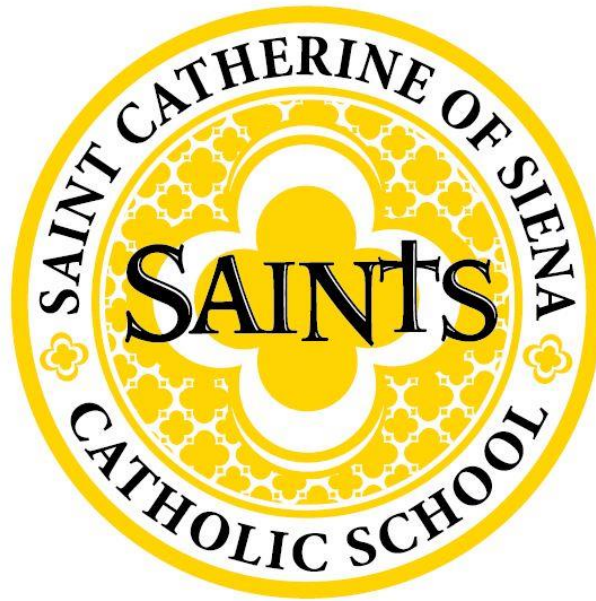


St. Catherine of Siena Catholic School
Parent/Student Policy Handbook



Learn, Love, and Live in God's Presence

2017-2018
School Year

The school retains the right to amend the handbook for just cause.
Parents and students will be given prompt notification of changes.

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WELCOME TO ST. CATHERINE OF SIENA CATHOLIC SCHOOL!

St. Catherine of Siena Catholic School opened its doors in August 2011. In the fall of 2014, we moved into our new parish education center. Although the youngest school in the Diocese of Wichita, our faith tradition is strong and alive. As we grow, we want to keep the small school, community feel we had in the beginning days of our school so we started Faith Families. Each family is made up of a few students from each grade level, and monthly activities allow the “family” members to get to know each other.

We have a well-rounded academic program, in which we seek to educate the whole child: mind, body and spirit. Per our mission statement, we at St. Catherine of Siena Catholic School “Learn, Love, & Live in God’s Presence” each and every day.

ST. CATHERINE OF SIENA PARISH MISSION

We are a Catholic community of imperfect people growing in faith, caring for each other and reaching out to our neighbors in need.

ST. CATHERINE OF SIENA CATHOLIC SCHOOL MISSION

To Learn, Love, and Live in God’s Presence

DIOCESE OF WICHITA SCHOOL MISSION

Together with the family, the parish, and each other, Catholic schools in the Diocese of Wichita will form each student into a disciple of Jesus Christ who seeks and learns to live the Truth, grows to love it, and learn to live it.

DIOCESAN CATHOLIC SCHOOL STANDARDS

Catholic schools seek, with God’s grace, to form the total person in the image of Jesus Christ. This goal is not confined to the classroom, but is achieved through the totality of experience, lessons, and relationships.

Accordingly, the school’s resources are directed to the fulfillment of the following standards.

Elementary and middle school students in the Diocese of Wichita are expected to:

1. know church teaching, practice Christian virtue, and participate in their parish faithfully; moreover, receive the sacraments, all of which were instituted by Christ and each of which has its own vital place in Christian living;
2. demonstrate a reverence for life and respect for self, family, authority, and all cultures;
3. have an informed conscience, distinguish right from wrong, and know how to make choices based on Catholic/Christian values;
4. be respectful and responsible, compassionate, and just toward others;
5. demonstrate the knowledge, skills, and desire to continue to learn successfully in middle school or high school;
6. be independent, responsible, and self-disciplined decision-makers who set priorities and boundaries, lead, and work

- on teams, make sacrifices to achieve goals, monitor progress, and apply creative and critical thinking skills;
7. have the reading, writing, listening, and speaking skills needed to communicate effectively;
8. read at or above grade level unless there is a handicapping disability;
9. master basic knowledge of religion, language arts, mathematics, geography, history, civics, science, and fine arts;
10. utilize appropriate technology to access and communicate information.

DIOCESAN POLICY

St. Catherine of Siena Catholic School will abide by the Handbook of Policies for the Catholic Schools of the Diocese of Wichita.

<http://catholicdioceseofwichita.org/formsdownloads/handbook-and-policies>

KANSAS ACCREDITATION REQUIREMENTS

St. Catherine of Siena Catholic School is in compliance with Kansas accreditation regulations and state laws. (KAR 91-31-32 C(11))

SCHOOL ENTRY

To be eligible for kindergarten a child must be five years old by August 31. (K.S.A. 72-1107)

Prior to the child’s entrance into the school, he/she must have a physical check-up dated within the year prior to school entrance. Forms for this check-up can be obtained from the physician at the time of the child’s examination. If the child has attended another school before coming to St. Catherine, his/her health record will be requested from that school. When registering new students at St. Catherine of Siena Catholic School, parents must supply:

- ❖ Kansas Certification of Immunization
- ❖ Every child must have an updated immunization record in the school office.
- ❖ In accordance with Kansas Statute 72-5209, the Certification of Immunization form must be filled out and submitted to school authorities prior to admission to any Kansas school.
- ❖ Baptismal Certificate, unless baptized at St. Catherine of Siena
- ❖ Birth Certificate

Parents like to see their child/children enter school with every possibility for success. Teachers find that success in meeting the problems and responsibilities of students is more easily achieved by a student who:

- Loves and reverences God and holy things
- Is able to give his/her name and address
- Knows how to obey and practices self-discipline
- Listens to and carries out instructions
- Cares for his/her and others’ possessions
- Is willing to share when the need arises
- Is responsible for his/her actions
- Knows the rules of safety in traffic

PRE-REGISTRATION & ORDER OF ACCEPTANCE

During Catholic Schools Week, which usually falls at the end of January, pre-registration for the following academic school year is conducted. For current school families, forms are e-mailed. For prospective school parents, whose oldest child will be in kindergarten the following school year, the administration of the school holds an Informational Meeting. Pre-registration forms are handed out at this meeting. For pre-registration to be complete, a family must return the pre-registration form to the school office and have a completed stewardship form of time, talent, and treasure on file in the parish office.

Class size is limited to 25 students per classroom, and in some grade levels, we have two classes which totals a possible 50 students per grade level.

We fill these 25 or 50 seats in the following order:

1. Priority is given to families who already have children attending St. Catherine of Siena Catholic School.
2. Next, we accept students from St. Catherine of Siena Parish based on their registration date in the parish.
3. Then we accept students from other parishes who either do not have a Catholic school, or their parish school is to capacity in a certain grade level and does not have room for the child(ren).
4. Last, we accept non-Catholic families that want to give their children the blessings of a Catholic education.

SCHOOL COUNCIL

The St. Catherine of Siena Catholic School Council, in conformity with the policies of the Wichita Diocesan School Council, subject to the approval of the pastor, shall advise the pastor and principal on educational policies of the school.

The school council shall meet the first Monday of each month at a location and time designated by the chairperson. All regular school council meetings are open; however, if deemed necessary at the end of a regular meeting, the chairperson may call an executive session in which only school council members will be present.

If a person desires to speak on an item and wants to be included on the agenda, notification with topic(s) to be presented must be made in writing to the chairperson or principal two weeks before the regular meeting. If a person is placed on the agenda to present, he/she can speak no longer than five (5) minutes on the chosen topic(s), unless given approval by the chairperson.

SCHOOL & STAFF CONTACT INFORMATION

School Phone Number: 316-719-2917
School Fax Number: 316-719-2930
School Address: 3660 N. Ridge Rd.
Wichita, KS 67205

Pastor – Fr. Dan Spexarth
fatherdan@saintcatherinewichita.com
Parochial Vicar – Fr. PJ Voegeli
fatherrpj@saintcatherinewichita.com
Principal – Jeremy Barr
jbarr@saintcatherinewichita.com
Associate Principal – Elaine Klincik
eklincik@saintcatherinewichita.com
School Secretary – Emily Brown
ebrown@saintcatherinewichita.com
School Nurse – Angie Zachman
azachman@saintcatherinewichita.com
Preschool – Rachel Wapelhorst
rwapelhorst@saintcatherinewichita.com
Pre-kindergarten – Kasi Erickson
kerickson@saintcatherinewichita.com
Kindergarten – Dalenda Hoy
dhoy@saintcatherinewichita.com
Kindergarten – Kim Vo
kvo@saintcatherinewichita.com
1st Grade – Stephanie Feuerborn
sfeuerborn@saintcatherinewichita.com
1st Grade – Chrissy Saghbene
csaghbene@saintcatherinewichita.com
2nd Grade – Michelle Bliss
mbliss@saintcatherinewichita.com
2nd Grade – Riley Rathbun
rrathbun@saintcatherinewichita.com
3rd Grade – Nancy Marrs
nmarrs@saintcatherinewichita.com
3rd Grade – Janet Tschosik
jtschosik@saintcatherinewichita.com
4th Grade – Anita Goenner
agoenner@saintcatherinewichita.com
4th Grade – Kathy Robben
krobben@saintcatherinewichita.com
5th Grade – Donna Brand
dbrand@saintcatherinewichita.com
Middle School Math & Science – Brandon Gardiner
bgardiner@saintcatherinewichita.com
Middle School ELA – Lisa Maliszewski
lmaliszewski@saintcatherinewichita.com
Middle School Religion & SS – Mike Sabala
msabala@saintcatherinewichita.com
P.E. – Christin Elson
celson@saintcatherinewichita.com
Music – Sara High
shigh@saintcatherinewichita.com
Library – Andrea Iseman
aiseman@saintcatherinewichita.com
Resource – Vicky Charters
vcharters@saintcatherinewichita.com
Cafeteria Coordinator – Kelley McVey
kmcvey@saintcatherinewichita.com
Extended Day Program Coordinator – Linda Kaiser
extended.day@saintcatherinewichita.com

PTO (PARENT-TEACHER ORGANIZATION)

Parents are the first and best educators of their children. Therefore, it is essential that home and school work together in a spirit of harmony to develop, promote, and protect the mission of the school. The PTO is such an organization. This organization shall be governed by a set of bylaws approved by the Pastor and the Diocese. All decisions or recommendations of the PTO are subject to approval by the principal.

The PTO will have approximately five (5) meetings a year. They will be posted on the school calendar. All are invited and encouraged to attend these meetings.

FAITH FORMATION

DAILY PRAYER AND MASS

Prayer is an important part of each school day. Students will attend 9:00 A.M. Mass on Tuesday and Thursday mornings.

APOSTOLIC SERVICE – LOCAL AND GLOBAL

Monthly Cornerstone Visits – Each class will make at least one visit per year. Thanksgiving – Join the parish in collecting non-perishable food items for the Food Pantry. Christmas – “Warm Hands, Warm Hearts” Christmas Tree-collection of gloves and caps for the less fortunate – students bring them in and hang them on the “Warm Hands, Warm Hearts” Christmas tree in the school’s lobby. These will be donated locally. PTO-Sponsored Box-Tops Drive – Some of the proceeds will be donated to another diocesan Catholic school or two, preferably Drexel schools, to be used for a special need at the school. January – February – WISS (Walk in Sister’s Shoes, the diocesan collection for Drexel schools) P.E. teacher is responsible for organizing this program, and, due to weather, the activity may be held in the fall. Special Collection is to help one of our own (e.g. student or family experiencing a very difficult situation that needs our support). Global Apostolic Service Project – Faith Families – Study in depth the people of other countries, starting with the country where our Faith Family saint originated from, then offering prayers and petitions for the people of those countries.

FIRST SACRAMENTS

The reception of the sacraments by the children is the primary responsibility of the parents. The school will assist the parents in preparing the students for the reception of First Holy Communion and Reconciliation. The pastor will set the date for the children’s First Reconciliation and their First Holy Communion.

ATTENDANCE

SCHOOL DAY/YEAR REQUIREMENTS

The Diocese requires our calendar to reflect 1,146 hours of instruction. Activities counted toward hours are:

- Passing periods after the end of each class
- Organized recesses not exceeding 15 minutes in length

-Activity periods that all students are required to attend and attendance records are maintained

-Count days that students have been in attendance and school was closed because of inclement weather, an “act of God,” meaning school must have started prior to calling school off

-Lunch periods and passing periods following lunch periods are not considered part of the school day

ATTENDANCE

Punctual attendance is an act of responsible stewardship by parents and students for their parish’s gift of Catholic education. Parents play a big part in a child’s school attendance; therefore, we ask the parents to take responsibility to make certain a child arrives to school on time, to determine if and when a child should miss school, and to reward the child for a good attendance record.

For the health of your child, as well as the health of all other children, a child needs to be fever-free and/or vomit-free for at least 24 hours before returning to school.

We ask that parents notify the school office and the teacher (phone call or e-mail) before 8:30 A.M. when a child is going to be absent or tardy. Assignments may be requested at this time.

Following, is an attendance schedule:

Arrive 7:15-7:50 – On Time

Arrive 7:51-9:45 – Tardy

Arrive 9:46-12:00 – ½ Day Absent

Leave 12:01-2:15 – ½ Day Absent

Leave 2:16-3:20 – “Leave Early” – Consequence same as Tardy

ABSENCES

Student must do work that was missed. Full credit is given for work completed in a timely manner: a day to make up for each day missed, not to exceed five (5) days.

If school and teacher were not notified prior to absence, a note or e-mail should be sent upon the student’s return to school.

According to Diocesan policy, any grade school student who misses ten (10) sessions of any class in a semester or twenty (20) sessions of any class in a year, the student will be required to make up the time, at parent cost, in a program approved by the school (e.g., summer school, learning center, private tutor, etc.), and may retain the student in the same grade if lack of progress so indicates. If a student is absent during the make-up sessions, a note from the doctor must be given to the school office. If a student fails to make up time in an approved program, the student will be retained in the same grade or denied enrollment at St. Catherine of Siena for the next school year.

There are students whose chronic health condition or other education needs make regular attendance difficult. Such needs are to be substantiated in a Health Plan or Learning

Plan, and the attendance requirement may be adjusted accordingly.

TARDY/LEAVE EARLY

For a tardy or “leave early” to be excused, it must be documented with a doctor’s note (tardy note upon arrival; leave early note next morning).

If a student has a combined amount of five (5) tardies or “leave earlies” in a quarter that cannot be documented by a doctor’s note, the student will have to do a lunchtime work period where he/she eats and does an assignment given by the teacher.

TRUANCY

In accordance with State law 72-1113, a student is considered truant if the child has “unexcused” absences either three (3) consecutive days or more than five (5) days in any semester. If truancy occurs, parents are contacted. If the situation is not resolved, the Department for Children & Families (formerly SRS) is notified.

DAILY SCHEDULE

7:50	-	Classes Begin
9:00	-	All School Mass (Tues. & Thurs.)
10:50	-	AM Preschool Dismissal
11:20	-	1 st Lunch (K-2 nd)
11:50	-	Classes Resume for 1 st Lunch Group
11:55	-	2 nd Lunch (3 rd -5 th)
12:25	-	Classes Resume for 2 nd Lunch Group
12:30	-	3 rd Lunch (6 th -8 th)
1:00	-	Classes Resume for 3 rd Lunch Group
3:05	-	PM Preschool Dismissal
3:15	-	K-2 nd Dismissal
3:20	-	3 rd -8 th Dismissal

ARRIVAL AND DISMISSAL

If students need to arrive early, doors will be unlocked at 7:15 A.M.; otherwise, preferable arrival time is 7:40-7:45 A.M. If arriving before 7:40 A.M., students will report to the cafeteria for grades 2-8 or library for PS-1.

The final dismissal of each day is at 3:20 P.M. PARENTS ARE TO MAKE ARRANGEMENTS FOR CHILDREN TO BE PICKED UP PROMPTLY AT DISMISSAL. Once the child has left the building, they will not be allowed to reenter unless accompanied by an adult. Unless prior arrangements have been made by the parents and/or teachers, students remaining after 3:35 P.M. will be sent to the Extended Day Program and the parents will be charged for their care. (See Extended Day Program on pages 6-7).

REPORTING TO THE OFFICE

Anyone coming into the school building must report to the office before proceeding. We ask that all visitors use the southeast entrance doors.

COMMUNICATION

We utilize a variety of communication methods for our parents and students to stay informed, which includes our school website, Messenger email, voicemail, and text message system, telephone, teacher email, social media, etc. Though we attempt to be concise and relay only relevant information, we encourage you to utilize whichever avenue works best for you to stay informed.

PARISH/SCHOOL WEBSITE

On the parish website, under the “school” tab one can find school information and updates. Some general information includes monthly and yearly school calendars, lunch menu, school council and PTO agendas and minutes, and documents such as the policy book. For the safety of our children, password protected information includes the Siena Weekly Update and classroom newsletters. The link is <http://saintcatherinewichita.com/school/>.

SOCIAL MEDIA *Follow us!*

Facebook: @SaintCatherineOfSienaSchoolWichita
Twitter: @SienaSaintsICT

CHAIN OF COMMAND

To bring about a successful school year for students attending St. Catherine of Siena Catholic School, teachers need the true support of the students’ parents. Please, parents, if you have a concern, **GO DIRECTLY TO THE TEACHER**. If this fails, **THEN** go to the principal. The pastor will be available **ONLY** after the teacher and principal have been contacted. Hopefully, the concern can be solved by the teacher and the parent concerned. **THANK YOU FOR FOLLOWING THIS MANNER OF COMMUNICATION.**

Parents may contact a teacher for an appointment by e-mail, note, note in the agenda, or by leaving a phone message in the office to be returned at the teacher’s convenience. Parents are asked not to contact teachers at home unless approved by the individual teacher, and then contact must be before 9:00 P.M.

PARENT-TEACHER CONFERENCES

Conferences are held twice a year, at the end of the first and third quarters. For the first quarter conference, all parents will be expected to sign up for a time to meet with the teacher. Third quarter conferences are by parents or teacher request; however, all parents whose children are on a learning plan will be required to attend a third quarter conference. Parents are encouraged to contact teachers whenever they have questions concerning their child’s education.

CORRESPONDENCE FOR NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, non-custodial parents have the right to see academic records and other school-related information. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

ANONYMOUS MESSAGES

Only signed or in person communication will be acted upon. (Diocesan Protocol)

TEACHER INSERVICE

Teachers are required to have in-service days throughout the year. Watch for these days on the school calendar.

ACADEMICS

GRADING SYSTEM

Parents will be notified when quarter grades have been finalized on Power School. No report cards or midterms will be issued; however, if a parent does not have access to the internet to check Power School, please notify the office and a hard copy will be issued.

Diocesan Grading Scale

3rd grade and above grading system – A, B, C, D, F

The Diocesan grading code to be utilized by all schools is:

A+ = 99 - 100 B+ = 90 - 91 C+ = 81 - 82

A = 94 - 98 B = 85 - 89 C = 76 - 80

A- = 92 - 93 B- = 83 - 84 C- = 74 - 75

D+ = 72 - 73 F = 64 & below

D = 67 - 71

D- = 65 - 66

K-2 is a standards-based report card. K-2 grading system is as follows:

*ES = Exceeds Standard - student is able to demonstrate knowledge “above” grade level; some standards cannot be exceeded (e.g., one cannot exceed identifying short vowels)

*MS = Meets Standard – student demonstrates a thorough understanding of the standard and the ability to consistently apply it; your child should have all MSs to be ready to move on to the next grade level

*AS = Approaches Standard – student is making steady progress towards mastery of the standard

*AW = student is making little or no progress towards meeting the standard

*Not Yet Assessed = Blank on report card means this standard has not been assessed during this nine week period

Note: Please do not confuse ES with an A and an MS for a B or C. If your child does “A” work consistently, he/she will

have an MS; only if a student does work above grade level will he/she have an ES.

Promotion is based on satisfactory achievement, maturity, and attendance.

POWER SCHOOL

Power School is an online program that allows both parents and students to view a student’s academic and attendance records, and the lunch payment records. Power School’s website is

<https://cdowk.powerschool.com/public/home.html>

SPECIAL NEEDS POLICY

If a child has been evaluated by the Sedgwick County Interlocal Special Education Cooperative, and did not qualify, but additional services are necessary for the child to receive a quality education and remain at St. Catherine of Siena Catholic School, the parents or guardians and the school will work together to try and make this possible. The parents or guardians will need to provide a medical diagnosis to support the child’s disability and/or special needs, and if services are needed that require funding above and beyond the school’s budget, the parents and school will determine together what is needed and if the parents are willing to fund these services, we will move forward with the child being educated at St. Catherine of Siena Catholic School with a plan in place that will allow for periodic monitoring to determine if the educational setting and services provided are meeting the child’s needs, or if adjustments or changes are necessary.

TESTING PROGRAM

K-8 students are given the AIMSweb diagnostic tests in reading and math three times throughout the school year. This data, along with other measures, is used to determine each student’s progress.

3rd grade and above students will take the Diocesan Religion Assessment; 4th, 6th, and 8th grades will take the Diocesan Technology Assessment; and 4th & 5th grades will take the Keyboarding Assessment. Kansas Assessments administered include: 3rd grade and above--ELA (English Language Arts) & math; 5th & 8th grade—science; and 6th & 8th grade—history/government (every other year).

TECHNOLOGY AGREEMENT

The students and parents will sign a Student-Parent Agreement for Technology Use, “Acceptable Use of Technology Policy for Catholic School Students of the Catholic Diocese of Wichita.”

BEHAVIOR EXPECTATIONS

StARS

The Saints Accountability Reward System (StARS) is a school-wide behavior management system in which all

students at St. Catherine of Siena are encouraged and guided to make right choices in word and deed. Every student at St. Catherine deserves to learn in a safe, faith-filled, and productive learning environment. Classroom and school rules are intended to promote Christian principles of conduct, good study habits, and safety. However, some behaviors disrupt the learning environment. When a student chooses to violate a school or classroom rule, policy, or procedure, he or she must be reminded to correct his or her behavior. Reminders and demerits are an essential part of the learning process and must be treated as such.

The benefits of a school-wide discipline approach include consistency and a safer, more orderly school. We emphasize the need for verbal and written apologies as well as the value of “refocusing activities” in which the student is required to reflect upon misbehavior and plans to avoid it in the future. Students who follow expectations will be rewarded. Please review your classroom teacher’s class handbook for more detail about his or her classroom management plan.

BEHAVIORAL EXPECTATIONS

Classroom Behavior

Follow classroom and school rules
Be a good listener and try to understand
Respond to questions in a courteous manner
Have self-control in all situations
Cooperate with teachers
Be polite and considerate of others

Hall Behavior

Walk quietly in the hallway
No visiting in the halls during class time
Keep hands and feet to yourself
Use drinking fountains properly
Restroom breaks without talking

Restroom Behavior

Use restroom quickly and quietly
Keep floor clean of paper, etc.
Wash hands, use towels properly
Flush toilet after each use
Respect privacy of others

Cafeteria Behavior

Use good table manners
Be courteous when being served
No food throwing or misuse in cafeteria
Food may not be shared or traded
Avoid loud or boisterous speaking
Gum chewing is not allowed at any time.

STUDENT EXPECTATIONS

(Working together, parents & staff will enforce these expectations)

A suggestion from our January 2014 survey was that the school formulate a list of student expectations parents will reinforce at home; these expectations are in line with the behavior that is expected at school and indicative of our Catholic faith. This list was compiled with input from teachers, staff, students, and School Council.

FAITH

- Students are to attend Mass on Sunday/Saturday night and holy days of obligation.
- Students are to participate in Mass by praying the prayers, saying responses, and singing.
- When attending Mass or praying, students are to show respect and behave, as praying is talking to God.
- Students should make prayer a daily part of their lives, including but not limited to saying grace

MANNERS IN WORD & DEED

- Students need to respect self, others, and property.
- Students should not use inappropriate language.
- Students need to use the “polite” words: please, thank you, excuse me, etc.
- Students should respond when someone greets them.
- Students should not interrupt when adults are speaking.
- Students should be courteous. Open doors for others; pick up things that have fallen on the floor even if it is not one’s mess; be willing to help. Leave things cleaner than you found them!
- Students need to practice good table manners. Speak in a normal conversational voice. Clean up one’s mess, and don’t play with food.

THE GOLDEN RULE (Treat others as you would like to be treated)

- Teasing can be cruel, so students, please, think before you speak or act and if it is not 100% kind, refrain from saying or doing it.
- Students should not be selfish, but instead, be willing to share or play games that someone else wants to play; one cannot always have his/her way.
- Students should practice good sportsmanship. Be a good sport, not a sore loser.

SELF

- Students should take pride in one’s self.
- Students should take pride in their appearance, and also, practice proper hygiene.
- Students should take pride in their work, take their time, and do their best.

- Students should take pride in their school and be grateful for the opportunity to attend a Catholic school.
- Above all, students should take pride in their faith, realizing that all that they have is a gift from God.

DISCIPLINE PROCEDURE

Teachers will discipline minor infractions of the school's behavior expectations. If needed, such as in the case of repeated offenses, parents will be notified, and together, the parents, student, and teacher will determine a plan of improvement. The principal will be involved if deemed necessary.

A major infraction which includes but is not limited to stealing, cheating, truancy, forgery, defiance of authority, frequent disrespect of students' right to learn, obscenity, fighting, or vandalism, calls for notification of parents on the first offense. Disciplinary action will follow.

Disciplinary action of repeated offenses and/or a major infraction could include:

1. **Probation:** Student may be placed on probation for a specific period of time or until certain conditions have been met by the student.
2. **Suspension (in or out of school):** The principal will notify the parents and pastor before suspension, if at all possible.
3. **Expulsion:** A student may be expelled if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the welfare of the school community. The student involved should be suspended from school while information is being gathered. The pastor, principal, teacher, and parents will be consulted to gather all the facts in the situation. Prior to any expulsion, the principal will confer with the pastor and superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision.

BULLYING/HARASSING BEHAVIOR

In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life and worth and dignity of every person. Because of this, bullying and/or harassing behavior will not be tolerated and will be subject to progressive discipline. (Diocesan Policies 408a & 408b)

THREATS OF VIOLENCE/SUICIDE

Threats of violence by a student or an adult must be taken seriously and acted upon by the proper school officials. All threats will be taken seriously, and police called, if needed. If the student is allowed back in school, or an adult is allowed back on school property, the second offense will result in automatic expulsion for the student, and permanent ban of the adult, removal of the adult's children from the school, and where appropriate, prosecution.

In the event of a threat of suicide, all threats of suicide will be taken seriously and reported. The student will be

supervised; the situation assessed to determine what support is needed. ("see" Diocesan Policy #417 for more details)

STUDENT RESPONSIBILITY

Learning responsibility is an important part of education. So that students learn that they must be organized and prepared, they will not be allowed to call parents to bring forgotten items to school nor ask that a locked classroom door be opened to retrieve books or other forgotten items.

SCHOOL MATERIALS OR PROPERTY

Students are responsible for all books and supplies issued to them. If school materials or school property become lost or damaged, the student is required to pay for the repair or replacement of the item(s).

CELL PHONES AND ELECTRONIC DEVICES

For the student's protection as well as other students' protection, students are not allowed to have cell phones and/or electronic devices at school or any school sponsored function (e.g., field trips, etc.). If caught with a cell phone or electronic device, the student will be required to call his/her parents. Cell phones and electronic devices will only be returned to parents and must be picked up from the school office.

CAFETERIA & EXTENDED DAY

EXTENDED DAY PROGRAM

An Extended Day Program is offered after school to all K-8 students enrolled at St. Catherine. The hours of operation are 3:30-5:30 P.M. The program operates on all days that school is in session full days. The program is not offered on "noon dismissal" days. There is a fee for this program.

LUNCH PROGRAM POLICIES

No child may leave the premises during lunch. Children may choose to either bring their own lunches or may purchase lunch from our own hot lunch program served daily.

The full menu will be posted on a monthly calendar. Please look this calendar over and please pre-pay for your child's lunches in advance. Check Power School/Power Lunch to maintain a positive balance at all times. Lunch prices are \$3.00. All meals purchased come with a milk; however, extra milk may be purchased for the meal or for a child with a sack lunch for 60 cents. The offer for free and reduced lunches is available to any parent depending on the year's income. Please contact the lunch program administrator for more information.

On the occasions the lunchroom is being used for other functions, the students will be asked to bring a sack lunch with a drink.

Families are welcome to eat lunch with their children at any time. Please notify the office by at least 8:30 a.m. in the

morning if you want to eat with your children. Guest meals, both adults and children, are \$3.60. We will be able to deduct these amounts from your school-aged child's lunch card.

Fast food and/or soda pop are not allowed to be brought into the lunchroom for children or adults.

Thank you for supporting our program. Please contact Kelley McVey with any questions by calling the school office or emailing: kmcvey@saintcatherinewichita.com.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington D.C. 20250.

MEAL CHARGE POLICY

Per federal guidelines, the purpose of this policy is to establish consistent meal account procedures at St. Catherine of Siena Catholic School. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of students. The following procedures will be implemented:

1. No student will be allowed to have a balance less than - \$15.00 on their account at any given time.
2. Once the child's account goes below \$10.00, the parent/guardian will receive an e-mail correspondence notifying them the student's account is running low and will be asked to add more funds to the account to avoid going into the negative.
3. Only Federally designated reimbursable meals can be charged to an account with funds amounts less than \$0.
4. Once the child's account reaches \$0, no a la cart, seconds or doubles will be served.
5. When the account has reached the -\$15.00 limit, the PAID or REDUCED student will be given a designated menu alternate. Sample: Packaged cheese & crackers, serving of fruit and milk.
6. A meal charge of \$1.50 will be made to the student's account to cover the cost of this alternate meal and the parent/guardian will be responsible for this charge as well.
7. The School, Parent/guardian, and Student will be informed of their negative balance until the account is brought back into good standing. This will be done e-mail by the Food Service Director and by phone call from the School Principal.
8. In the middle of May, all charging will be cut off:
 - a. Parents/guardians will be sent a written request for "Payment in Full"
 - b. All charges must be paid before the last day of school each year.

DRESS CODE

ST. CATHERINE OF SIENA CATHOLIC SCHOOL UNIFORM POLICY

GIRLS

Jumper (K-5)

Plaid jumper purchased from Parker Uniform Company
Length is to be no shorter than the top of the knee.

Skirt (Middle School)

Pleated skirt purchased from Parker Uniform Company
Length is to be no shorter than the top of the knee.

Blouses (K-5)

White plain style blouse with small collar (long or short sleeve) or white button-front polo style (long or short sleeve)

Blouses (Middle School)

White button down oxford (long or short sleeve) or white knit (long or short sleeve)

All white blouses may be purchased from Parker Uniform Company or store of your choice. All blouses must be similar in style/type sold by the uniform company.

No lace, logo/emblem, or designs are allowed.

Socks

Plain white, black or navy blue anklets, knee socks, or leggings may be worn. Socks must cover the ankle bone. Leggings must be form fitting and full length. ***No lace or logo/emblem, or designs are allowed on anklets, socks, or leggings.***

Dark shorts must be worn under uniform when not wearing leggings.

Shoes: Tennis shoes

No lights, plaid, or bright colors allowed.

Shoes must be laced and tied at all times.

Monogrammed 1/4 Zip Sweatshirt (All Grades) (optional)

Sweatshirt must be purchased from Parker Uniform Company.

Cardigan Sweater (All grades); Pullover Sweater or Vest (Middle School) (both optional)

Navy blue cardigan sweater, vest, and pullover must be purchased from Parker Uniform Company.

Sweatshirts/sweaters/vests/pullovers of other types or colors are not allowed to be worn in the classroom. ***Only Parker Uniform sweatshirt/sweater/vest/pullover may be worn in the classroom.***

Hair and Jewelry

Hair must be neat, clean, and kept out of the eyes.

Student hair color and highlights must be a natural color.

Extreme hairstyles are not appropriate. School

administration may ask a student to change her hairstyle.

If worn, use moderation in hair accessories, jewelry, and nail polish.

Earrings are acceptable if they are small stud type; no more than two (2) earrings per ear.

Dangling or hoop earrings are not to be worn.

Make-Up

No make-up is allowed.

BOYS

Pants (All Grades)

Navy blue pants purchased from Parker Uniform Company

Belts

Navy blue, black or brown belt must be worn.

Shirts (All Grades)

White button-front polo style (long or short sleeve)

White shirts may be purchased at Parker Uniform Company or store of your choice. All shirts must be similar in style/type sold by the uniform company.

All shirts must be tucked in pants.

If a T-shirt is worn under the uniform shirt, it must be solid white in color. If a uniform sweater or vest is worn, a uniform shirt must be worn underneath. No logo/emblem or designs are allowed.

Socks

Black, navy blue, or white socks may be worn. Socks must cover the ankle bone.

Shoes

Tennis shoes

No lights, plaid, or bright colors allowed.

Shoes must be laced and tied at all times.

Monogrammed 1/4 Zip Sweatshirt (All Grades) (optional)

Sweatshirt must be purchased from Parker Uniform Company.

Cardigan/Pullover Sweater or Vest (All Grades) (optional)

Navy blue cardigan, v-neck pullover sweater or vest must be purchased from Parker Uniform Company.

Sweaters/Sweatshirts of other types or colors are not allowed to be worn in the classroom.

Only Parker Uniform cardigan/pullover sweater or vest may be worn in the classroom.

Hair and Jewelry

Hair must be trimmed (above the eyebrows in front, above the shirt collar in the back, and above the top of the ears on the sides), neat, and clean. Student hair color and highlights must be a natural color. Extreme hairstyles are not appropriate. School administration may ask a student to change his hairstyle. Earrings or extreme jewelry is not allowed.

Parker School Uniforms
650 N. Carriage Parkway, Suite #85
Phone: 687-4634
www.parkersu.com

SPIRIT DRESS

Spirit Dress will consist of a St. Catherine spirit shirt, ankle-length blue jeans, and tennis shoes. Shirt must be worn without any adjustments such as tying it at the waist or sleeves. Jeans must be modest; skin-tight jeans and jeggings are not allowed. Middle school students (6th-8th) are allowed to wear a St. Catherine athletic shirt on Spirit Dress Days. First Fridays of each month and half days of school are designated Spirit Dress. Also, Spirit Dress may be worn on

some field trips determined by the teacher and the destination.

EXTRA-CURRICULAR ACTIVITIES

SPORTS POLICY (excerpts taken from the Catholic Schools Activity League (CSAL) Bylaws)

DOCUMENTATION

In order to try out, practice and play, a student must have turned into the office the following: 1) a completed sports physical dated after May 1 of the current school year; 2) a completed KSHSAA concussion and head injury form; 3) signed CSAL player contract; and 4) any fees related to the sport(s) a student plays.

Any student suffering from a serious injury or illness during a school year, whether due to sports or not, shall be prohibited from participation in CSAL activities until a release for participation is received from the student's physician.

ATTENDANCE

- Only students who have attended school for the entire day will be allowed to practice or participate in contests, games, or events.
- Only students who have attended school all day Friday will be allowed to practice or participate in contests, games, or events on the following day, Saturday.
- The school principal must approve exceptions to the above rules.
- All athletes must join the team before the first CSAL scheduled game of the regular season. The only exception to this rule is a student transferring from another school.

ACADEMICS

- Principal will conduct grade checks beginning three weeks after each nine week period begins.
- If a student has a cumulative grade of "F" in any subject area at this time, he/she will be ruled ineligible for at least the next week. While ineligible, a student will be allowed to participate in practice, but not in games, contests, or meets. The student can attend the games, but not be in uniform.
- If a student receives a second "F" grade (in any subject) at any time after this first ineligibility period, he/she may be ineligible for the remainder of that sports season.
- Each member school has the right to expect students to perform to their highest academic ability, and principals have the option to make students ineligible for not doing so.

BEHAVIOR

- A student who is suspended (whether in or out of school suspension) or for any other reason is out of school for disciplinary problems, will not be

allowed to participate in practices, games, or contests during the suspension period or for one week from the beginning of the suspension, whichever is longer.

- Even though school suspension may not result, a principal may declare a student ineligible for not complying with school behavior rules and policies.
- A combination of an academic suspension and a behavioral suspension will constitute two periods of ineligible status for a student. This will result in that student being ineligible for the remainder of the sports season.
- Any athlete ejected from a game for unsportsmanlike activity will be suspended for the next game, contest, or event.

**The above standards do not preclude the authority of the principal to limit, suspend, or prohibit a student from participation in practice or games for academic or behavioral problems as he/she deems necessary.

**Teams will forfeit any contest or game if an ineligible player competes.

PARTICIPATION IN CSAL & OTHER SPORTS

Any student who participates with any organized team outside of school from the first day of CSAL practice to the conclusion of the post-season tournament shall be ineligible for school teams in the same sport.

COACHES CERTIFICATION

- To coach, one must attend a Coaches Certification Clinic.
- Coaching cards, good for three (3) years, will be issued to coaches who attend a Coaches Certification Clinic.
- Before each game, a coach may be asked to present his/her coaching card to the gym supervisor.

EVENING ATTENDANCE AT SCHOOL FUNCTIONS

Students must be in attendance at least a half day of school to be able to participate in an evening school function. Any deviation from this policy will be at the principal's discretion.

FIELD TRIPS

Field trips shall be a definite learning experience, not a party or a reward. The students shall be prepared for the observations they will make, and complete a follow-up assignment to help them assimilate the knowledge they have gained. Even though field trips are learning experiences, the privilege of going on a field trip may be denied due to academic or behavioral concerns. Approval for any field trip must be obtained from the principal before the arrangements are made, and at the conclusion of the trip, the person responsible must give a report of the general conditions of

the trip to the principal. Permission from the parent/guardian must be obtained for the trip, as well as written permission to seek medical care in any medical facility is required. Approval for any trip out of state must be obtained from the pastor, and written and notarized authorization to seek medical care out of state is required. Overnight trips are not allowed at the elementary level per Diocesan regulation.

Kansas State Law: K.S.A.8-1344 requires that children under the age of 8 and weighing less than 80 lbs., or less than 4 feet 9 inches tall be transported in a federally approved child passenger restraining system, commonly known as a "booster seat." **When students under the age of 8 are transported for field trips in a passenger vehicle, they will be required to bring a booster seat to school for use on the field trip in order to attend the field trip.**

Guidelines for Field Trip Drivers:

1. There is one seat belt per child.
2. Booster seats must be secured by a seat belt for children required to use them.
3. Drivers should expect students to follow directions and use good manners.
4. Students are assigned vehicles & drivers for going both to and from an event. The driver is given a list of assigned students.
5. Each vehicle proceeds directly to the site of the field trip and returns directly to school with no side trips or stops at fast food restaurants or convenience stores.
6. Drivers should not allow the viewing of movies in the vehicle.
7. Drivers are contacted in advance of the field trip.
8. Cell phone use by employees and volunteers is prohibited while transporting students or Diocesan employees. (Diocesan policy)
9. Drivers are required to fill out a Field Trip Waiver form, which includes driver's license number and insurance policy number. A copy of the current driver's license and insurance card must be on file.
10. Drivers for field trips are also required to have completed VIRTUS training and have read and completed a Diocesan Abuse Policy form.
11. Younger siblings may not accompany a driver on field trips. This policy has been implemented for liability and safety reasons.

Non-sanctioned field trips are trips not appropriately approved by the Diocese of Wichita, the school, the superintendent, the pastor, or the principal. Total responsibility for privately planned trips or tours rests with the individual(s) planning them. The Diocese of Wichita assumes no legal or financial responsibility for non-sanctioned trips. Fundraising for such trips may not be held during the school year, in the name of the school, on school property, or under any other auspices of the school.

FIRST EDUCATORS

VOLUNTEER OR PARENT INVOLVEMENT

We are very grateful for those who wish to volunteer at St. Catherine of Siena Catholic School. Volunteers working at the school must be VIRTUS trained, and sign the Diocesan policy on suspected abuse of children and the code of ethical standards. Volunteers who work in the classrooms and/or resource room must attend a one-time training session presented by the resource room director and principal. Volunteers are asked not to bring children under school age with them.

ALL PARENTS VIRTUS-TRAINED

For the safety of all our children, all parents will be required to be VIRTUS-trained. Parents new to St. Catherine will have until the end of the current school year to become trained. Trainings are offered throughout the year both here and other diocesan parishes. The training schedule can be found here: <http://catholicdioceseofwichita.org/office-of-human-resources/office-of-human-resources-home>.

CONTACTING STUDENTS

If contact with a student is needed by a parent, obtain permission through the office.

CLASSROOM VISITATION

The St. Catherine of Siena Catholic School faculty and staff welcome you to visit and observe in the classrooms. Parents/Guardians are requested to make arrangements before a classroom visit. On the day of the visit, you will need to report to the office first.

RELEASING STUDENTS FROM SCHOOL

Once a student has been brought to school in the morning until dismissal in the afternoon, the student is under the supervision and care of the principal and teachers. Students will be released only to their parents or persons authorized by the parents.

The parent must sign the child out in the office, and upon return, sign the child back in at the office. Also, anytime a student arrives after 7:50 A.M., a parent must sign them in at the office.

BIRTHDAYS

Birthday treats are allowed. Healthy snacks are preferred. NO drinks, whole cakes, or hard-to-serve food should be sent. Treats are passed out at the end of the day. Students are not to pass out invitations of any kind or exchange gifts at school. No gifts, flowers, balloon arrangements, etc., are to be delivered to school for children.

To leave a lasting memory and celebration of your child's birthday, you may wish to consider The Birthday Book idea. Purchase a book that your child enjoys and donate it to the school library. A label will be placed in the book commemorating your child's birthday gift to the library.

PARTIES

Halloween, Christmas, and St. Valentine Day are the three holidays for having a party celebration during the school year. The room parents, along with the teachers, are responsible for the planning and for providing the goodies for the parties. Since these are celebrations especially for the school children, we ask that children under school age not attend these parties. VIRTUS training required for all adults attending class parties.

FACILITY USE

When the facilities are being used for meetings/ activities after school hours, children are to remain with their parent(s) or adult sponsors. For safety reasons, children are not allowed to roam the parish education center, the church building, playground, or parking lot.

DIOCESAN POLICY #416 – ADULT REGISTERED SEX OFFENDERS IN CATHOLIC SCHOOLS

A parent or guardian must contact the principal and parish pastor of an elementary school or the principal and president of a high school if he/she or any adult or youth living in his/her home is listed on the National Sex Offender Public Registry. An offender must meet with the principal and parish pastor or high school president to discuss applicable restrictions prior to the offender being on school property, participating in school events, or the first day of school.

Any individual who is listed on the National Sex Offender Public Registry is prohibited from volunteering with or being employed by the school.

An offender must be accompanied to school events by an adult approved or appointed by the school, which may include a family member. This adult must be VIRTUS certified, meet the offender at his/her car, supervise the offender during the event, and walk back to the car with him/her. This adult must ensure that the offender does not interact alone with any children.

An offender may be allowed to attend school events when children are not present. This must be scheduled in advance by contacting the principal.

If an offender is the only person available to transport his/her child to and from school, the offender will have a restricted time and place, must remain in his/her car, and must avoid communicating with any youth who is not his/her child.

Principals, pastors, and high school presidents may inform school staff and parents of an offender's status as necessary, keeping in mind the guideline that another's name should not be harmed unnecessarily. Refusal to abide by this policy could lead to appropriate action being taken, including the request not to be allowed on school property.

*In an effort to communicate the requirement of a registered sex offender to self-report, each Catholic School will add to the enrollment form the following:

“If you, your spouse or any adult or youth living in your home is listed on the National Sex Offender Public Registry, you and/or the offender are required to contact the principal, pastor, or high school president prior to the offender being on school property, participating in school events, or the first day of school. “

CONCEALED WEAPONS

Firearms, even if licensed under state law, are forbidden in all Diocesan school buildings and playgrounds. (Diocesan Policy #421)

HEALTH & SAFETY

HEALTH EXAMINATIONS

The State Department of Health can audit the health records of students. Health screenings are done in compliance with the State of Kansas.

WELLNESS POLICY

We will abide by the Diocesan Wellness Policy #418. In regards to children, this policy includes: 1) Meals served through the National School Lunch program as well as all a la carte and vended food or beverage items sold by the school or served at school-sponsored activities and events shall meet at least the minimum wellness guidelines set by state and federal law; 2) All students shall participate in nutrition education as outlined in the Diocesan physical education and health standards; 3) All students will have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis. All schools will have a physical education program that complies with the Diocesan physical education curriculum guide; 4) Families will be encouraged to incorporate physical activity into the lives of all household members.

SUBSTANCE ABUSE

The use, abuse, possession of alcohol, tobacco, illegal drugs, other controlled substances, look-alike drugs, and act-alike drugs will be considered a major violation. Being in possession of, using, pushing, selling, or threatening students regarding the use of any of the substances listed above is a violation of policy whether such behavior occurs on school grounds; at school functions; or at school-sponsored activities, whether at home or away. Students who assist in possession, use, or sale of substances listed above are also subject to disciplinary action. Students found to be in violation of the above will:

- Be subject to complete search of locker and/or other items;
- Conference with administration and parents;
- Serve an out-of-school suspension;

- Be required to obtain a drug/alcohol assessment or evaluation, at the expense of the student’s family;
- Be subject to loss of extracurricular privileges; and
- Be subject to legal notification; school administration may notify the police.

(Diocesan Policy #412-Controlled Substance Guidelines)

MEDICATION

Diagnosis and treatment of illness and the prescribing of medication, including over the counter drugs, are not the responsibility of the school and shall not be practiced by any school personnel without proper authorization. Proper authorization means a written prescription from a physician for the administration of all medicine, including over the counter drugs. Parents must provide a written request that the medication be given at school. “Request for Medication to be Administered” forms are available in the office. The medication must come in an official prescription container or the original over the counter packaging. Students are responsible for remembering to take their medication.

If a child has contracted a contagious disease, parents must notify the school. The child needs a doctor’s permit to re-enter classes at the school.

IMMEDIATE MEDICAL EMERGENCY

In case of an accident or serious health issue, and neither the parent nor emergency designee can be contacted, and the school determines that medical help is needed immediately, an ambulance will be called at the parent’s expense and the child will be sent to the emergency room at one of the hospitals.

HUMAN SEXUALITY PROGRAM

All Catholic schools must have an established human sexuality program. This program must follow the guidelines of the Kansas Catholic Conference “Human Sexuality Education Formation-Province of Kansas.”

HEAD LICE

If a student at school is discovered to have head lice, an e-mail notification will be sent home to all parents. No name of student or student’s grade level will be identified in this notification. Students can return to class after appropriate treatment has begun. We ask parents to do the following: 1) Use an approved pediculicide (shampoo) as directed; 2) Examine your child’s head for nits (tiny grayish-white eggs attached to the hair); 3) Remove all nits and retreat, if necessary (check daily for 7-10 days to make certain all are gone); 4) Check all other family members for lice; 5) Wash all clothes, bed linens, and towels in hot water and dry on a hot cycle; items that cannot be washed such as stuffed animals should be stored outside the home in a plastic bag for a minimum of two weeks; 6) Vacuum carpets, pillows, mattresses, and upholstered furniture, and then discard the vacuum bag promptly; and 7) Clean combs and brushes in hot, soapy water. Remember, head lice only survive on

humans so family pets are safe; and most importantly, personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

STUDENT PREGNANCY

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must first of all reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct.

Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances that require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decision.

This policy statement is to be incorporated into each high school and middle school handbook. (See Guideline 318-M for details.) (Diocesan Policy #413)

EMERGENCY AND SAFETY PLAN

The school has an emergency and safety plan that covers the following emergencies: fire, weather related conditions, chemical spills, and violent situations.

A fire drill is held each month. At the sound of the fire bell, the students and anyone in the building must move quickly and quietly to their designated exits and out of the building. A diagram of the designated exit routes is posted in each classroom. The last person out of the room must close the door.

Three tornado drills are held each school year. When drill notification is given, the students and anyone in the building must move quickly and quietly to the designated place in the building.

The school has developed a "shelter-in-place" plan. This is an alternative to evacuation in the event of an industrial/vehicular accident that could release harmful chemicals into the air. Along with fire and tornado drills, the students will prepare for such a situation. If a need ever arises that we would need to enforce this plan, we ask that you do not come to school to retrieve your child(ren). Not only does this increase the danger to yourself, but the school will not let you in if they have already sealed the openings. Listen to the Emergency Broadcast System (KFDI FM 101.3) for information pertaining to the situation.

In the case of violence or danger, each staff member is required to follow the safety regulations to ensure the safety of all students. As in the "shelter-in-place" plan, we ask that you do not come to school to retrieve your child(ren), but listen to the Emergency Broadcast System (KFDI FM 101.3) for information pertaining to the situation.

INCLEMENT WEATHER

The Diocesan Superintendent of Catholic Schools is authorized to call off school because of bad weather or other emergencies.

The school will call all parents using School Messenger concerning any such cancellations once they have been notified by the diocese. St. Catherine of Siena may also use School Messenger for notification regarding events that the school deems necessary.

One may also listen to or check the websites of the following stations for school closings:

- KSNW (TV 3)
- KAKE (TV 10)
- KWCH (TV 12)
- KFDI Radio

It will be stated as Wichita Catholic Schools.

TREASURY OF PRAYERS

(After the title of each prayer we list the grade level at which the prayer is required to be mastered. Some prayers could be taught prior to required mastery.)

Sign of the Cross: Mastered at Kindergarten

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Angel of God: Mastered at Kindergarten

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

Glory Be: Mastered at Kindergarten

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 Before Meals: Mastered at Kindergarten

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

Grace After Meals: Mastered at Grade 1

We give Thee thanks, Almighty God, for all Thy benefits, which we have received from Thy bounty, through Christ our Lord. Amen.

Hail Mary: Mastered at Grade 1

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: Mastered at Grade 1

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.

Act of Contrition: Mastered at Grade 2

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. Amen.

Morning Offering: Mastered at Grade 2

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day, in union with the Holy Sacrifice of the Mass throughout the world. I

offer them for all the intentions of Your Sacred Heart; the salvation of souls, the reparation of sin, the reunion of all Christians. I offer them for intentions of our Bishops, and all Apostles of Prayer, and in particular, for those recommended by our Holy Father for this month. Amen.

Apostles' Creed: Mastered at Grade 3

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 and born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell. On the third day He arose again from the dead. He ascended into heaven and is seated at the right hand of God the Father almighty. From there, He will come again 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 the life everlasting. Amen.

Hail Holy Queen: Mastered at Grade 3

Hail, Holy Queen, Mother of Mercy; hail 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, O most gracious advocate, thine eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. (Pray for us O Holy Mother of God, that we may be made worthy of the promises of Christ).

Rosary: Mastered at Grade 3

1. Sign of the Cross
2. Apostles' Creed
3. Our Father
4. Three Hail Marys
5. Glory Be
6. For each decade: announce the mystery, Our Father, 10 Hail Marys, Glory Be, and Fatima Prayer.
7. After the Rosary: Hail Holy Queen and Prayer after Rosary

Act of Faith: Mastered at Grade 4

Oh My God, I firmly believe that You are one God in three divine Persons, Father, Son, and Holy Spirit; I believe that Your divine Son became man, died for our sins, and that He will come again to judge the living and the dead. I believe these and all the truths which the holy Catholic Church teaches, because You have revealed them, Who can neither deceive nor be deceived. Amen.

Act of Hope: Mastered at Grade 4

Oh My God, relying on Your infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Act of Love: Mastered at Grade 4

Oh my God, I love You above all things with my whole heart and soul, because You are all-good and worthy of all my love. I love my neighbor as myself for love of You. I forgive all who have injured me, and ask pardon of all whom I have injured. Amen.

The Beatitudes: Introduced at Grade 4

Blessed are the poor in spirit,
for theirs is the kingdom of heaven.
Blessed are they who mourn,
for they will be comforted.
Blessed are the meek,
for they will inherit the land.
Blessed are they who hunger and thirst for righteousness,
for they will be satisfied.
Blessed are the merciful,
for they will be shown mercy.
Blessed are the clean of heart,
for they will see God.
Blessed are the peacemakers,
for they will be called children of God.
Blessed are they who are persecuted for the sake
of righteousness, for theirs is the kingdom of heaven.

Fatima Prayer: Mastered at Grade 4

O my Jesus, forgive us our sins, save us from the fires of hell. Lead all souls into heaven, especially those who have most need of Thy mercy. Amen.

Stations of the Cross: Mastered at Grade 4

1. Jesus is condemned to carry the cross.
2. Jesus accepts the cross.
3. Jesus falls the first time.
4. Jesus meets His sorrowful Mother.
5. Simon of Cyrene helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets and speaks to the women of Jerusalem.
9. Jesus falls the third time.
10. Jesus is stripped of His garments.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

The Ten Commandments: Mastered at Grade 4

1. I am the Lord your God: you shall not have strange gods before me.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

Memorare: Mastered at Grade 5

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Mysteries of the Rosary: Mastered at Grade 5

Joyful Mysteries (Mondays, Saturdays, and Sundays during Christmas)

1. Annunciation
2. Visitation
3. Nativity (Birth) of Jesus
4. Presentation of Jesus in the Temple
5. Finding of Jesus in the Temple

Luminous Mysteries (Thursdays)

1. Baptism of Our Lord
2. Wedding at Cana
3. Proclamation of the Kingdom and Forgiveness of Sins
4. Transfiguration
5. Institution of the Eucharist

Sorrowful Mysteries (Tuesdays, Fridays, and Sundays during Lent)

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorns
4. Carrying of the Cross
5. Crucifixion and Death of Jesus

Glorious Mysteries (Wednesdays, Sundays)

1. Resurrection of Jesus
2. Ascension of Jesus into Heaven
3. Descent of the Holy Spirit upon the Apostles and Mary
4. Assumption of Mary into Heaven
5. Crowning of Mary as Queen of Heaven and Earth

Prayer after the Rosary: Introduced at Grade 5

Let us pray. O God, whose only begotten Son, by His life, death, and resurrection has purchased for us the rewards of eternal life; grant, we beseech Thee, that by meditating upon these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain, and obtain what they promise. through the same Christ Our Lord. Amen.

Regina Caeli: Queen of Heaven (Pray during Easter Season instead of the Angelus): Mastered at Grade 5

V. Queen of Heaven rejoice! Alleluia.
R. For He whom you did merit to bear. Alleluia.
V. Has risen as He said. Alleluia.
R. Pray for us to God. Alleluia.
V. Rejoice and be glad, O Virgin Mary. Alleluia.
R. For the Lord is truly risen. Alleluia.
V. Let us pray:
All: O God who gave joy to the world through the resurrection of Your Son, our Lord, Jesus Christ, grant we beseech You, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life, through the same Christ, our Lord. Amen.

Come Holy Spirit: Mastered at Grade 6

V. Come, Holy Spirit, fill the hearts of your faithful
R. and kindle in them the fire of your love.
V. Send forth your spirit and they shall be recreated.
R. And You shall renew the face of the earth. Amen.

Angelus: Mastered at Grade 7

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

Prayer to St. Michael, the Archangel: Mastered at Grade 7

St. Michael the Archangel, defend us in battle.
Be our safeguard 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, cast into hell Satan and other evil spirits who prowl through the world seeking the ruin of souls. Amen.

Nicene Creed: Mastered at Grade 7

I believe in one God, the Father Almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the only begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through Him all things were made. For us

men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake He was crucified under Pontius Pilate, He suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and His kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the Prophets. I believe in one, holy, catholic, and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

The Magnificat: Mastered at Grade 8

My soul proclaims the greatness of the Lord,
my spirit rejoices in God my Savior
for He has looked with favor on His lowly servant.
From this day all generations will call me blessed:
The Almighty has done great things for me, and holy is His name.
He has mercy on those who fear Him in every generation.
He has shown the strength of His arm,
He has scattered the proud in their conceit.
He has cast down the mighty from their thrones, and has lifted up the lowly.
He has filled the hungry with good things, and the rich He has sent away empty.
He has come to the help of His servant Israel,
for He has remembered His promise of mercy,
the promise He made to our fathers, to Abraham and his children forever.

Changes in Handbook:

The school retains the right to amend the handbook for just cause. Parents and students will be given prompt notification of changes.