

# SACRED HEART CATHEDRAL CATHOLIC SCHOOL

905 Central Avenue, Dodge City, Kansas, 67801 • (telephone) 620-227-6532 • (fax) 620-227-3221



**2018-2019 Student / Parent Handbook**



<b>Introduction</b>	
Mission, Vision, and Philosophy-----	2
Organizational Vision -----	2
Organization & Structure-----	3
Tuition / Fees / Stewardship-----	4
Faculty & Staff-----	4-5
<b>A</b>	
Absences / Tardies / Illness -----	5
After School Program-----	6
Athletics -----	6
Attendance Policy -----	6
<b>B</b>	
Bicycles and Cars-----	6
Birthday, Private and School Parties-----	6
Bullying -----	7
<b>C</b>	
Cell Phones and/or Electronic Devices -----	7
Cheating-----	7
Class Size -----	7
Closings / Early Dismissal (Weather)-----	8
Complaints and Concerns -----	8
<b>D</b>	
Daily Dismissal -----	8
Daily Schedule-----	8-9
Destruction of School Prop. / Proh. Items -	9
Discipline-----	9-10
Drop-off & Pick-up Procedures-----	10
<b>E</b>	
Extracurricular Activities-----	10
<b>F</b>	
Fine Arts-----	10
Fire / Tornado / Lockdown Drills-----	10
<b>G</b>	
Gang Policy-----	11
Grading Scale-----	11
Graduation-----	11

<b>H</b>	
Honor Roll-----	11
<b>I</b>	
Illness / Accidents-----	11
<b>L</b>	
Lunch-----	12
<b>M</b>	
Make-up Work-----	12
Mass Schedule-----	12
Medication-----	12
Miscellaneous Policies-----	13
<b>N</b>	
Non-uniform and Dress-Up Days-----	13
<b>P</b>	
Parent-Teacher Communication-----	13
Parent Involvement Program-----	13-14
PE Uniforms-----	14
Physical Fitness / Recess-----	14
Prayers-----	17
<b>S</b>	
School Community Communications-----	14
School Council-----	14
Sporting Events-----	14
Student Placement-----	15
Student and Parent Responsibilities-----	15
Student Gift-----	16
Substance Abuse Policy-----	16
<b>T</b>	
Textbooks-----	16
<b>U</b>	
Uniformity / Dress Code-----	16-17
Use of Telephone-----	17
<b>V</b>	
Visitors-----	17
<b>W</b>	
Weapon-----	18

### **Sacred Heart Mission Statement**

United with the family, Sacred Heart Cathedral Catholic School will teach, govern, and sanctify.

### **Sacred Heart Vision Statement**

Sacred Heart is on a mission, a mission from God. We will use our faith to be respectful and responsible life-long learners.

### **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 Rule** – To love, serve, and respect all as Jesus has taught us.

### **Organizational Vision and Mission Statement**

Sacred Heart Cathedral Catholic School (SHCCS) draws on the wealth of its Catholic and cultural heritage to offer a program of quality education which combines intellectual achievement with progress in the knowledge, love, and service of God and neighbor.

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.

The child's essential relationships with God and neighbor are deepened by opportunities for growth in prayer, assistance at the Eucharistic celebration, reception of the sacraments, and practice of Catholic virtue.

SHCCS serves Catholic elementary school children of the Dodge City-area in grades pre-kindergarten through eighth. All available resources are utilized to challenge the gifted and to supply the needs of children with learning disabilities and emotional problems. Special programs and services offered include special education, speech, counseling, and paraprofessional support.

All the policies of the school, including the discipline policies are designed to promote and preserve collaboration in the learning process between students and the school. The Pastor and the staff enforce the policies relating to admission, suspension, expulsion, grievance procedure, and other administrative duties. Policies may be amended or modified in specific instances if in the best interest of the school or the student.

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. Students are expected to show courtesy and respect at all times.

## Organization & Structure

### **The Bishop**

#### **The 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**

#### **Mrs. Lynee Habiger**

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.



### **Activities Director**

#### **Ms. Joan Hendrickson**

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**

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 administrative responsibilities; all have important duties, which are the basis of success in meeting the aims and objectives of the school.

### **Office Staff**

The office staff provides both secretarial and clerical assistance to the administration. They are directly responsible to the Principal, and in his/her absence, to the designated teacher. They serve as members of the Principal's administrative team and maintain strict confidentiality when dealing with sensitive financial and personal matters.



### **Custodial Staff**

The custodial staff, under the supervision of the administration, is responsible for the operation and cleanliness of the school plant and grounds. All ordinary transactions with the custodial staff should be handled through the administration.

## Stewardship / Tuition / School Fees

Each family is asked to fill out a tuition form and complete a page that shares their Stewardship at the school and parish.

### Standard Tuition

The actual cost of educating a student at SHCCS (based on 2017-18 figures) is \$7,300 per student. Parish assistance provides scholarships up to \$3,475 for the first child, \$4,535 for the second child, and \$5,065 for each additional child.

### Active Catholic Steward Tuition

The actual cost of educating a student at SHCCS (based on 2017-18 figures) is \$ 7,300 per student. Parish assistance provides scholarships up to \$5,065 for the first child, \$5,595 for the second child, and \$7,300 for each additional child.

## PLEASE CONTACT THE SCHOOL OFFICE FOR MORE INFORMATION

### Student Fees

#### *Per Student*

Textbooks, Consumable Books, and Agenda - \$140

Ford County Health Fee - \$20

Home and School Fee - \$15

Cougar Club - \$50 - K-6<sup>th</sup> grade

\$75 - 7<sup>th</sup>-8<sup>th</sup> grade

*(\$125 maximum per family)*

### 8<sup>th</sup> Grade Fee

Graduate Fee - \$50 per student

**Activity-Specific Fee** Dance Cats - \$175 per student (not a required activity)

**THESE FEES MUST BE PAID THE DAY OF ENROLLMENT (Aug 1, 2018).**

Stewardship families must be registered at the Cathedral of Our Lady Guadalupe Parish or their home parish, practice the Catholic religion, and support their parish.

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 may be assessed an additional fee. Non-payment or late payment may result in the dismissal of the student/s from SHCCS. Non-payment of tuition and/or fees will result in a withholding of student records from both the family and other schools.

## Faculty and Staff

Pastor	Fr. Wesley Schawe	(620) 225-4802
Principal	Mrs. Lynee Habiger	(620) 227-6532, (620) 253-0353
Activities Director	Mrs. Joan Hendrickson	
School Secretary	Mrs. Marsha Smithhisler	
School Secretary	Mrs. Johanna Perez	
Pre-School	Mrs. Janie Presley	
KA	Mrs. Alison Melia	
1A	Mrs. Leslie Adame	
2A	Mrs. Mary Thomas	
3A	Mrs. Jennifer Helfrich	
4A	Mr. Hugo Hernandez	
5A	Mrs. Tammy Orgozolka	

6-8 Math	Mrs. Catherine Lutz
6-8 Science	Mr. Clay Ginther
6-8 History	Mrs. Becky Gleason
6-8 Language Arts	Miss Melissa Conway
6-8 Theology	Miss Sarah Hughes
Band/Vocal Music	Mrs. Sara Zellers and Mrs. Noelle McHugh
Librarian/Computers	Mrs. Jolene Durler
Paraprofessional	Mrs. Kathy Hirschfeld
Paraprofessional	Mrs. Gretchen Torrez
PE/Title I	Mrs. Missi Haskell
PE/Athletic Director	Ms. Joan Hendrickson
Special Education	Mrs. Patty Wolnik
School Psychologist	Mrs. Kristi Rucker
Speech Pathologist	Mrs. Colleen Herrmann
Speech Aide	Mrs. Marlene Schowengerdt
Lunch Room Manager	Mrs. Pam Cooper
Maintenance	Mr. Miguel Treto/Mr. Enrique Rios

### **Absences / Tardies / Leaving During School Hours**

Leaving school for reasons other than illness or doctor appointments is discouraged. If possible, please schedule doctor appointments early in the morning or late in the day. 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

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. Compulsory tutoring may be required.



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

- 0-7 tardies = Warning
- 8-12 tardies = Detention (by appointment)
- 13 or more = 1 day of Saturday school

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. will not be able to participate in the event. On early dismissal days, the cut-off time will be 9:15 a.m.

### **After-School Program**

Sacred Heart students may participate in the YMCA After-School Program held at Central Elementary, 1100 Central Avenue. Students are escorted to Central by a SHCCS or Central staff member. Arrangements must be made via the Dodge City YMCA. Cost is \$5 per week.

### **Athletics**

Boys in 7-8<sup>th</sup> grades may participate in competitive football, basketball, and track.

Girls in 7-8<sup>th</sup> grades may participate in volleyball, basketball, track, cheerleading, and drill team.

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. When possible, extended leave should be arranged around the holiday dates that are given throughout the year. Students are required to bring a doctor's note to validate absences for medical appointments. Requests for extended leave can be presented to the principal and pastor. It is at their discretion to excuse the absence.

*Any pupil who is inexcusable 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)*

Students who fail to meet these requirements will be reported to the Ford County District Attorney's office for potential legal action.

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 outside the playground area on Elm Street and lock them to the fence. Students may not drive to school unless accompanied by a parent.

### **Birthday Parties / Private Parties / School Celebrations**

Birthday celebrations need to be approved by the classroom teacher in advance. Birthday treats 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 please. Birthday treats are allowed for students whose birthdays fall during the season of Lent.

Invitations for private parties are not to be handed out at school unless they are approved in the school office 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 than the *Step Policy* states 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**

Telecommunication devices, including cellular phones, Internet-capable devices, tablets, smart watches, CD players, etc. will be allowed for students on school property during school hours under certain conditions. Such devices may be used before or after school if outside the school building, weather permitting. Such devices may be used in the classroom only if approved by the teacher or administrator.

When students arrive in the classroom they are to immediately check-in all cell phones and/or electronic devices with the homeroom teacher. Each teacher will have a procedure the student should follow. Check-out of cell phones 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 and/or electronic devices must be checked in with coaches or instructors.

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 the end of the day or later, a parent may come to the office and retrieve the electronic device.

**Second violation** – The electronic device will be brought to the office and remain there for two weeks. It may be picked up by a parent after two weeks.

**Third Violation** – The electronic device will be brought to the office and remain there for the rest of the year. It may be picked up by a parent on the student's last day of school.

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**

Students who cheat 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.

### **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 25-30 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, the school website, and local network stations. When USD 443 dismisses due to weather, SHCCS's decision will be the same. This means that if USD 443 dismisses 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 (call or text), 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](http://dodgecitycathedral.com/school). If you "like" Sacred Heart Cathedral Catholic School (official site) on Facebook, the announcement will immediately be posted on your wall.

### **When School Must Be Dismissed During the Day**

The announcement will be made in the same manners as above. Additionally, you are welcome to contact the school with questions; however, we will not give out early dismissal information before it is on TV.

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

- a. The K-4 classroom teachers will take those grade levels out the back doors, weather permitting.
- b. The 5-8 classroom teachers will take those grade levels out the front doors, weather permitting.
- c. Any students not picked up in a timely manner will return to their classroom to wait for parents.
- d. If parents wish to pick up children prior to dismissal, they need to go to the office and sign the children out.
- e. No student will be allowed to walk home without an approved adult.

## **Complaints and Concerns**

If a parent has a concern or complaint, communication with the faculty and principal is encouraged. If a parent has a concern or complaint involving a teacher, the teacher should be consulted first. If the parent is not satisfied with the response of the teacher, then the parent should consult the principal. If the principal's response is not satisfactory, then the parent may address the superintendent. If the superintendent's response is not satisfactory then the parent may address the pastor. The decision of the pastor is final.

## **Daily Dismissal**

Students are dismissed at 3:30 pm. Exceptions to this are noted in the monthly calendars (on-line & print) and/or in the Cougar News 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 school for supervision. Parents need to go into the school to pick up their child if it is 15 minutes past dismissal.
4. Students who are supervised in the school after 15 minutes are to report directly to the prearranged meeting place.
5. There is to be no loitering on school grounds after school hours.
6. We realize some work schedules make it difficult to pick up children by 3:30 pm. If able, please utilize the After-School Program.

## **Daily Schedule**

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)

8:10 – Mass (T,TH,F)

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 gym 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 will not be allowed in their classrooms prior to 7:50 without teacher approval and supervision.

Parents should not enter the school building with their children unless to attend to business in the office or speak to an adult. 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-school children must accompany their child to the classroom and sign them in. Parents of 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. 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 in school among students.

### **Discipline**

Students are expected to take responsibility for their own actions while at school and will be disciplined as needed for any violation of the rules. The school-wide discipline plan includes a *Demerit System* (for conduct) and a *Step Policy* (for academics).

#### **Demerit System**

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

1<sup>st</sup> – 2<sup>nd</sup> = Warnings

3<sup>rd</sup> = 30-minute detention after school on assigned day and parent/student/teacher conference

4<sup>th</sup>-5<sup>th</sup> = Warnings

6<sup>th</sup> = 60-minute detention after school and parent/student/teacher/principal conference (Ineligible for one [1] extracurricular activity)

7<sup>th</sup> – 8<sup>th</sup> = Warnings

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

10<sup>th</sup> – 11<sup>th</sup> = Warnings

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

13<sup>th</sup> = Expulsion

#### **Step Policy for Late or Missing Work (4<sup>th</sup>-8<sup>th</sup> grades)**

1. Warning of entering *Step Policy* / no mandatory consequence, contact parents (copy of form)
2. Lose privilege and conference with principal, contact parents (copy of form)
3. 15-minute detention after school, contact parents (written, phone, or meeting)
4. 30-minute detention after school, live conference between parents and teacher
5. 60-minute detention after school, live conference between parents, teacher and principal
6. Two (2) days of in-school suspension (ISS), contact parents (phone or meeting)
7. Three (3) days of out-of-school suspension (OSS), contact parents (phone or meeting)
8. Expulsion, contact parents (written)

Each teacher has a classroom discipline plan in addition to the *Demerit System* and *Step Policy*. Information on teacher classroom discipline plans is available from teachers at Registration, Open House, Parent Information Night, or by 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. SHCS 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.

### **Drop-off and Pick-up Procedures**

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

1. Students crossing Central before or after school must do so at the crosswalk with the light. This is the only safe area for crossing a busy street.
2. Cars on Central should be parked next to the curb and children should enter or exit the car only on the side next to the curb. Never drop off or pick-up a child while in the driving lane.
3. On the parking lot / playground in the back of school
  - a. There will be no parking in the area next to the alley. This is used for children to locate their rides.
  - b. Students may cross to the parked cars only at the two designated areas where the teachers or volunteers are on duty and have stopped the flow of traffic.
  - c. Cars are to be parked in double rows in the middle section and the area next to the fence, spaces are marked.
  - d. Remain in your parking space until your children are in the car. Please do not drive-up and stop in the traffic pattern to pick up your children.
4. The area between Central and First on Elm Street (north side of school) is a no-parking area. Children will not be allowed to enter or leave cars stopped on this street.
5. The alley on Elm Street is not a crosswalk. Students crossing to the north must use the supervised crossing at Central and Elm.
6. 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.
7. All students should be picked up by 3:45 p.m.

### **Extracurricular Activities**

There are many opportunities available for our seventh and eighth grade 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*.

### **Fine Arts**

Students will occasionally be required to attend and participate in concerts outside of school hours. This is part of the grade in these classes. Please do not plan other activities on these days.

### **Fire / Tornado / Lockdown Drills**

Fire drills are held monthly. Each room has an assigned route and designated area outdoors. Students are to proceed from the room quietly and orderly. Three tornado drills are held yearly. A lockdown drill will be practiced twice a year.

## 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 2<sup>nd</sup> through 8<sup>th</sup> 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 1<sup>st</sup> grades:

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

## Graduation

A graduation fee of \$50 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 wear a graduation gown for the graduation Mass. All students must pass their core subjects to participate.

Graduates are expected to wear appropriately modest clothing under their gown. Young men will be expected to wear dress pants with a shirt and tie. Young women will be expected to wear a dress no shorter than three inches above the middle of the knee. This dress may not be strapless, nor may it have spaghetti straps, a long slit, or a revealing neckline. 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*. Ribbons will be awarded and names published in the school newsletter, the *Southwest Kansas Register* and the *Dodge City Globe*.

### 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.

## Illness / Accidents

The school does not have a full-time health attendant on duty. Usually the 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. 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.

## **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 lunches is:                      \$2.75 for grades K-8  
    \$0.50 for extra milk

Students who bring a sack lunch may purchase milk for \$0.50. Lunch payments may be made Monday through Friday 7:30 – 11:00 AM. The lunchroom office is located south of the gym.

*Meal Tracker* computer software is used to track our lunch program. With this program, money is deposited into the student's account. Each student receives a PIN number, which is punched in when he/she receives the meal tray. That amount is then deducted from the account. The PIN number can also be used to purchase extra milk.

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 will be included in your enrollment packet or may be picked up at the lunchroom office. 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.

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. The cost of a guest lunch is \$3.75.

## **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 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 a written excuse is not presented within 3 days, the tardy/absence will be considered unexcused.

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.

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

## **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. Mass time is 8:10 a.m.

Tuesday – 5-8<sup>th</sup> Grades

Thursday – Pre K\*-4<sup>th</sup> Grades

Friday – All School Mass

*\*Pre-K and Kindergarten students will attend Mass at the discretion of the teacher*

## **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.

### Miscellaneous Policies

1. Students/children may not be in the workrooms.
2. As a safety measure students should not be permitted to open or close windows.
3. Students may not chew gum at any time.
4. Students may not jump off of the stage.

### 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 7-8<sup>th</sup> grade game days or non-uniform days. Any hooded sweat tops are considered coats and cannot be worn during class. Parker/Sunshine/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 in grades 6-8 and those students in lower grades who might need more attention. 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 PK-8. Parent-Teacher conferences will be held twice a year once in the fall and once in the winter/spring. 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.

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.
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.

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

- |  |   |
|--|---|
| Serving Lunch once a month                     | Helping set up computers for classroom use        |
| Working as a Box Top assistant                 | Acting as a room parent for your child's class    |
| Helping with the graduation Mass and reception | Working a concession stand                        |
| Cleaning or painting an area of the school     | Scorekeeping/Supervising at a home athletic event |
| Helping at the Used-Uniform Sale               | And many others you might think of!               |

For the safety of our children, all volunteers must have a background check and have attended the *Protecting God's Children* session.

### **PE Uniforms**

Physical Education uniforms in grades 6, 7, and 8 are to be purchased from *The Locker Room* and worn during PE class and/or during school sponsored athletic practices. It is recommended that students purchase two sets of PE uniforms.

### **Physical Fitness / Recess**

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

### **School Community Communication**

A monthly newsletter and monthly calendar are sent out from the school office. These will also be posted to the school's website. *Cougar News* newsletters are meant to inform you of important happenings at school; please read them carefully. Occasionally, text, phone and email alerts will be sent as reminders.

### **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.

#### **2018-2019 School Council Members**

- |                |                  |
|----------------|------------------|
| President      | Julie Rabe       |
| Vice-President | Shawn Steiner    |
| Secretary      | Joyce Temaat     |
| Member         | Rosa Contreras   |
| Member         | Jennifer Mendoza |
| Member         | Lawrence Lampe   |

#### **Meetings of the School Council**

*Section 1:* The School Council shall meet bi-monthly. 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 SHCS. A person wishing to address the council must contact the president at least one week prior to the 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 shall be preserved in the principal's office.

### **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. Staff will be on duty: in the gym, hallway, and on stage. They will be checking for students who leave the building and go outside. 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.
- 7.

## Student Placement

### *Policy*

- A. It is the policy of Sacred Heart Cathedral Catholic School to place students in classrooms for the school year in balanced groups.
- B. The administration shall be responsible for the students' placement into classrooms each school year based on professional judgment.

### *Philosophy*

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

### *Procedure*

- A. Parents may request their child be placed in a particular teacher's classroom based on their understanding of their child's learning style, abilities, and needs.
- B. A parent request for student placement must be done by June 15 previous to the new school year.
- C. The administration shall use professional discretion for student placement based on parental input & knowledge of student groups.
- D. 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

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

Responsibilities include:

1. Model Catholic values and disciplines through word and example.
2. Develop a faith appropriate for grade level, sharing in the sacramental and spiritual life of the school community.
3. Make a sincere effort to develop skills appropriate for the individual, recognizing ability and readiness level.
4. 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.
5. Attend class regularly and participate in class learning activities.
6. Respect the cultural and individual differences of other students.
7. Participate in school and community service programs.
8. 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. Model Catholic values and discipline through work and example.
2. Fulfill the duty of Christian formation of their children by working closely in harmony and cooperation with school personnel.
3. Attend school meetings to be knowledgeable, to give input, and to be supportive of the educational needs, objectives, programs and resources of the school.
4. Create and support in the parish community a good understanding and appreciation of Catholic education.
5. Build a faith community with other parents and the school community. When Catholic, participate in liturgical life of the parish.

6. Collaborate with the parish community to provide time, talent, and treasure to achieve the goals of the school.
7. Participate in parent-teacher conferences to evaluate the student's spiritual, academic, emotional and social progress.
8. Model appropriate social media use. Parents who participate in online interactions must remember that their posts reflect the entire SHCCS community.

### **Student Gifts**

Flowers, balloon bouquets, and other gifts for students 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.

### **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.

### **Textbooks**

Textbooks must be covered properly at all times. Students are not to mark in books. Books are checked for damage at the end of the school year. All lost or damaged books must be paid for at this time. Fines range from \$3.00 - \$85.00 per book. The book fee includes the rental of textbooks and the cost of consumable books used by each student.

### **Uniformity**

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 require student to correct the infraction.

Uniforms for all students must be purchased from *Schoolbelles Uniforms* or students may continue wearing their old *Sunshine or Parker Uniforms*. All uniform pants, capris, polo shirts, skirts, jumpers, culottes, and shorts must be these brands.

Please put student name on uniform tags. It is expected that student uniforms 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. *Students may not wear shorts or capris pant to Mass with the exception of during the months of May and August. T-shirts of any type may not be worn to Mass.*

**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 in their ear lobes only.

Boys may not wear earrings. No face or body jewelry/piercings.

**Coats and Jackets** – No coats may be worn in the classroom. The only exceptions are to lunch when they will be used on the playground or to walk to Mass. Coats and jackets 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 whose pants fit incorrectly or who wear their shirt improperly will be required to wear a belt. Students should wear uniform shirts underneath their school sweat tops. No hoodies are allowed in the classroom. T-shirts worn under uniform shirts must be plain white or match the polo in color and sleeve length.

**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 black, white, brown, or gray; they may not be multi-colored.

**Pants, Shorts, Skirts and Skorts** – 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 (girls may wear capris) during the months of December, January, and February. It is also advised that pants be worn on days that the temperature is below freezing regardless of month. No tights or leggings are allowed unless worn with a skirt of necessary length. 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 white. No pantyhose are permitted. Hemlines on **skirts, jumpers, skorts, and shorts** should be no more than three (3) inches above the floor when kneeling.

### Use of 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. Lunches 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. They are to obtain a visitor pass, 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.

### Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon by SHCCS staff.

1. On the school grounds at any other time;
2. Off the 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.

## Prayers

The following wording may be used in teaching prayers to students at all grade levels.

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

**Angel of God** - Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen

**Apostles, Creed** - I believe in God the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilot, was crucified, died and was buried.

He descended into hell; the third day He arose again from the dead; He ascended into heaven sits at the right hand of God, the Father almighty; from thence He shall come to judge the living and the dead.

I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen

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

**Grace After Meals** - We give You thanks almighty God, for all your benefits who lives and reigns forever. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen

**Grace Before Meals** - Bless us, O Lord, and these Thy gifts, which we are about to receive from Your bounty, through Christ Our Lord.

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

**Lord's Prayer** - Our Father who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen

**Morning Offering** - O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our friends and in particular for the intentions of our Holy Father for this month. Amen

**Hail Holy Queen:** Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, thine eyes of mercy towards us and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. V. Pray for us, O holy Mother of God. R. That we may be made worthy of the promises of Christ.

**St. Michael Prayer:** St. Michael the Archangel, defend us in battle; be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do thou, O prince of the heavenly host, by the power of God, thrust into hell Satan and all the other evil spirits who prowl about the world seeking the ruin of souls. Amen.

**Angelus:** The angel of the Lord declared unto Mary. R. And she conceived of the Holy Spirit. (Hail Mary . . .) Behold the handmaid of the Lord. R. Be it done unto me according to thy word. (Hail Mary ...) And the Word was made flesh. R. And dwelt among us. (Hail Mary ...) Pray for us, O holy Mother of God. R. That we may be made worthy of the promises of Christ.

*Let us pray:* Pour forth, we beseech thee, O Lord, thy grace into our hearts; that, we to whom the incarnation of Christ, thy Son, was made known by the message of an angel, may by his passion and cross, be brought to the glory of his resurrection, through the same Christ our Lord. Amen.

**Come, Holy Spirit:** Come, O Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit, and they shall be created. And you shall renew the face of the earth.

*Let us pray:* O God, who has taught the hearts of the faithful by the light of the Holy Spirit, grant that by the gift of the same Spirit we may be always truly wise and ever rejoice in his consolation, through Christ our Lord. Amen.

**A Prayer to Our Lady of Guadalupe:** Our Lady of Guadalupe, Mystical Rose, make intercession for holy Church, protect the sovereign Pontiff, help all those who invoke you in their necessities, and since you are the ever Virgin Mary and Mother of the true God, obtain for us from your most holy Son the grace of keeping our faith, of sweet hope in the midst of the bitterness of life of burning charity, and the precious gift of final perseverance. Amen.