increasing students' beliefs in their value and worth as individuals. **Every House;** House of St. Margaret Mary, House of St. Juan Diego, House of St. Therese, and House of St. Simon Peter focuses on positively influencing others' spiritual, social, and emotional well-being.

Illness / Accidents

The nurse, teacher or school secretary will assist sick or injured children. It is the parents' responsibility to notify the school office about children who have special health problems.

If your child has a communicable disease, such as chicken pox, pink eye, or lice, notify the school immediately so other cases may be quickly diagnosed. Do not allow your child to return to school until he/she is completely well. A doctor's permission note may be required to enter school. Children who have had a fever or vomited within the previous 24 hours need to stay home.

Lunch

In order to accommodate all students it is necessary to have staggered lunch periods. The amount of time for lunch is approximately 30 minutes with a minimum of 15 minutes from the time a student receives his food until he/she is required to leave the food service area. The rest of the period is spent at recess.

The cost of each student lunch (milk included) is: \$3.50

One extra milk can be purchased for \$0.80.

Students who bring a sack lunch may purchase milk for \$0.80.

Harris ETrition computer software is used to track our lunch program. With this program, money is deposited into the student's account. That amount is then deducted from the account as they receive each lunch. Cash or check lunch payments may be made on school days. The lunchroom office is located **in the hallway on the way to the cafeteria across from the bandroom/tornado shelter.**

ALL MEALS MUST BE PREPAID. As participants in the National School Lunch Program, we do offer free and reduced meals for families who qualify. We encourage parents to apply for free and reduced lunches; all information is confidential. Forms may be picked up at the lunchroom office from the lunch program director. In compliance with this program, we are requested to NOT allow meals on credit. If a student's account reaches negative, he/she may be served one PB&J sandwich with milk. After this one sandwich, no further food will be served until the account is in good standing (\$5 or more). The sandwich and milk is still a full lunch price charge.

Students are not allowed to bring lunch from a restaurant or have it delivered. Fast food, soda pop, canned or bottled drinks are not permitted in the lunchroom. Please provide well-balanced, healthy sack lunches. If a student wants both a school lunch and a sack lunch, a note must be sent to the food service director.

Parents, you are welcome to come eat lunch with your child, we do ask that you notify us by 9:00 a.m. of the day you plan to eat by calling the office. The cost of a guest lunch is \$4.25.

Water Bottles-

Students will be allowed to have clear/translucent individual water bottles in the classroom and hallways. A water bottle filling station will be located down by the gym.

Students have access to free drinking water throughout the school day, including during meal service. Hygiene standards for all methods delivering drinking water will be maintained.

Make-Up Work

The student is responsible for completing work missed during an absence. Arrangements should be made with the classroom teacher for make-up work. Assignments may be picked up after school in the school office or as arranged with the classroom teacher. One An extra day will be allowed for each day absent. A student who has been absent or tardy must bring a written note from a parent explaining his/her absence or tardy.

If parents take their student(s) out of school for non-calendared vacations, teachers are not required to prepare assignments ahead of time.

Gifted Program – These students are an asset to SHCCS. Gifted students are expected and required to make up all work missed due to the gifted program unless previous arrangements have been made with the teacher.

Mass Schedule

To enable our students to become more involved in their Catholic faith, attendance and participation at Mass will be a highlight for each child. Students attending Mass will be accompanied by their teachers. Students are to follow the SHCCS Virtue Based Expectations for Mass. Mass time is 8:15 a.m. See annual schedule for special Mass times. Parents and the public are welcome to attend, but students must still sit with their classmates. You may sit with their classmates, but not vice versa.

Medication

Parents are encouraged to administer medications outside of school hours. If school personnel are to administer medications, a *Medical Permission Form* must be filled out and signed by a parent and physician before medication will be given at school. The school nurse or office personnel will administer medications. Teachers are not to decide whether the child needs or does not need the medication. Students in need of medication should be sent to the office immediately.

Miscellaneous Policies

1. Students/children may not be in the workrooms nor use the pop machine.
2. As a safety measure, students should not be permitted to open or close windows.
3. Students may not chew gum at any time.

Non-Uniform and Dress-Up Days

Students may wear their school uniform or other clothing allowed on **non-uniform days**. They may wear SHCCS shirts or nice t-shirts, or dress shirts. Girls may wear skirts or dresses if they are no shorter than three inches above the floor when kneeling. No tights or leggings are allowed unless worn with a skirt of necessary length. Tights or leggings must reach the ankle. Nice jeans, or capri jeans can be worn, but they cannot have holes and/or frayed ends. Nice “warm up” or sweat pants for boys and girls are allowed. Writing and logos on shirts is allowed as long as it is deemed appropriate by school staff. No clothing may contain writing that promotes drug or alcohol use.

Cougar Club shirts and sweatshirts can be worn only on middle school game days or non-uniform days. Any hooded sweat tops are considered coats and cannot be worn during class. Schoolbelles uniform shorts are the only shorts allowed on any day.

On designated **dress-up days**, students may wear their uniforms or dress up. Other clothes that may be worn are slacks and collared dress shirts for boys. Girls may wear slacks or a dress. Skirts or dresses must not be shorter than three inches above the floor when kneeling. Slacks may not be skin-tight or form-fitting. Girls’ tops must be modest and not showing any cleavage. Thin or spaghetti straps are not allowed.

Parent-Teacher Communication

Mid-term reports will be sent out for all students. Skyward on-line grade program should help parents stay updated on their child’s progress. In minimum, on-line grades will be updated every two weeks by teachers.

Parent-Teacher Conferences are held in grades K-8; once in the Fall and once in the Spring. PreK will have Spring conferences only. Teachers may request conferences at other times. If questions or problems arise concerning your child at any time during the school year, we encourage you to contact the teacher immediately.

Close communication with the teacher is the surest way to solve problems. Faculty members are happy to confer with parents in all matters concerning their child’s education. **Parent square will be our school wide text communication app.**

When a parent feels there is a problem, this procedure is to be followed:

1. Contact the teacher for a conference.
2. If the parent feels the issue has not been resolved they may make an appointment with the principal.
3. After meeting with the parents and teacher separately, the principal will meet with the parents and teacher together.
4. If the parents are not satisfied with the response, they should make an appointment with the superintendent.
5. If the parents do not feel the above steps are fruitful they may make an appointment with the pastor.

Parent Involvement Program

Parent and family involvement has been a part of our school since the beginning. It's vital to the difference a Catholic education can make. The primary purpose of parental involvement is to maximize the success of our students by maintaining a high number of quality curricular and extracurricular programs. The secondary goal is to keep tuition low by drawing on the many talents of our families. The time and services donated to the school by our generous parents provide benefits and improvements that would

otherwise incur expenses. The third goal is to promote community. Many friendships have roots in working together as parent volunteers.

Our Parent Involvement Program is the formal volunteer process and helps involve all families. We ask each family to contribute **15** hours per year working for the school and to record and submit those hours. You can log your hours by visiting the school website: <https://dodgecitycathedral.com/school> and clicking on the *Log Volunteer Hours* icon. You may also scan the QR code in the office.

For the safety of our children, all volunteers must have a background check and have attended the *Protecting God's Children* session. For more information on this process, please call the office or visit <https://www.dcdiocese.org/safe-environment>.

There are many ways that parents earn their Parent Involvement Hours. Here are just a few:

Helping with teacher appreciation week lunch coverage
Acting as a room parent for your child's class
Helping with the graduation Mass and reception
Helping at the Used-Uniform Sales

Helping with Catholic Schools Week events
Being on the Auction committee
Working a concession stand
Scorekeeping/Supervising at a home athletic event

Physical Fitness / Recess

Students have a regular period of P.E. daily and recess. If your child has a health condition which prevents regular participation, please notify the teacher in writing.

School Community Communication

A monthly calendar is sent out ahead of time. Events on the printed calendar can also be found on our Google Calendar on the school's website. *Principal newsletters* will come monthly to inform you of important happenings at school. Occasionally, text, phone and email alerts will be sent as reminders. If you feel you are not receiving the texts and email alerts, please stop in the office to update your information in Skyward **and Parent Square**.

School Council

The School Council serves in an advisory capacity to the pastor and the principal. The council assists in planning and evaluating school policies and programs. Nominations to serve on the school council are taken in the spring. Members serve a three year term.

View the names of the council members in the "About" section at dodgecitycathedral.com/school.

Meetings of the School Council

Section 1: The School Council shall meet bi-monthly. All meetings are posted publicly on the online calendar and on monthly printed calendars. Special meetings may be called by the president as needed.

Section 2: All meetings of the School Council shall be open to members of COLG parish and to the parents of children attending SHCCS. A person wishing to address the council may contact a school council member at least one week prior to the scheduled meeting to be placed on the agenda. Visitors may not be present when the council is in Executive Session.

Section 3: A written record of all acts of the School Council shall be maintained by the secretary and shall be preserved in the principal's office.

Security Policy

The school is locked down between the hours of **8:10 a.m.** and **3:30 p.m.**, as well as the church. Surveillance cameras monitor the main entrances and main hallways at all times. Emergency exits are clearly labeled. Fire drills are held quarterly. Two tornado drills are held yearly. Each room has an assigned route and designated area to meet, in which the procedures are visibly posted by the door with maps. Three crisis drills are practiced annually. Students are to follow direct orders during these emergency situations and/or drills.

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon by SHCCS staff on the school grounds at any time and/or off of school grounds at a school activity, function, or event. Based on the age of the child and seriousness of the offense, any violation of this policy will result in appropriate disciplinary action, including long-term suspension or expulsion.

Sporting Events

At the home volleyball and basketball games we have established a student section. This is for the safety of our students and to promote good sportsmanship. In order that the focus is on the games in progress, the following policies are observed:

1. Students not sitting with their parents, or a responsible adult, must sit in the designated student section.
2. Students will be responsible for cleaning the student section. Students include both fans and athletes.
3. Students who leave the building unaccompanied by a parent or responsible adult are not allowed back into the building.
4. Students who do not abide by the rules will call their parents and be sent home.
5. Parents are responsible for monitoring their children. Students are only allowed in the gym or the designated event area. Students are not to be on the playground during these activities unless a parent chooses to supervise them.
6. The only drink allowed in the bleachers will be bottled water or pop with lids.

Student Placement

It is the policy of SHCCS to place students in classrooms for the school year in balanced groups. The administration shall be responsible for the students' placement into classrooms each school year based on professional judgment.

We believe parents are the first educators of their child and play a vital role in the continued education of their child and that cooperative effort should exist between parents and educators.

Procedure to request a specific class or teacher:

1. Parents may request their child be placed in a particular teacher's classroom based on their understanding of their child's learning style, abilities, and needs.
2. A parent request for student placement must be done by June 15 prior to the new school year.
3. The administration shall use professional discretion for student placement based on parental input & knowledge of student groups.
4. Though parental input will be taken into consideration, the administration has the responsibility to make the final decision on balanced grouping for the classroom.

Student and Parent Responsibilities

As Catholic school families it is important to remember the high expectations to model Catholic values and discipline through work and example.

Students - All students are challenged to achieve their highest potential.

Responsibilities include:

1. Develop a faith appropriate for grade level, sharing in the sacramental and spiritual life of the school community.
2. Make a sincere effort to develop skills appropriate for the individual, recognizing ability and readiness level.
3. Observe standards of pupil conduct, respecting the rights of others so that learning can take place in an atmosphere free of disruption and threat to person and property.
4. Attend class regularly and participate in class learning activities.
5. Respect the cultural and individual differences of other students.
6. Participate in school and community service programs.
7. Develop self-direction

Parents / Guardians - The parents/guardians, as the primary educators of their children, are partners with the school in developing, promoting, and protecting the vision and mission of the school.

Responsibilities include:

1. Fulfill the duty of Christian formation of their children by working closely in harmony and cooperation with school personnel.
2. Attend school meetings to be knowledgeable, to give input, and to be supportive of the educational needs, objectives, programs and resources of the school.
3. Create and support in the parish community a good understanding and appreciation of Catholic education.
4. Build a faith community with other parents and the school community. When Catholic, participate in liturgical life of the parish.
5. Collaborate with the parish community to provide time, talent, and treasure to achieve the goals of the school.
6. Participate in parent-teacher conferences to evaluate the student's spiritual, academic, emotional and social progress.
7. Model appropriate social media use. Parents who participate in online interactions must remember that their posts reflect the entire SHCCS community.

Substance Abuse Policy

It is the policy of the diocesan schools that substance abuse will not be tolerated. Our priorities are prevention and treatment. Diocesan schools will follow the guidelines published by the Catholic School Office. Students are prohibited from possessing tobacco and alcohol products in school buildings, on school grounds, on school buses, and at school-sponsored functions at all times. Students are also prohibited from wearing and/or displaying any type of tobacco or alcohol promotional materials.

Use of School Telephone

The office telephone is a business phone and is not to be used by students except in an emergency. A student who has forgotten a necessary item for class may use the phone with permission from his/her teacher. The call is to be made at a convenient break in school activity. Students must present a phone pass in the office to use the phone. Students are not allowed to use the office phone to make personal arrangements such as requesting to go to another student's home after school. Messages received in the office will be delivered to students at the end of the school day. Students will only be called to the phone for emergencies.

Visitors

Parents are welcome to visit the school. However, when class is in session parents or visitors are not allowed to interrupt.

Lunch and other materials should be delivered to the office. The student will be called to the office at an appropriate time.

For the safety of our children anyone who is not a student or an employee of the school is required to report to the school office upon entering the building and sign out before leaving. SHCCS reserves the right to waive the procedure.

Because visitors in a classroom cause interruptions, we have established some guidelines. If your intent is to observe in a classroom the following guidelines should be followed:

1. Submit a written request to the principal at least two school days before the requested visit/observation. Include date, time, and length of visit.
2. The principal will confer with the teacher to determine if a visit is possible at the requested time.
3. A reply to the request will be given within 24 hours of the request.

St. Mary Margaret, pray for us.
St. Therese of Lisieux, pray for us.
St. Juan Diego, pray for us.
St. Simon Peter, pray for us.