

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



Learn, Love, and Live in God's Presence

2026-2027
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 the Parish Education Center. Although the youngest school in the Diocese of Wichita, our faith tradition is strong and alive. To keep the small school, community feel we had in the early days of our school, we enjoy 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

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 the Truth, grows to love it, and learns to live it.

DIOCESAN CATHOLIC SCHOOL CORE PRINCIPLES

Unity: United as one family with our bishop, Catholic schools are at the service of the family, the parish, and the common good. Grounded in charity, we honor the dignity of every human person with respect for all life; for family and community; for peoples of all cultures, and especially for the most vulnerable.

Faithfulness: Loyal to the teachings of Jesus Christ as taught in our Catholic faith, we believe that the formation of disciples is our first purpose, our critical function, and our ultimate measuring stick. Trusting in God, we have a relentless passion for finding the best way to provide Catholic education, moving forward alone, if necessary.

Stewardship: Stewardship is the foundation of all that we do as Catholic schools. As the American bishops have proclaimed, stewardship is an obligation, not an option. Stewardship is understood as the grateful response of a Christian disciple who recognizes and receives God’s gifts and shares these gifts in love of God and neighbor.

Scholarship: As disciples of Jesus, the Divine Teacher, we will form the whole person, infusing virtue into instruction and activity so that our students will be respectful and courageous scholars who use their knowledge and gifts for the glory of God in service to humanity.

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 towards 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.

<https://catholicdioceseofwichita.org/schools/school-resources/>

KANSAS ACCREDITATION REQUIREMENTS

St. Catherine of Siena Catholic School complies 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 completed and submitted to school authorities prior to admission to any Kansas school. All students must have proof of all required immunizations before attending the first day of school. In the event that students/parents cannot provide documentation that the student has met the immunization requirements, the student will be excluded from attending school until the requirements are met.
- ❖ 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.

Order of Acceptance of Children in our School

Class size is limited to 25 students per classroom, and in grades kindergarten through eighth, we have two classes which totals a possible 50 student per grade level.

We fill these 50 seats in the following order:

1. Priority is given to families who already have children attending St. Catherine of Siena Catholic School and to children of staff members.
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 who 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 Lorimer

frdanlorimer@saintcatherinewichita.com

Parochial Vicar – Fr. Luke Meyerhoff

frlukemeyerhoff@saintcatherinewichita.com

Principal – Jeremy Barr

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Assistant Principal – Kim Griffith

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School Office Manager – Melissa Gillenwater

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School Administrative Assistant – Carrie Pracht

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School Nurse – Maeve Nickel

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School Nurse – Leah Spurlock

lspurlock@saintcatherinewichita.com

Counselor – Rebecca Schillaci

rschillaci@saintcatherinewichita.com

Preschool/Pre-K – Rachel Wapelhorst

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Pre-kindergarten – Jenni Relph

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Kindergarten – Annie Ross

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Kindergarten – Faith Witham

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1st Grade – Melissa Kraft

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1st Grade – Riley Nguyen

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2nd Grade – Emily Kaspar

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2nd Grade – Sarah West

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3rd Grade – Bailey Johansen

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3rd Grade – Nancy Marrs
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4th Grade – Lisa Chandler
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4th Grade – Jenna Poynter
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5th Grade – Ashley Carrillo
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5th Grade – Lisa Sabala
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Middle School ELA – Anne Barnett
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Middle School ELA – Jaime Kondo
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Middle School Math – Ryan Rausch
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Middle School Religion – Lisa Maliszewski
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Middle School Science – Debbie Moege
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Middle School Social Studies – Michael Sabala
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P.E. – Christin Elson
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Music – Sara High
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Library – Andrea Iseman
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Art – Erin Konecny
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Resource Room Coordinator – Ann Marie Burns
amburns@saintcatherinewichita.com

Food Service Director – Marla Kenney
mkenney@saintcatherinewichita.com

Extended Day Program Coordinator – Abigail Neville
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 which works toward these goals. 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 four (4) meetings each 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.

APOSTOLIC SERVICE – LOCAL AND GLOBAL

Via Christi Village Visits – Each class will make at least one visit per year. Students will participate in several service projects throughout the year, including Thanksgiving and Christmas. January – February – WISS (Walk in Sister's

Shoes, the diocesan collection for Drexel schools). 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 the cultures of other countries, including those depicted in our lobby paintings or the country where the Faith Family patron 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 Reconciliation, First Holy Communion, and Confirmation. The pastor will set the date for the children's First Reconciliation and First Holy Communion. The bishop will set the date for Confirmation.

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 instructional 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.

The following is an attendance schedule:

Arrive 7:15-7:50 – On Time

Arrive 7:50-9:45 – Tardy

Arrive 9:46-12:00 – ½ Day Absent

Leave 12:01-2:15 – ½ Day Absent

Leave 2:16-3:25 – Leave Early – Consequence same as Tardy

ABSENCES

Students 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.

For **excused** (unplanned) absences (e.g. illnesses, funerals, or emergency situations):

- Assignments may be requested at the time of notification.
- At the end of the day, assignments will be available for pick-up from the school office by 4:00 PM or will be delivered to a sibling.

For **unexcused** planned absences (e.g. trips, vacations, or non-school sponsored activities):

- It is impossible to fully make-up instruction that is missed due to travel.
- Assignments will be made available upon the students' return to school.
- Do not request assignments ahead of unexcused absences. Tests will not be given in advance.

According to Diocesan policy, any grade school student who misses more than ten (10) sessions of any class in a semester or twenty (20) sessions of any class in a year, regardless if those absences are excused or unexcused, 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. Additional lunchtime work periods will be assigned for subsequent increments of 5 tardies.

TRUANCY

In accordance with State law 72-1113, a student is considered truant if the child has unplanned, 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 is notified.

DAILY SCHEDULE

7:50	-	Classes Begin
9:00	-	All School Mass (Tues. & Thurs.)
10:50	-	AM Preschool Dismissal
11:00	-	1 st Lunch (PK-1 st)

11:35	-	2 nd Lunch (2 nd -3 rd)
12:15	-	3 rd Lunch (4 th -5 th)
12:50	-	4 th Lunch (6 th -8 th)
3:15	-	PM Preschool Dismissal
3:25	-	K-8 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 PS-8.

The final dismissal of each day is at 3:25 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 3:40 P.M. will be sent to the Extended Day Program and the parents will be charged for their care (see more on pg. 10).

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, door #7.

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 minutes, and documents such as the policy book. For the safety of our children, password protected information includes the Siena Scoop weekly newsletter and classroom newsletters. The link is <http://saintcatherinewichita.com/school/>.

SOCIAL MEDIA *Follow us!*

Facebook: @SaintCatherineOfSienaSchoolWichita
Instagram: @stcatherinesienaschoolwichita

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. Constructive thoughts, words, and deeds will respect one another, model kindness for our students, and build up our community. 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. 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 parent or teacher request; however, all parents whose children are on a learning plan will be required to attend a third quarter conference as well as all parents of third graders. 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 attend in-service days throughout the year. Watch for these days on the school calendar.

DRESS CODE

ST. CATHERINE OF SIENA CATHOLIC SCHOOL UNIFORM POLICY GIRLS

Jumper (K-5)

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

Skirt (Middle School)

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

Blouses (K-5)

- White, red, or navy-blue plain style blouse with small collar (long or short sleeve) or white, red, or navy-blue button-front polo style (long or short sleeve); shades of red and blue are not permissible.

Blouses (Middle School)

- White, red, or navy-blue button-down oxford (long or short sleeve) or white, red, or navy-blue knit (long or short sleeve); shades of red and blue are not permissible.

- *All blouses may be purchased from Schoolbelles Uniform Company or the 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 and Shorts

- Plain white, black, navy blue, or gray anklets, knee socks, or leggings may be worn. 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, wheels, or cleats allowed.*
- Shoes must be laced and tied at all times.

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

- Sweatshirts must be purchased from Schoolbelles 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 Schoolbelles Uniform Company.

Sweatshirts/sweaters/vests/pullovers of other types or colors are not allowed to be worn in the classroom. *Only Schoolbelles Uniform (or 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 in preschool through 5th grades. In 6th-8th grades, girls may wear foundation, mascara, and clear lip gloss only.

BOYS

Pants (All Grades)

- Navy blue pants may be purchased from Schoolbelles Uniform Company or store of your choice. All pants must be in style/type sold by the uniform company. *No logo/emblem or designs are allowed.*

Shorts (All Grades)

- Navy blue flat front uniform shorts may be purchased from Schoolbelles Uniform Company All shorts must be in style/type sold by the uniform company. *No logo/emblem or designs are allowed.*
- Shorts may be worn during the months of August, September, April, and May

Belts

- Navy blue, black, or brown belts must be worn.

Shirts (All Grades)

- White, red, or navy-blue button-front polo style (long or short sleeve); shades of red and blue are not permissible.
- Shirts may be purchased at Schoolbelles 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 and shorts.**
- **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

- Plain white, black, navy blue, or gray socks may be worn. Socks must be visible. **No logo/emblem or designs are allowed on socks.**

Shoes: Tennis shoes

- **No lights, wheels, or cleats allowed.**
- Shoes must be laced and tied at all times.

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

- Sweatshirts must be purchased from Schoolbelles Uniform Company.

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

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

Sweaters/Sweatshirts of other types or colors are not allowed to be worn in the classroom. **Only Schoolbelles Uniform (or 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.

Schoolbelles Uniforms

2021 N. Amidon, Suite #125, Phone: 888-637-3037

www.schoolbelles.com

SPIRIT DRESS

Spirit Dress will consist of a St. Catherine spirit shirt, ankle-length blue jeans without holes or frayed hems, and tennis shoes. Shirts 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 (not jerseys) on Spirit Dress Days.

First Fridays of each month and half days of school are designated Spirit Dress. Also, Spirit Dress, including finger-tip length shorts, may be worn on some field trips determined by the teacher, administration, and the destination.

PORTRAIT DAYS/FREE DRESS DAYS

These days follow the same guidelines as SPIRIT DRESS days, except a dress-up shirt with sleeves or uniform shirt may be worn. For modesty, blouses/shirts/sweaters must be long enough to cover the abdomen, back and chest at all times. No sleeveless shirts/sweaters. Fingertip-length shorts, skirts, dresses, tunics, or capris are permitted. If heels or sandals are worn, bring athletic shoes for PE and recess.

If a student wears inappropriate clothing and must call home for a change of clothes, the student will lose free dress privileges on the next scheduled SPIRIT DRESS day.

ACADEMICS

GRADING SYSTEM

Parents will be notified when quarter grades and midterms have been finalized on PowerSchool. Report cards will be securely emailed; however, if a parent does not have access to the internet to check PowerSchool, please notify the office and a hard copy will be issued.

Diocesan Grading Scale

The Diocesan grading code (for 3rd grade and above) to be utilized by all schools is:

A+ = 99 - 100	B+ = 89 - 91	C+ = 80 - 82
A = 94 - 98	B = 86 - 88	C = 77 - 79
A- = 92 - 93	B- = 83 - 85	C- = 74 - 76
D+ = 71 - 73	F = 64 & below	
D = 68 - 70		
D- = 65 - 67		

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

- *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, yet.

Note: Standards-based grading system should not be confused with the grading code. MS is not an A nor an AS a B or C.

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

POWERSCHOOL

PowerSchool is an online program that allows both parents and students to view a student's academic and attendance

records and the lunch payment records. PowerSchool's website is <https://cdowk.powerschool.com/public/home.html>

SPECIAL NEEDS POLICY DIOCESAN POLICY #400

Catholic schools welcome students of all abilities. However, the range of services available will vary according to each school's resources. Decisions concerning admissions and continued enrollment of a student in a parochial school are based upon the student's emotional, academic, and physical abilities, as well as the resources available to the particular school in meeting the student's needs. 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 available resources, 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 nationally normed benchmark 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. Students in 4th-8th grades will take the Diocesan Keyboarding Assessment. Kansas Assessments administered including 3rd grade and above-ELA (English Language Arts) & math; history/government in 4th & 7th; and science in 5th & 8th grades.

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." Additional signatures are required for the middle school tablet policy. These policies must be signed annually by all students. By signing the Acceptable Use of Technology agreement, students and families attest that they have read, understand, and will abide by the agreement.

BEHAVIOR EXPECTATIONS

VIRTUE BASED RESTORATIVE DISCIPLINE

St. Catherine of Siena Catholic School is committed to restorative practices in line with Virtue Based Restorative Discipline (VBRD), which is a Catholic Response to

bullying and discipline. As a community, we strive to support VBRD's guiding principles:

- We will dedicate ourselves to living virtue.
- We will support others in living virtue.
- We will commit to constructive thoughts, words, and deeds.
- When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

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 "restorative 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 the floor clean of paper, etc.
Wash hands and use towels properly.
Flush toilet after each use
Respect privacy of others

Cafeteria Behavior

C – conversation: use voice levels 2 and 0 and avoid loud or boisterous speaking

H – help: if you need help, raise your hand and be courteous when being served

A – activity: eat your lunch, use good table manners, no food throwing or misuse in cafeteria, and gum chewing is not allowed at any time.

M – movement: stay seated, if you need to move, raise your hand and wait for permission.

P – participation: eat your lunch, food may not be shared or traded, and clean up your area.

S- success: following these guidelines, the cafeteria at St. Catherine will be a safe environment where people exhibit courtesy and respect.

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 the 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 oneself.
- Students should take pride in their appearance and 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.

RESTORATIVE PROCEDURES

As a restorative school, VBRD practices may be incorporated as a first step in disciplinary procedures. Any participation in VBRD practices is always voluntary; no student will be forced to participate in a circle or other restoration. When included, VBRD procedures focus on restoring the relationship between all students and adults involved in an incident, which will include prayer, virtue connections, constructive thoughts, words, and deeds as well as a mutual agreement for required restorative actions. Working with teachers, students will restore 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, pornography, or vandalism, calls for notification of parents on the first offense. Disciplinary action will follow.

Restorative actions of repeated offenses and/or a major infraction could include:

- **Restoration/Reflection:** Student may spend lunch/recess in a quiet, supervised room completing a reflection activity.
- **Probation:** Student may be placed on probation for a specific period of time or until certain conditions have been met by the student.
- **Suspension (in or out of school):** The principal will notify the parents and pastor before suspension, if at all possible. The suspension may be in-school or out-of-school and may be up to five school days. The pastor may require a meeting with the student prior to them being able to return to school. Service hours may be required.
- **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, students, and parents will be consulted to gather all the facts in the

situation. Following the investigation, the principal may recommend:

- Automatic expulsion – may not enroll in another diocesan school
- Expulsion with the opportunity for parents to withdraw before effective date - another school might allow the student to enroll

Appeal of Expulsion: A parent may appeal the expulsion to the parish pastor. If an appeal is requested, a conference with the pastor, principal, and all parties will be held before the end of the suspension period, if possible. If a parent does not appeal or if the pastor denies the appeal, the expulsion will become effective on day after the suspension is concluded. The pastor's decision will be final.

HARMING/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 including sexual harassment 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 #418 for details). Suicide awareness and prevention materials are available upon request.

ACADEMIC INTEGRITY POLICY

Academic integrity is an essential element of trust in the relationship between students and teachers. The growth of each student is one of our primary goals and as such we expect students to complete tasks and assignments to the best of his/her ability. Any attempt to deceive or cheat the spirit of a required task (assignment, quiz, test, paper, project, presentation, etc.) diminishes a student's credibility and the teacher's trust in the student's work. Cheating in any form is both ethically and morally wrong. Academic integrity is foundational to form the whole student, prepare them for the next level, and guide them to sainthood. Violations of St. Catherine of Siena Catholic School's Academic Integrity Policy include but are not limited to:

- **Cheating** (ex. using study materials during a test/quiz that aren't permitted)
- **Plagiarism** (ex. duplicating another individual's paper, article, or work and presenting it as one's own, replicating someone else's concepts without giving

them credit, buying a paper online, neglecting to use quotation marks when necessary, and improperly

- **Fabrication** (ex. inventing data for an experiment, manipulating data, referencing non-existent articles, inventing and/or falsifying sources)
- **Multiple submission** (ex. submitting an essay for English and then submitting it again in Religion class)
- **Facilitating academic dishonesty** (ex. working together on an assignment that was not intended to be a group assignment)
- **Unfair advantage** (ex. obtaining test answers, providing false information about requiring an extension/reschedule for a test or paper, writing after an exam's allotted time has ended)
- **Aiding and Abetting** (ex. providing test materials or questions to another person, sharing a paper, project, or presentation for another person to turn in for credit)
- **Unethical AI usage** (ex. unauthorized assistance or not acknowledging the use of AI on an assignment)
- **Falsifying information** (ex. service hours logs, reading logs)
- **Forgery** (ex. parent signature)

If a student is found to be in violation of the academic integrity policy, one or more of the following consequences will be administered (as deemed age-appropriate):

- The student will inform his/her parents of the incident by taking the paper home for their parent's signature and then returning it to the teacher the next day.
- The student will be required to complete the assignment but will receive zero credit for it.
- The student will receive a demerit.
- Subsequent violations will result in progressive discipline.
- As a major infraction of our student behavior guidelines, further disciplinary action is at the discretion of the administration.

Additionally, restorative actions (e.g. circles, reflect & restore forms, apologies, etc.) may follow any consequence. Restorative procedures are further outlined on page 8.

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

As per Kansas law, HB2299, electronic devices that interrupt the educational process, such as cell phones, and other smart devices, smart watches, headphones, earbuds,

etc., may not be used or accessible to students from bell to bell. This includes passing periods, lunch period, in restrooms, in locker rooms, during assemblies or any school sponsored function (e.g., field trips, etc.). Students are asked to leave phones at home or in their vehicles. The exception to this policy would be for a student with a verified medical condition—such as a monitoring device—approved by principal. If caught with a cell phone or electronic device for the first offense, the student will be required to call his/her parents to retrieve the item. Cell phones and electronic devices will only be returned to parents and must be picked up from the school office. Subsequent offenses will follow progressive disciplinary and restorative actions as outlined on page 8 of this handbook.

SOCIAL MEDIA POLICY

Definition: social media is defined as any online platform that encourages and facilitates users sharing content and interacting with other users through comments, tags, etc. Social networking sites and applications may include, but not be limited to: Snap Chat, TikTok, GroupMe, Twitter, Facebook, Instagram, YouTube, Pinterest, LinkedIn, and other similar apps or websites.

Background and Rationale:

We at St. Catherine of Siena Catholic School:

- Believe in a positive environment focused on our mission – to learn, love, and live in God’s presence
- Believe that a foundation of virtue and the practice of Virtue-Based Restorative Discipline helps us all to grow in community based on our Catholic faith
- Recognize that social media and other platforms are of growing prominence in our society
- Appreciate the potential for social media to support positive relationships and communication
- Believe that the school has a moral and legal obligation to provide a safe environment for all students, which may be impacted by social media usage

Guidelines in Support of this Policy:

St. Catherine of Siena Parents will:

- Support the school in enforcing this policy and appropriate social media use of their student(s)
- Model positive social media use to communicate and build positive relationships that support Catholic values and the mission of St. Catherine Parish and School
- Monitor their children’s online activity, including social media

St. Catherine of Siena Students will:

- Follow the Acceptable Use Policy and Social Media Policy of the school
- Avoid any involvement with material or activities that are inappropriate and could put at risk personal safety, or the privacy, safety or security of the school or members of the school community
- Ensure that any published material aligns with Diocesan Policies on School Safety (408a) and Bullying and Harassing (408b)

- Take responsibility for their actions which have a negative impact on the school environment, other students or staff, and the school reputation, regardless of when or where the original action took place

St. Catherine of Siena School will:

- Implement educational opportunities for all stakeholders to learn about social media and internet safety, i.e., Mental Health Week, Wellness Fair focused on these topics, evening workshop for parents/students, newsletter corner, etc.
- Apply appropriate restorative discipline procedures and consequences, in accordance with the St. Catherine of Siena Parent & Student Handbook and Diocesan Policies 408a & 408b
- Work to restore relationships harmed by inappropriate social media use
- Ensure that all employees follow Diocesan Employee Social Media Policy (304c)

Inappropriate content may include, but is not limited to:

- Pornographic material/images
- Abusive, offensive language or threats
- Bullying, harassing, libelous or defamatory comments
- Personal and/or cultural attacks or insults
- Content that promotes hate of any kind
- Unauthorized copyrighted material
- Impersonating another person by using their online profile or creating an alias
- Posting identifiable information such as photos, names, or locations of another person
- Content that is detrimental in any way to the school’s reputation

CAFETERIA & EXTENDED DAY

EXTENDED DAY PROGRAM

An Extended Day Program is offered after school to all PK-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 PowerSchool/Power Lunch to maintain a positive balance at all times. Lunch prices are \$4.15. 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 \$0.60. 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 that 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 AM in the morning if you want to eat with your children. Guest meals, both adults and children, are \$5.25. 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 Marla Kenney with any questions by calling the school office or emailing: mkenney@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, seconds or doubles will not 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 via 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.

EXTRA-CURRICULAR ACTIVITIES

SPORTS POLICY *Catholic Schools Activity League Bylaws*
DOCUMENTATION

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 at least a half the day will be allowed to practice or participate in contests, games, or events.
- Only students who have attended school at least half a 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

- The 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 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 in uniform.
- 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.
- Any parent or spectator who is ejected from any CSAL event will be required to watch the Parent Like a Champion Workshop online prior to attending the next allowable game. The parent or spectator will be responsible for paying for the cost of the online class. A principal may require a parent who has been warned, but not ejected, to attend the training before being allowed back at a game.

**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 and obtain a coaching card, good for three years.
- Before each game, a coach may be asked to present his/her coaching card to the gym supervisor.

CONTESTS DURING EASTER TRIDUUM - Holy Thursday, Good Friday, and Holy Saturday are among the holiest days of the Catholic faith and should be honored through prayer and participation in the Church's liturgies. In recognition of the solemnity of the Triduum, schools of the Diocese of Wichita will not participate in athletic competitions during these three days. Every reasonable effort should be made to avoid scheduling competitions during the Triduum or to reschedule them when possible. An exception may be granted by the Superintendent of Schools for the Diocese of Wichita only in circumstances in which a student-athlete or team would otherwise be prevented from competing for a state championship.

ATTENDANCE AT EVENING 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 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:

- There is one seat belt per child.
- Booster seats must be secured by a seat belt for children required to use them.
- Drivers should expect students to follow directions and use good manners.
- Students are assigned vehicles & drivers for going both to and from an event. The driver is given a list of assigned students.
- 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. Similarly, do not patron concession stands or gift shops unless directed by the teacher.
- Drivers should not allow the viewing of movies in the vehicle.
- Drivers are contacted in advance of the field trip.
- Cell phone use by employees and volunteers is prohibited while transporting students or Diocesan employees. Catholic school employees and volunteers are expected to use good judgment when operating a motor vehicle. Research has demonstrated that using a cell phone while driving creates a greater chance of being involved in a motor vehicle accident than for other drivers. (Diocesan policy)
- Drivers are required to fill out a Field Trip Waiver form, which includes driver's license number and insurance policy number.
- Drivers for field trips are also required to have completed VIRTUS training and have read and completed a Diocesan Abuse Policy form.
- 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 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. Training is offered throughout the year both here and at other diocesan parishes. The training schedule can be found here:

<https://catholicdioceseofwichita.org/administration/human-resources/protection-of-youth/>

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 & SNACKS

Birthday treats are not allowed. Student may celebrate his/her birthday by wearing Spirit Wear (see the Spirit Dress code on page 6) on his/her birthday or the school day closest to his/her birthday. Summer birthdays will be celebrated according to the individual classroom teacher's schedule. 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.

If individual teachers allow, healthy snacks may be brought to class by individual students. NO drinks or hard-to-serve food should be brought. All snacks must be

individually wrapped, in a sealed package or baggie, and the FDA/ingredient label must be clearly visible or available. Students in grades Preschool through 1st grade receive snacks provided by the school. Students in other grades may bring a small snack if the classroom teacher allows. Students who forget their snack will not be provided with a snack. No sharing between students. Snacks should be whole grain, low fat, and low calorie and may include: cereal, pretzels, crackers, beef jerky, pepperoni, popcorn, cheese sticks, dried fruit, apple slices, banana, sliced fruit, carrots, assorted veggies, graham crackers, animal crackers, protein bar, granola, granola bar, breakfast bars, etc. Cookies, candy, doughnuts, Pop Tarts, chips, and/or sweet rolls are not allowed.

PARTIES

Halloween, Christmas, and St. Valentine's 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 PS-5th grade school children, we ask that children under school age not attend these parties. VIRTUS training is 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.

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

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's enrollment form will include requirements to self-report.

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.

IMMUNIZATIONS

Any student entering a Catholic school in the Diocese of Wichita shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary the Kansas State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendent of Catholic Schools.

Exemptions for Immunization State of Kansas

In the state of Kansas, government and school authorities may legally grant exemptions to immunization for two reasons: medical and religious.

Exemption for Immunization Catholic Diocese of Wichita

Medical Exemption: If a medical exemption is warranted, an annual KCI-FORM B Medical

Exemption Form must be completed and signed by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.). Annual medical exemptions shall be documented on this form and attached to the student's Kansas Certificate of Immunizations (KCI) form. Annual medical exemptions must be completed as long as the medical exemption is warranted. Students with medical exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school.

Religious Exemption: Although the Catholic Church supports and encourages vaccinations, it is not a moral obligation imposed on every member of the Church. It must be voluntary, and not obligatory by mandate. The Diocese

supports the rights of the parents to make informed medical decisions for their children. Therefore, the Catholic Diocese of Wichita grants the religious exemption to parents who choose not to vaccinate their children. This decision is based both on respecting the rights of parents in making health care decisions for their children and respecting the right for them to act according to their consciences. Annual religious exemption shall be documented on the official form for the Catholic Diocese. Students with religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school.

Catholic Diocese of Wichita Complete Statement on Immunization Exemptions

This complete statement on immunization exemptions is meant to clarify in lay terms the position of the greater Church and specifically this diocese with regard to the immunization of children who are enrolled in Catholic schools within the diocese. With this policy the Wichita Diocese joins in solidarity with the other three dioceses of the state of Kansas.

In recent years, there as been growing resistance on the part of some parents to have their children immunized. Reasons for this resistance typically fall into two categories: 1) Medical concerns and 2) Conscience concerns. Resistance for medical concerns, with some individual exceptions, generally is focused on concerns related to potential harmful effects of the vaccines and/or desires to minimize the use of pharmaceuticals as a matter of course. Conscience concerns are focused on the fact that certain vaccines are still derived from tissues of aborted babies, and/or in some circumstances those derived without a connection to abortion still test those vaccines with tainted lines.

The Church's Position on Medical Concerns

While there are differing opinions regarding the harmful effects and efficacy of vaccines, the prevailing opinion is that immunization, in general, is highly beneficial and has resulted in the reduction of disease and death among the population. The greater Church has expressed no issue to date with respect to the medical aspect of immunization, as the Church defers to experts in the medical and scientific fields on this topic. The Church staunchly supports sound medical research to improve treatment of disease as long as that research and any ultimate treatments are in keeping with the Church's moral teachings.

The Church does recognize the right of individuals to form prudential judgements with regard to healthcare decisions affecting themselves and their children. Yet in making such decisions, individuals must consider the common good, including the public health benefits of immunization. This theme of awareness on how decisions affect the larger community is a theme of the Pope Francis' encyclical, *Laudato Si*. In summary, while some Catholics cite medical concerns for not immunizing their children, these are personal opinions and not the official position of the Church.

The Church's Position on Moral Concerns and a Well-Formed Conscience

The Church has grave concerns regarding the origins of certain vaccines. In particular, the Rubella and Chicken Pox vaccines are extremely problematic due to the fact that they were developed using material from aborted babies.

However, Vatican and United States theologians have concluded that Catholics may licitly accept vaccination for themselves and their children using a vaccine based on tissue from abortion or may refuse the vaccine “if it can be done without causing children, and indirectly the population as a whole, to undergo significant risks to their health.” (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions, Secretariat of Pro-life Activities, Released April 2007, Updated April 2015).

This conclusion was based on two considerations: 1) Some of these vaccines contain material from a strain that was developed in the past and no new aborted material is used 2) The potential danger to current unborn babies and young children from a population of unvaccinated persons may counterbalance the concern regarding the origin of the vaccines, particularly when considering that the individual who receives the tainted vaccination is not complicated in the abortion from which the vaccine was derived.

The Church strongly urges those individuals who do accept such vaccines to do so “under protest”, by actively voicing objection to the manufactures of such vaccine and also actively lobbying for the production of morally-derived products.

The Church also teaches that, presuming a properly formed conscience, “... man is obligated to follow faithfully what he knows to be just and right.” (Catechism of the Catholic Church, para. 1778). Thus, the Catholic Diocese of Wichita grants the religious exemption to parents who choose not to vaccinate on the basis of honoring the conscience right of parents. The exemption is in keeping with the recommendations of the Secretariat of Pro-life Activities of the United States Conference of the Catholic Bishops that states, “...diocesan institutions show a willingness to grant the exemption along the lines recommended by the Vatican Pontifical Academy for Life. In particular, in an area where public schools are granting a conscience exemption, based on the view of the public health authorizes that doing so does not pose a serious risk to the population, Catholic institutions should be willing to do so as well.” (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions).

Exclusion from School due to Vaccine-Preventable Disease Outbreak

Under Section 72-6262 of the Kansas Statue, children with medical exemptions or religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school or exposure to a vaccine-preventable disease. Students excluded from school will not be able to return to school until the danger of the outbreak has passed, as determined by local public health officials, or the student has been immunized.

Exclusion Periods for Common Vaccine-Preventable Diseases ranges from twenty-one days to twenty-eight days. (see Diocesan Policy #411a for additional details).

WELLNESS POLICY

We abide by the Diocesan Wellness Policy #419. Regarding 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. 5) The use, possession, or promotion of any tobacco product by any student or staff is prohibited in any school facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times. 6) The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited in any school facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times. “Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine.

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.

HEAD LICE

If a student at school is discovered to have head lice, an e-mail notification will be sent home to relevant 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.

HUMAN SEXUALITY - DIOCESAN POLICY #413

All members of the Catholic school community are expected to strive to live a life of chastity guided by the teachings of the Catholic Church in all aspects of their lives. Our pastoral policies and regulatory practices are written in

fidelity to the moral guidance and teachings of the Catholic Church.

Definition of Terms: Sex means the biological condition of being male or female as based upon physical differences at birth. Gender is a person's identity as male or female, harmonious with one's biological sex upon birth. (CCC #2333) Chastity is the moral virtue by which

individuals master and direct their powers of sexual intimacy. Chastity reserves sexual intimacy to marriage. (CCC #2337-#2365) Marriage is a covenant by which one

man and one woman unite in a lifelong partnership and commitment for the good of the spouses and the procreation and education of children through the sacrament of Matrimony. (CCC #1601)

Offenses against chastity and marriage, including those described in the CCC, cannot be accepted or ignored. Behaviors that are contrary to Catholic morality and the expectations of the Catholic school include, but are not limited to, vulgar language and gestures of a sexual nature, sexual harassment or abuse, immodest dress or deportment, expressions of lust, masturbation, pornography, sexting, fornication, homosexual behavior, cohabitating in a sexual relationship outside of Christian marriage, adultery, voluntary sterilization, artificial contraception, in vitro fertilization, and procuring an abortion.

Outside of normal classroom discussions on the teachings of the Church, members of the school community may not advocate, celebrate, or express same sex attraction, share publications of a prurient nature, or otherwise impede chastity in our Catholic schools. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them is welcome. However, open hostility or public defiance and challenge of Catholic truths or morality may be signs that a student, parent, or employee is not a good fit for a Catholic school's primarily evangelical mission. Students, parents, or employees who are openly hostile or publicly defiant in their violation or opposition to Catholic truths or morality may be denied continued enrollment or asked to leave the school. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate consequence in each instance.

The moral teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by "the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences" (*Amoris Laetitia* ("AL"), #56). Pope Francis further notes that "biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated," and that although we must always be "understanding of human weakness and the complexities of life," that does not require us to "accept ideologies that attempt to sunder what are inseparable aspects of reality" (*Ibid.*). Ultimately, "[w]e are creatures,

and not omnipotent,” and we must accept and respect our humanity “as it was created” (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that “the young need to be helped to accept their own body as it was created,” so that “we can joyfully accept the specific gifts of another man or woman, the work of God the Creator” (AL, #285). [Taken from Diocese of Little Rock, Policies and Procedures Manual]

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone’s greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths. [Taken from Diocese of Little Rock, Policies and Procedures Manual]

413b Gender Dysphoria

Every child is loved by God and therefore deserves respect and protection in a Catholic school. Especially at a young age and in schools, it is important that our children understand the depth of God’s love for them and their intrinsic worth and beauty. Children should always be and feel safe and secure and know they are loved. (See Student Bullying and Harassing Policy 408a). Children, youth, and parents who are struggling with gender dysphoria deserve compassion, sensitivity, and respect. All of these can be expressed without infringing on the legitimate concerns about privacy and security on the part of the other students and parents.

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents.

Pastoral care will be available to assist the family in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God’s natural plan. The school will provide or direct the family to appropriate counseling services. If the matter is not resolved to the

satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

413c 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 be to first 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. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate response in each instance. (See Guideline 318-M for details.)

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.”

SAFE ENVIRONMENT PROGRAM

Annually, all Catholic schools teach safe environment lessons which follow Virtus guidelines. For more information about the lessons or to opt-out of the program, contact the principal.

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 four times each year. 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.

Two 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 plans for various crisis situations, which will be practiced three times each year. “Shelter-in-place” 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 you, 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) -KWCH (TV 12)
-KAKE (TV 10) -KFDI Radio

It will be stated as Wichita Catholic Schools.

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.

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 throughout 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.