

## Dear Parents and Students,

Welcome to St. Elizabeth Ann Seton Catholic School!

St. Elizabeth Ann Seton Catholic School began in 1982 at the Holy Family Center. In 1985 the parish and school moved to our current facility. Renovations during the Spirit Building I and II campaigns have expanded the facility to include a new Church and gymnasium. The mission of our Catholic school is to provide a strong spiritual, academic and social education for each child.

We are aware of your tremendous support and dedication to our Parish school through the overwhelming response to the volunteer program and your positive support of the faculty and staff. We are encouraged and excited to continue to grow and develop with you, our Parish family.

Please read this handbook carefully so that you are aware of the philosophy and policies of the school. We wish you a successful and Christ-filled school year!

Faithfully yours in Christ,  
David Charles, Principal  
Janeé Bernal, Assistant Principal

### St. Elizabeth Ann Seton School Mission

The mission of St. Elizabeth Ann Seton Catholic School is to educate each child spiritually, academically, and socially guiding each to lead a Christian life anchored in Catholic values.

### Diocese of Wichita Catholic School Mission

Together with the family,  
the parish, and each other,  
we will **FORM EACH STUDENT  
INTO A DISCIPLE OF JESUS CHRIST**  
who seeks the Truth, grows to love It,  
and learns to live It.

### Catholic School Standards for Elementary School Graduates

Catholic schools seek, with God's grace, to form the total person in the image of Christ.

This goal cannot be confined to the classroom but will only be achieved through the totality of the student's activities, experiences, lessons, and relationships. Accordingly, the school's resources must be directed to the fulfillment of the following standards.

### To graduate from a Catholic elementary school – Students 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 towards 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, 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.

### Parish Boundaries

The parish boundaries are as follows:

North side of Kellogg  
East side of 135<sup>th</sup> Street West  
South side of 29<sup>th</sup> Street North  
West side of Maize Road

### School Council

The School Council serves in an advisory capacity to the pastor and the principal. In conformity with Church law and the policies of the Diocese of Wichita, the council assists in planning and evaluating school policies and programs. The council also participates in the school accreditation process. Nominations to serve on the school council are taken in the spring for a three year term.

### School Council Meetings

Meetings are generally held on the fourth Thursday of each month, at 7:30 p.m. The meetings involve strategic planning and immediate concerns. The council also helps with the Kansas Accreditation. Parents are welcome to attend the meetings as observers.

Agenda items from non-council members must be submitted in writing to the chairperson or principal two weeks prior to meetings. The Pastor, Principal, and Council Chairperson determine the final agenda items.

## SCHOOL POLICIES AND INFORMATION

### Faculty and Staff

Pastor – Rev. Sherman Orr  
Parochial Vicar-Rev. Kyle Dugan  
Parochial Vicar-Rev. James Schibi  
Principal - Mr. David Charles-ex 230  
Assistant Principal - Mrs. Janeé Bernal-ex 246  
Administrative Assistant – Mrs. Jamie Cantrell-ex 232  
Receptionist – Mrs. Nancy Hampel -ex 200  
Preschool-Mrs. Elizabeth Brake-ex 106  
KA - Mrs. Melissa Held-ex 104  
KB - Ms. Nancy Johnson-ex 105  
1A - Mrs. LeAnn Hilyard-ex 107  
1B - Mrs. Dana Lieber-ex 109  
1C- Mrs. Cathy Meier-ex 108  
2A- Mrs. Janine McGlachlin-ex 101  
2B - Mrs. Lisa Stewart-ex 102  
3A - Mrs. Connie Ronck-ex 201  
3B - Mrs. LeAnn Capps-ex 203  
4A - Mrs. Elaine Howey-ex 113  
4B - Mrs. Katie Bretches-ex 115  
5A - Mrs. Lisa Sabala-ex 114  
5B - Mrs. Renee Thomas-ex 112  
6A - Mrs. Kerri Ferguson-ex 207  
6B - Mrs. Elaine Squires-ex 206  
7A - Mr. Jim Scott-ex 212  
7B - Mrs. Lisa Coyne-ex 214  
8A - Mr. Winston Kenton-ex 215  
8B - Mrs. Jan Ruxton-ex 213  
8C - Mrs. Lisa Zwegardt-ex 205  
8D - Mr. Jimmy Allen-ex 211  
7/8 Math Mr. Jim Foltz-ex 204  
Librarian - Mrs. Vicki Munsinger-ex 236  
Vocal Music- Mrs. Monica DeGraffenreid-ex 301  
Physical Education – Mr. Kevin Racine-ex 121  
Mr. Jim Foltz-ex 204  
Computer Coordinator- Mr. Dan Buchanan-ex 209  
Resource Teacher - Mrs. Cindy Savage-ex 111  
Mrs. Cathy Meier-ex 108  
Classroom Aide - Mrs. Andrea Harrison  
Mrs. Linda Stansfield  
Mrs. Linda Chastain  
Mrs. Lucille Holder  
Mrs. Lisa Waymire  
Mrs. Suzanne Bryde  
Band/Office Clerk - Ms. Lori Hephner-ex 248  
Consultant - Mr. Michael Price-ex 242  
Nurse - Mrs. Rebecca Becker-ex 240  
Lunch Finance - Mrs. Jan Scharping-ex 235  
Food Service Manager - Mrs. Deb Bohr-ex 235  
Cafeteria - Mrs. Carla Blasi  
Mrs. Darlene Paul  
Mrs. Jennifer English  
Mrs. Cathy Dewey  
Mrs. Catherine Szelenyi  
Mrs. Tammie McKim  
Maintenance -  
Special Services-Mrs. Tina Boley-ex 202  
Para Mrs. Lisa Gericke-ex 202  
To contact school staff members, call the school office, 721-5693. Please arrange appointments in advance whenever possible.  
To send e-mails to teachers and staff, use:  
[first initial lastname@seaswichita.com](mailto:first initial lastname@seaswichita.com)

### Academics

The Diocesan Curriculum for elementary schools includes Catholic Doctrine, Language Arts, Mathematics, Social Sciences, Science, Fine Arts (Music), Physical Education and Technology. The curriculum also includes classes in Library (gr. K-6) and Band (gr. 5-8). Letter grades are given starting in third grade.

### Grade cards and mid-term reports

Quarterly all students will receive a grade card that is to be shared with their parents, signed and returned. .

### Grading scale-3-8

A+ =	99 - 100	C+ =	81 – 82
A =	94 – 98	C =	76 – 80
A- =	92 – 93	C- =	74 – 75
B+ =	90 – 91	D+ =	72 – 73
B =	85 – 89	D =	67 – 71
B- =	83 – 84	D- =	65 – 66
		F =	64 & below

### K-2

**ES**-Exceeds Standard  
**MS**-Meets Standard  
**AS**-Approaching Standard  
**AW**-Academic Warning

### Graduation Requirements: Diocesan Policy

If a student doesn't pass an eighth grade class or doesn't Meet Standard on a State or Diocesan assessment, the school shall require successful remediation (i.e., documented progress on ILP; a minimum of 30 hours per course of after-school classes; summer school; Saturday school, etc.), at parent expense, before promotion and enrollment at Catholic high school is permitted.

### Power School

The Power School Guardian/Student system is intended to provide parents, students and teachers with a tool to communicate student performance. It is a Web based application that may be accessed from any place the parent/guardian, or student can access the World Wide Web. Parents will have access to their student's attendance and current grades. The web address to Power School can be accessed from a hyper-link on the SEAS website, [www.seaswichita.com](http://www.seaswichita.com). Student/ parent usernames and passwords for accessing Power School are distributed to each family at the beginning of the school year.

### Honor Roll

Fifth grade through eighth grade students are quarterly recognized for academic achievement.

*Principal Honors:* A's in all academic subjects and fewer than 5 demerits.

*2nd Honors:* A's and/or B's in all academic subjects and fewer than 9 demerits.

*3rd Honors:* A's and/or B's with no more than 1 C in all academic subjects and fewer than 9 demerits.

### Homework

Students in every grade have homework. Primary level students have small amounts, which often require adult assistance. As students grow older, the amount of homework gradually increases. Students should do

their homework independently for the most part by third grade, unless the homework involves the family. The purpose of homework is to give students additional practice on basic skills, develop self-discipline, establish a habit of independent reading and thinking, and strengthen the bond between home and school. Each teacher will communicate to parents early in the year regarding homework expectations. Full credit will not be earned for late assignments.

In general, students should average about 10 minutes times the grade level of homework per night (eg, 4<sup>th</sup> grade about 40 min., 2<sup>nd</sup> about 20 min.). If your student consistently spends more time per night, please contact the teacher.

### **Library**

Students in grades PreK-6 visit the library weekly. Students K-6 check out books and learn library skills. Books are checked out for two weeks and can be renewed as needed.

Overdue notices are sent out to students each Monday. After the third notice, the book is considered lost. The student and parent will sign a library IOU form that will permit the student to continue checking out books during the rest of the school year. If the missing book is not found by the end of the school year, the student is charged the price of the book plus a \$5.00 processing fee. If the book is found after it has been paid for, the money is not refunded. The cost for damaged books is decided on a case-by-case basis. If the book must be discarded, the student is charged the price of the book and a \$5.00 processing fee.

Students are responsible for their library cards while in the library. The cost for a replacement card is \$5.00. Students are responsible for bringing their library books with them for each visit so they can improve their reading skills after the library lesson is finished.

### **Music opportunities**

VOCAL, GRADES K-6: All students in grades K-6 have weekly general music classes.

GRADES 7-8: Students may choose from one of 3 options: 7-8 Choir (SEAS Select) or (Concert Choir) students audition to participate in these classes, General Music, or Band as a Fine Arts Class.

BAND, GRADES 5-8: Students in grades 5-8 may join band. Students supply their own instruments. The weekly band schedule varies depending on the instrument and the grade level. 5<sup>th</sup> and 6<sup>th</sup> grade students not enrolled in band are in study hall during this time. 7-8 Grade Band is part of the student's Fine Arts selection of Choir, General Music, or Band.

### **Parent-teacher conferences**

Conferences are held twice a year, at the end of the first and third quarters. Parents are encouraged to contact teachers whenever they have questions about their child's progress, relationships, or behavior at school.

### **Promotion to next grade & high school**

Promotion to next grade is based on satisfactory achievement, maturity and attendance. The diocesan high schools require grade schools to complete a "recommendation form" for each 8th grader applying to Catholic high school. Academic effort, faith participation, behavior, and parental support serve as indicators for acceptance into high school. No student exiting a diocesan Catholic grade school is

automatically assured enrollment in a diocesan Catholic high school.

### **Retention**

The following steps are taken when a student is being considered for retention:

1. By December, the classroom teacher discusses the possible retention with the principal.
2. Possibility of retention is brought to the parents' attention by the end of February.
3. The classroom teacher documents remedial efforts. Special education services may be considered through the public school.
4. The parents are involved in the final decision. No retention is carried out without careful consideration and communication with parents.
5. If a student is advanced against the advice of the professional staff, parents are required to sign a statement that they realize the advancement is against the advice of the staff.

### **Summer School/Retention**

Students who fail a semester in any given subject **must** make up the work in summer school. If a student fails several subjects he/she will be considered for retention at that grade.

If a student scores at a Level 1 on a State or Diocesan assessment, the school shall require successful remediation (i.e., a minimum of 30 hours per course of after-school classes; summer school; Saturday school, etc.) at parent expense, before promotion to the next grade level.

### **Testing Program**

Students in grades 2-8 take the Measures of Academic Progress (MAP) test in the fall and again in the spring. Kansas Assessment Tests are administered yearly in Reading and Math for grades 3-8 and Science for grades 5 & 8. Kansas Social Studies Assessments are administered every other year for grades 6 & 8. All students in grades K-2 take a Reading Diagnostic Test and a Math Diagnostic Test within the first month of school, at the beginning of the second semester, and within the final month of school.

### **Textbooks, library books, 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).

### **Admission**

In accordance with Kansas State Law, children entering Kindergarten must be 5 years old on or before the first day of September of the school year. Certificates of birth, physical, and immunization must be provided at the time of registration.

Children entering SEAS Catholic School for the first time will present their report card from the preceding school term of the former school. A screening may take place before acceptance into the school.

A certificate of Baptism, First Communion, etc. will be required for all sacraments not received at St. Elizabeth Ann Seton Church. Pre-registration will be held in conjunction with a mandatory parent meeting, with formal registration held in late summer.

## Attendance

The school day begins at 7:50 a.m. Teachers are present in the school from 7:20 a.m. to 3:50 p.m. Students who arrive before 7:15 a.m. will be sent to the Extended Day Room and the parents charged for that morning. School is officially dismissed at 3:22 p.m., (walkers and bike riders leave at 3:18 p.m.). Parents are to make arrangements for children to be picked-up PROMPTLY at dismissal. **Students remaining after 3:40 p.m. will be sent to the Extended Day Room and the parents will be charged for their care.** (See Extended Day Program below).

Preschool times-see separate Preschool Handbook.

There will be 2 sessions for Kindergarten classes.  
KA/KB 7:50 a.m. to 3:22 p.m.  
½ day 7:50 a.m. to 12:00 (noon).

## Extended Day Program

An Extended Day Program, before and after school, is offered to all students enrolled. The hours of operation are 6:45-7:15 a.m. and 3:30-5:30 p.m. The program is based in Mother Seton Hall in the mornings and Fr. Kocour Hall in the afternoons. Parents may choose to have their student enrolled in just the morning, just the afternoon, or in both sessions. The program operates on all days that school is in session, including the afternoons when school is dismissed at 12:00 p.m. The only **exceptions** are the last day before Christmas break and the last day of school in May.

Students arriving before 7:15 a.m. or remaining after 3:40 p.m. will be sent to the Extended Day Program and the parents charged for their supervision. This does not apply to students arriving early for school sponsored activities.

## Absence

Regular school attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and faithful attendance. Illness will be the main reason why a student does not attend classes, that is understood, and is excused. Funerals and medical appointments (doctor, dentist) will be counted as approved absences. **When returning to school after an appointment, students must have a doctor/dentist verification note.**

1. *Parents are responsible for notifying the school office before 8:00 a.m.* if their child will be absent or late.
2. *A student is counted absent if not present during school hours.* Students missing 1 hour-3.5 hours will be counted as being absent half day. Students missing three and one half or more hours will be counted as being absent for a whole day.
3. *Excused absences* are when a student is unable to attend class due to illness, death in the family, or emergency situations.
4. *Unexcused absences* include trips, vacations, and non-school sponsored activities. Missing school for family trips is discouraged. It is impossible to fully recover the work missed when absent. Although absences for this reason are not in the best interest of the student, notification will prevent the absence from being considered truancy. Please do not expect work in advance for students who are traveling. **Any work**

**assigned on the date of an unexcused absence will be deducted 10% credit. Assignments, including major projects due on the date of an unexcused absence will also be deducted 10% credit.**

5. Parents of students experiencing chronic health conditions should consult with the school nurse and administration to create an Individual Health Plan to accommodate the student's needs to be a successful learner.
6. When a student has missed 10 sessions (excused or unexcused) of a class in a semester or 20 sessions in a year, the school will require the time to be made up, at parent cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates.

## Truancy

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

## Make-up work

1. Students who have been absent for any reason are required to make up the work missed in regular instruction. **Students are responsible to take the initiative to obtain the work, complete it, and return it promptly.**
2. Parents (grades K-4 only) may request to have make-up work placed on the table outside of the main office for pick up after school. Students in grades 5-8 should check the school website ([www.seaswichita.com](http://www.seaswichita.com)) and with each content area teacher for make-up work
3. One day for each day absent is allowed for completion and return of make-up work. Under normal circumstances, when an absence exceeds five days, the student will be required to have all make-up work completed by the fifth day back.
4. A student will be expected to take any **pre-announced** test on the day of his/her return unless excused by the teacher.
5. **Parents and students should not expect to receive make-up work in advance of an absence.**
6. Make-up work cannot completely satisfy a day missed. The oral work and the board work are not recoverable. When a student is absent, a drop in grades may occur.

## Release during the school day

Appointments should be scheduled outside the school day whenever possible. If this is not possible, parents must come to the office and the child will be dismissed from the classroom. Any time missed over 1 hour (and less than 3.5 hours) is considered a half day absent. Upon returning to school the student needs to sign back in at the office **with a doctor/dentist verification note.**

## Tardiness

Parents are responsible for notifying the school office before 8:00 a.m. if a child is going to be tardy. **Tardiness is counted for time up to 1 hour, starting at 7:50 a.m. when the bell rings.** After 1 hour, it is considered an absence.

Repeated tardiness is a serious inconvenience to the class and teacher, eventually resulting in a truancy violation. For students in grades 2-8, a 30 minute detention will be issued following the second (2) tardy per quarter of school. This consequence will exist for every two tardies (2) accumulated within a nine weeks period. Tardy detention will consist of grade level instructional activities to make up for missing class time. Detention is held from 3:30-4:00 Monday, Tuesday, Wednesday, and Thursday. There will **not** be detention on Friday.

Parents of students in grades K-1 are contacted by letter after the fourth (4) tardy in a quarter.

### **Agenda Books**

Agenda books are a communication and organizational tool for students, parents and teachers. Students in grades 1-8 are expected to complete their agenda on a daily basis. A parent signature or initial communicates to the teacher that parents are monitoring their student's assignments and upcoming tests. Teachers may require a parent signature as part of their classroom procedures.

### **Baptism Day**

Each student's Baptism date can be found on a monthly hall bulletin board. Names are announced daily over the intercom and students receive a bookmark.

### **Child Abuse Reporting**

Under the "Kansas Code for Care of Children," all professional staff (including priests, principals, teachers, and other employees of a school) who have reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, are required to report such abuse to the Kansas State Department for Children and Families (DCF). Parents, teachers and other adults who work with students (coaches, volunteers, room helpers, high school students etc.) must attend a Virtus session and read and complete a Diocese of Wichita Policy on Suspected Abuse of Children and a Code of Ethical Standards.

## **Communication**

### **Parents and teachers**

When a parent has a concern, it should be discussed with the teacher first. A parent should not by-pass a teacher and go directly to the principal under normal circumstances. If the concern is not resolved having conversed with the teacher, the parent, teacher, and principal will meet together. Parents may contact a teacher for an appointment by email, by note, or by leaving a message in the office. Parents are asked not to contact teachers at home. Individual teachers will inform their parents if they wish to be contacted at home.

When a teacher has a concern about a student (academics or behavior), the parent will be notified by phone or with a notice of concern form that is to be signed by a parent and returned the next day. A conference may be requested. Parents are expected to track their student's grades via Power School. If a student's grade average falls to an F after the mid-term, the teacher will notify parents.

Discussion of school concerns should be done outside

of instructional hours so that teachers can give their full attention to teaching and supervision. For this reason, parents are asked not to go to classrooms during school hours to discuss a concern unless an appointment has been made.

### **Parents and principal/school**

Parents may call or visit the school office to make an appointment to visit with the principal. It is most helpful to plan appointments at least one day in advance.

### **"Carrier" student**

In the event that school-wide communication cannot be sent electronically, it will be sent home with the oldest student of each family.

### **Items that parents deliver**

Please do not take items directly to classrooms. Items that children forget and that parents bring to school should be marked with the child's name and left at the office for delivery.

### **Sending money to school**

Money sent to school for field trips, pictures, etc. (anything other than for the lunch program) should be sent with each student and not as a family. Cash or checks must be for the exact amount. All money (cash or checks) should be sent in a sealed envelope marked with what the money is for, the child's name, grade, and teacher.

### **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.

### **Correspondence for non-custodial parents**

By providing the school office with self-addressed stamped envelopes, non-custodial parents may receive copies of all important communication that is sent home with the students, including copies of the child's report cards and mid-term progress reports.

### **Placement into classes**

Placement of children in classrooms is varied each year. Considerations are: male/female ratio, name similarities, mixing different students each year, sibling order, and balance of abilities and personalities. Parents are strongly discouraged from making yearly requests for particular teachers and/or classmates. Class lists are posted in the lobby on the weekend before school begins.

## **Computer Use: Internet**

Catholic Diocese of Wichita, Kansas  
Acceptable Use Policy

The Diocese's goal in providing technology is to promote educational excellence by facilitating access to information, resources, tools, and communication. The use of technology is a privilege, not a right. All employees and students must act responsibly when using technology.

With access to people and information from all over the world comes access to material that may not be of educational value. All churches, schools, and ministries

in the Catholic Diocese of Wichita (collectively Diocese) have taken precautions to restrict access to such material. Students are not allowed to use technology at school unless adult supervision is present. Weblogs (“blogs”), personal Web sites, social network applications, discussion forums, and other public internet communications can be a valuable means for sharing experiences, ideas, and opinions. However, because of the ramifications that may stem from publicly posted material, these requirements for all internet communications and applications are implemented.

### Terms and Conditions

1. Security requires the use of strong passwords that contain at least eight characters (recommended 12) that are combinations of number, symbols and upper and lower case letters (should not contain any common words or proper names of five or more letters). Keep passwords secure.

2. Use of technology shall be in support of education and research, consistent with the moral and educational standards of the Catholic Church, the Catholic Diocese of Wichita, and the Catholic school system.

3. Use of any information obtained via the Internet is at the user’s own risk. The Catholic Diocese of Wichita specifically denies responsibility for the accuracy or quality of information obtained through the Internet. The Diocese does not guarantee the protection of privacy while using Diocesan technology, and there is not right of privacy for employees, students or volunteers using Diocesan equipment. The Catholic Diocese of Wichita reserves the right and the responsibility to monitor usage of Diocesan technology resources at any time and without prior notice.

4. Unacceptable technology/Internet behaviors include, but are not limited to:

- Anything that violates Catholic morals, human dignity or any state or federal law or regulation, or municipal ordinance such as accessing or transmitting pornography or offensive messages of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials, using obscene or offensive language, possession, viewing, sending, or sharing sexually explicit pictures in any digital format, or insulting or harassing another person or entity;
- Circumvention of security protocols, procedures, or passwords, or in any way gaining unauthorized access to local, network, or internet resources, such as by hacking, using unapproved devices, utilizing another’s password, leaving PowerSchool open and unattended when it is not in use;
- Use of and/or sharing of passwords or accounts with anyone other than a network administrator for any reason other than troubleshooting purposes;
- Alteration or attempt at alteration of resources in a manner inconsistent with their proper and primary use;
- Intentionally introducing false or incorrect personal data into resources;
- Accessing websites that are inappropriate and/or not part of an assigned lesson, or part of a student’s academic duties;
- Using another student’s name, an employee’s

name, or the Catholic Diocese of Wichita on any internet site without administrative approval;

- Using any unauthorized storage device (for questions regarding authorized devices, contact school administration);
- Selling or purchasing any illegal items or substances;
- Creating, acquiring, or using unauthorized, illegal, or pirated software;
- Obtaining and/or using anonymous e-mail sites, software known to be malicious (i.e., “free” file and music sharing software or websites, spamming, blogging (except as part of class project), spreading viruses/spyware/malware/ransomware;
- Causing harm to others or damaging their property such as;
  - 1) Cyberbullying, using profane, abusive or impolite language, threatening, harassing or making damaging or false statements about others, or accessing, transmitting or downloading offensive, harassing, or disparaging materials or sexually explicit;
  - 2) Deleting, copying, modifying or forging other’s names, e-mails, files, or data; disguising one’s identity, impersonating other users, or sending anonymous communications;
  - 3) Damaging technology equipment, files, data or the network in any way including intentionally accessing, transmitting or downloading computer viruses, other harmful files or programs, or disrupting any computer system performance;
  - 4) Using any Diocesan technology or equipment to pursue hacking, internal or external to the Diocese, or attempting to access information protected by privacy laws; or
  - 5) Accessing, transmitting, or downloading bandwidth intensive activities such as games, music or video files including chain letters or any type of pyramid schemes;
- Unauthorized use of any technology device such as cell phones, media players, or cameras;
- Any other use of technology, whether owned by the Diocese or not, which violates the Diocesan Code of Conduct, Safe Environment policy, or policies against harassment; or
- Violating the intellectual property or privacy rights of others.

### 5. Social Media Policy

- It is prohibited to friend the personal account of a teacher, Diocesan employee or youth leader.
- Social media may not be utilized for personal, non-school-related correspondence with teachers or Diocesan employees.
- When social media is used for sending ministry related information, **correspondence between adults and minors (including texting, IM/chat or messaging), should always include the minor’s or student’s parent or**



**guardian.** The correspondence with parents does not need to be via the same technology (i.e. if a minor receives a reminder via Twitter, parents can receive it in a printed form or by an e-mail list). When communicating with youth via electronic communication, the primary purpose shall be for providing information related to a ministry or event and not for socialization or other personal interaction. Counseling of youth through such communication methods is prohibited.

- Acceptable hours for communication with teachers or Diocesan employees via electronic communications are between 8:00 a.m. and 9:00 p.m. (with the exception of posting game results). Communication outside of the acceptable hours may be used only in emergency situations or to communicate time sensitive information related to the ministry or ministry related event.

**6. If a user violates any of these provisions, the following may result:**

- Loss of access to technology or equipment provided by the Diocese;
- Confiscation and searching of any unauthorized storage device or cell phones;
- Disciplinary action of a student according to the school's and/or Diocese's code of discipline up to and including expulsion;
- Contacting of the police and/or DCF (Department of Children and Families)
- Legal action, if appropriate, to include liability for damages;
- Suspected violation of federal, state, or local law will be referred to the proper legal authorities for disposition.

Listed below are a couple of sites for parents to learn more about the Internet and how to guide your child if you are interested.

<http://www.safekids.com>  
<http://www.NetSmartz.org>

**Student Technology Agreement-Gr. 3-8**

- I accept this policy as part of the agreement to use technology provided by the Catholic Diocese of Wichita, its parishes, and schools. I will use technology/computers in accordance with this policy.
- As a student of the Catholic Schools of the Diocese, I understand that all use of technology, especially internet use on Diocesan computers, must be in accordance with the teachings of the Catholic Church and the policies of the Catholic Diocese of Wichita.
- I understand that any personal use of the computer must be in accord with these guidelines, may not interfere with my academic studies, and must be approved by the school's administration.
- I will use Diocesan technology and equipment for academic purposes or as part of an approved academic lesson.
- I accept responsibility to protect Diocesan technology, whether accessed through Diocesan or personal resources.

- I understand that, unless specifically authorized by the school's administration, blogging and other public internet communications are not permitted at any time while using Diocesan equipment or connections.
- I understand that social networking sites or apps may not be utilized to socialize with teachers, staff members, or Diocesan employees and that correspondence with the same must always include my parent or guardian and should not be posted on a social networking site.
- I understand that I am personally responsible for material I post on a blog or website and that I could be held responsible for content posted by third parties on my personal blogs or website.
- I understand that if I receive a sexually explicit picture, I will show it only to an administrator immediately.
- I accept responsibility for any damages or loss of data that may be caused by use of my personal device in accessing Diocesan resources.
- While individuals retain intellectual rights to their products, I understand that any student work created on Diocesan equipment is subject to review by the Diocese.

**Student Technology Agreement-Gr. K-2**

I promise:

- To act responsibly when using technology since it is a privilege and not a right.
- To only use technology at school when there is adult supervision.
- To use the recommended secure password
- To not share my passwords with anyone except parents, teachers or administrators.
- To remember that not everything on the Internet is true.
- To only use websites and apps that a teacher has assigned to me.
- That if I see something inappropriate or makes me feel uncomfortable on a device, I will tell a teacher right away.

I will not:

- Use technology to be unkind to others.
- Look at or search for materials that do not follow the teachings of the Catholic Church.
- Ask others to share their passwords with me.
- Make changes to devices that I am using.
- Download anything without a teacher's permission.
- Use someone else's username or password.
- Damage the school's equipment, and if I accidentally do, I will inform a teacher immediately.

**e-Reader Acceptable Use Policy- gr. 4-8**

**Terms:** Electronic readers, simply called "e-Readers" are digital devices that can store books, periodicals, magazines, and other electronic media. E-Readers, like Amazon's Kindle, Barnes & Noble's Nook, Apple's iPod Touch, and the iPad are quickly becoming commonplace in our digital culture, and they simply cannot be ignored. St. Elizabeth Ann Seton Catholic

School, in striving to maintain technological relevance in education, is providing the opportunity for students, **(grades 4-8)** to use these devices in accordance with our e-Reader Acceptable Use Policy (AUP). This opportunity is a privilege that requires extra caution and responsibility on the part of the students, parents, and educators.

A student who violates any portion of the e-Reader Acceptable Use Policy (AUP) may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the student's SEAS English/Literature teacher and accompanied by the Acceptable Use Agreement Form signed both by the parent and the student (this form can be obtained from the student's English/Literature teacher.
2. E-Readers are to be used **only** for the reading of school-approved material (books, textbooks, etc.) at the discretion of each individual teacher and not for other purposes such as communication, photography, entertainment, music, gaming or any other non-educational material.
3. All material on the e-Reader must comply with the spirit and policies of the Catholic Diocese of Wichita, Kansas Acceptable Use Policy. (above)
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her.
6. e-Readers are not to be used in Kocour Hall or the gym before school, during lunch, middle-school breaks or during playground/recess time.
7. The student is responsible for knowing how to properly and effectively use the e-Reader.
8. Cell phone devices are not allowed.

**Copy machines** are for school/parish use only. Students are discouraged from having the office make personal copies. These copies will be made at the discretion of office personnel. The charge is 15 cents a copy.

## Discipline

### Life goals desired for each student:

- To have daily prayer
- To be responsible
- To respect others and self
- To be of service
- To always put forth the best effort

### Bully Proof School

In the Spirit of Reconciliation, our school discipline plan includes a way for students to respond to bullying. Our intent is to enforce a Christian atmosphere in which children do not hurt one another through bullying.

Diocesan Policy 408A reads:

#### STUDENT BULLYING AND HARASSING

"Bullying and harassing behaviors by students are not acceptable. This conduct need not occur on the school premises or at a school-sponsored event to

come within the jurisdiction of the Diocese.

Each school must include in its guidance program periodic training for staff members, volunteers, and students about bullying, harassment, social alienation, and the consequences of such behavior. Students who are determined to have engaged in such behavior will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school's handbook."

If a student is bothered by another student, he or she should talk with a teacher or give a note to the teacher. As soon as possible, the teacher will follow up on the report and take action as needed to resolve the conflict.

Diocesan Policy 408B reads:

#### VERBAL/PHYSICAL ASSAULT, THREAT, OR HARASSENT OF A SCHOOL EMPLOYEE AND/OR DAMAGE TO AND/OR THEFT OF PRIVATE PROPERTY BELONGING TO OR UNDER THE CONTROL OF A SCHOOL EMPLOYEE

"A student shall not intentionally cause or attempt to cause physical injury to a school employee or intentionally behave verbally in such a way as could reasonably be interpreted as a threat of physical violence to a school employee.

A student shall not intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of any school employee.

A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent, or obscene at or toward any school employee

1. on the school grounds during, before, or after school hours;
2. on the school grounds at any other time when the school is being used by a school group;
3. off the school grounds at a school activity, function, or event;
4. off the school grounds during, before, or after school hours, provided the act is a direct result of school employee performing his/her duties.

Violation of any provision of this behavior code may result in suspension and/or expulsion from school."

### Threats of Violence/Suicide

The entire school staff has an interest in providing all pupils and staff an educational environment that is safe, peaceful, and secure. Therefore, threats of violence by a student, adult or teacher must be taken seriously and acted upon by school officials. In the event of a threat to the life of a student or staff member, the threat to bring a weapon to school, or other serious threat by a student, the following procedures are recommended in Diocesan Policy 417: (The order of the procedures may vary depending on the circumstances of the situation).

1. Take all threats seriously and report them.
2. Isolate and supervise the individuals involved.
3. Call 911 for immediate police response.
4. If a threat is by a student, call the parent(s) or guardian(s) to arrange a meeting with the school administrator, student, and police. It may also be appropriate to have a counselor



or psychologist available to work with the student, pastor, parent(s)/guardian(s).

After the offense, the student may return to school and may attend school activities only if

1) she/he presents a written recommendation from a psychologist/psychiatrist approved by the administrator, assessing that it is safe for the students to return to school: and

2) the administrator, after consultation with the pastor, believes that the threat of potential future harm has been abated.

If the student is accepted back into school and returns to school, his/her parent(s) or guardian(s) shall be notified in writing that a second offense will result in an automatic expulsion.

Any adult who makes a threat of violence shall be banned from the school premises and activities until

1) such time as the adult complies with any and all conditions set by the administration; and

2) the administrator, at his or her discretion, believes that the adult is no longer a threat to the school, its employees, its families, and its students.

A report of a threat may be made to the proper authorities. A second occurrence will result in a permanent ban of the adult, removal of the adult's children from the school, and, where appropriate, prosecution.

All threats of suicide by a student will be taken seriously and reported. The individual will be supervised and the situation assessed to provide support.

### The Five Classroom Rules

All classes have a basic set of observable rules to be followed. These rules are intended to promote Christian principles of conduct, good study habits, and safety.

1. Listen carefully and follow directions.
2. Raise hand and wait to be called on.
3. Respect adult authority.
4. Respect self, others, and all property.
5. Maintain respectful quiet in the halls.

### Choice Cards

A 'Choice System' is part of each classroom's management plan.

*Students in grades K-3*, have three cards (or other symbol). All students begin each day with having all three cards/symbols. When students choose to follow the classroom rules they will receive recognition for making good choices. Choosing to disregard the school rules results in the loss of a card/symbol. Consequences for losing cards/symbols vary per the grade level. Each teacher will explain this to parents at the beginning of the school year.

*Students in grade 4-8* are given two types of personal choice cards. **Merit cards** are issued once for the entire year. When a student goes beyond the normal responsibility of good citizenship he/she may receive a merit. For every three merits earned, incremental incentives will be given. **Demerit cards** are issued for each semester. Choosing to disregard the school rules may result in a demerit. For every five demerits earned, incremental consequences will be given. In addition to the consequences printed on the demerit card, if a student earns ten demerits within a semester, he/she owes three hours of community service back to the

school or parish. A student owes five hours of community service for fifteen demerits in a semester. If twenty demerits are earned within a semester, the student and his/her parents will meet with the Principal or Pastor.

Each student is expected to keep the cards in his/her agenda book in the assigned pocket.

### Detentions (grades 4-8)

Detentions are given when a student's demerit card becomes filled, or when a single infraction warrants such a consequence. Parents are informed of a detention by a notice from the teacher including the time that the detention is to be served. The notice is to be signed and returned the next day.

Detentions are served **after** school on Monday, Tuesday, Wednesday, and Thursday, beginning at **3:30 p.m.** There is no detention on Friday. After two detentions, another completed demerit card results in an in-school suspension (ISS).

Dangerous behavior such as pushing, shoving, kicking, tripping, etc. will result in an **automatic detention** for the first offense. A second offense will result in an In-School Suspension.

Students failing to show up will have their time doubled and the detention will be rescheduled. Students arriving late for a scheduled detention and not having previously rescheduled it will serve that day and serve another one the following school day.

Students will be released from detention at 4:00 p.m. and will meet their ride outside the three gym doors by the bell tower. Students remaining after 4:10 p.m. will be sent to the Extended Day Program and the parents charged for their supervision.

### In-School Suspension (ISS)

ISS results from the accumulation of two detentions and a third completed demerit card, infractions such as extremely disruptive behavior, fighting, damaging school property, or extreme disrespect for adults.

ISS are served in isolation from peers. The student is given all the class work for the day and is expected to have a book to read once the work is done. Interaction with other students in not permitted. Work completed during ISS may only receive partial credit.

Parents are informed of an in-school suspension by a notice from the teacher that is sent home with the student. It includes the time that the suspension is to be served. The notice is to be signed and returned the next day.

### Out-of-School Suspension (OSS)

If a student accumulates two in-school suspensions or is behaving in a manner that is extremely defiant or incorrigible, the student may be suspended out-of-school for up to five days. Work completed during OSS may only receive partial credit. In the event that a student is suspended out-of-school, the principal will notify the parents.

### 8<sup>th</sup> Grade Suspension:

Any 8<sup>th</sup> grade student who serves an **in-school** or **out-of-school** suspension will automatically receive a 1 ranking for behavior on the Grade School Recommendation Form to be sent to Bishop Carroll

during the Application Process. A ranking of 1 or below in any category results in a deferral from acceptance until the end of the school year when an additional Recommendation Form is completed and sent to Bishop Carroll to determine if the appropriate improvements necessary have been made.

### **Expulsion**

A student may be expelled from school if all other means of discipline have failed, or for involvement in a single act that presents a serious threat to the school community.

### **Violence Prevention Policy**

Any student found to bring any life-threatening weapon, (such as guns, knives, illegal substances, laser lights) to school may face immediate expulsion.

### **Cheating**

Cheating is defined as dishonestly earning credit for work. Some examples of cheating include, but are not limited to: work completed with the use of notes, open books, copying from another student, requesting other students to complete work for credit given to another student, or copying information from the Internet or reference books without citing the source. Cheating will not be tolerated. Students found to be cheating will receive a zero grade on that assignment, and **an automatic detention**. In subsequent instances the student may be suspended for up to three days. Re-entry into the school will be the decision of the principal.

### **Professional Counseling**

In some cases, the principal may request that in order to remain in school, a student receive professional counseling outside the school setting for help with behavior problems.

The guiding principle in our discipline procedures is the desire to act in a Christian manner, characterized by fairness and compassion. If a student is disciplined, he/she is told what was wrong and is given a chance to be heard in an appropriate manner.

The final recourse in all disciplinary situations is up to the school administrator.

### **Dress Code**

It is the parents' responsibility to dress their children in the prescribed dress code. All students' clothing should be neat, clean, pressed, and mended when necessary.

#### **Girls, grades K-8**

**JUMPERS/SKIRTS:** Girls in grades K-4 will wear either the Parker jumper or the newly adopted plaid jumper with a white or hunter green shirt. Girls in grades 5-8 will wear either the Parker uniform skirt or the newly adopted wrap around kilt style uniform skirt with a white or hunter green polo style shirt. **Jumper and skirt length is knee length. This means the jumper or skirt hem can be no shorter than the top of the knee.** While there is a 2" hem allowance in the jumper and the skirt, parents should purchase jumpers and skirts so that they are not at the top of the knee at the beginning of the school year to allow for growth. **Parker jumper and skirts may be worn through the 2019-2020 school year.**

Many girls take off their skirt or jumper for PE class and thus shorts should be worn under the uniform. Shorts are to be hemmed and modest. Girls in grades 6-8 are required to wear the uniform shorts available at registration.

**BLOUSES/SHIRTS:** Girls' blouses (**grade K-8**) are to be plain white or hunter green (no lace or ruffle or emblem) tailored cotton blend with rounded or pointed collars, button-down oxford style or polo type knit shirts with collars. White or hunter green turtlenecks that have fold-over collars may also be worn. Sleeves may be long or short. If girls wear another shirt under a short sleeve shirt, the sleeves may not be longer than the sleeves of the outer shirt. Girl's blouses are to be tucked in completely at all times, (not turned under).

**PANTS:** Girls may wear navy blue ankle length **uniform type** pants (no jeans, stretch pants, or bell bottoms). No logos, white stitching or contrasting stitching. Belts must be worn with pants that have belt loops.

**LEGGINGS/TIGHTS-**Only ankle length navy, green, black or white tights or leggings may be worn under the uniform jumper or skirt.

**SOCKS:** Girls are to wear matching white, navy, or black socks.

**ACCESSORIES/HAIRSTYLES:** Girls may wear earrings no longer than the lobe of the ear. Hair bows and bands should be simple and not distracting. Moderation of hairstyle, nail polish, and other jewelry is expected. Student hair color and highlights must be a natural color. School administration may ask a student to change his/her hairstyle.

**MAKE-UP:** Only girls in grades 7-8 may wear make-up in moderation to school. Colored lip glosses are not allowed for any student. Make-up is not to be brought to school. School administration may ask a student to remove excess make-up.

#### **Boys - Grades K-8**

**PANTS:** Navy blue **uniform type pants** (no jeans or cargo style). No logos, white stitching or contrasting stitching. Pants worn sagging or "slacking" will not be permitted.

**SHIRTS:** Boys in grades K-8 will wear emblem-free, short or long sleeve white or hunter green knit polo shirts. Boys in K-4 may continue to wear the Parker plaid uniform shirt through May of 2020. T-shirts worn by boys under the prescribed shirt must be white, with no design or printing. The t-shirt may not be longer than the uniform shirt sleeves. All shirts are to be tucked in completely at all times.

**BELTS:** Black, brown, or blue belts must be worn with pants that have belt loops.

**SOCKS:** Boys are to wear matching white, navy or black socks.

**HAIR:** Hair may not touch the collar of the shirt, nor be longer than the eyebrows or earlobes. No extreme haircuts such as tails, initials, or fad hairstyles. Student hair color and highlights must be a natural color. School administration may ask a student to change his/her hairstyle.

**ACCESSORIES:** No earrings or other types of piercing. Moderation of jewelry, such as religious medals or crosses is acceptable.

## General factors for boys and girls

**SWEATERS:** Cardigan, pullover or vest style only. Sweaters must be navy blue.

**SWEATSHIRTS:** During the school day, jackets and coats are not to be worn in the classroom. Navy "SEAS" monogrammed sweatshirts purchased through the school may be worn. Plain navy sweatshirts purchased outside of the school are not acceptable. Eighth grade students **only** may purchase special **hunter green** "SEAS" monogrammed sweatshirts purchased through the school. Uniform shirts must be worn under the sweatshirts.

**SHOES:** Low cut or medium cut shoes are acceptable. Oxford, loafers, sneaker or athletic style shoes should be worn. Shoes must be non-marring. Sandals, open-toe shoes or open-back shoes are not permitted. Shoes designed for strings must be stringed and tied. Moderation of heel height is expected. Athletic shoes **must** be worn during P.E. Boots can be worn to school on days of inclement weather; however, students should bring a pair of shoes to change into during the school day.

### Dress Code for Special Days

Occasional SEAS Spirit Days will be scheduled. On Spirit Days, students are allowed to wear solid colored, **ankle length blue jeans** with an unaltered SEAS spirit shirt or another uniform shirt (hunter green or white polo). The Spirit shirt may be worn un-tucked and should not be rolled or tied to fit snugly. Ripped, torn or extremely worn jeans are not acceptable. On rare occasions, shorts are permitted. When shorts are worn to school, they are to be hemmed and modest in length. Students will be required to call parents to bring them appropriate shorts if necessary.

### Purchasing Uniforms

Jumpers (grades K-4 girls) and skirts (grades 5-8 girls), must be purchased from Schoolbelles Uniform Company. White or hunter green shirts (grades K-8 boys and girls) and navy uniform style pants are available through Schoolbelles, **but** may be purchased at any number of places.

### Drinks, Gum, Candy, Pop

Soda pop and fast food are not allowed in the lunchroom.

If it is necessary for a student to bring his/her own water to school, it must be in a clear, plastic bottle, no larger than 20 oz.

Students should not bring gum and candy to school. Parents, please do not send gum as a party treat.

### Fidget Tools

Only school provided fidget tools can be utilized by students. No other fidget tools can be brought to school.

### Field Trips

Classes go on several field trips each year to complement the academic program. A permission form for each trip is sent home to be signed and returned to school.

Field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral

requirements as set by the teacher.

During field trips, students are expected to respond immediately to directions from their teachers and accompanying adults. Polite and respectful behavior is a must.

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 that age of 8 are transported for field trips in a passenger vehicle, they will be required to bring a booster seat to school for use on the field trip in order to attend the field trip.

### GUIDELINES FOR FIELD TRIP DRIVERS

1. There is one seat belt per child.
2. Booster seats must be secured by a seat belt for children required to use them.
3. Cell phone use by employees and volunteers is prohibited while transporting students or diocesan employees.
4. Drivers should expect students to follow directions and use good manners.
5. Students are assigned vehicles & drivers for going both to and from an event. The driver is given a list of assigned students.
6. 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.
7. Drivers are contacted in advance of the field trip.
8. Younger siblings may not accompany drivers on field trips. This policy has been implemented for liability and safety reasons.
9. Drivers are required to fill out a Field Trip Waiver Form, which includes driver's license number and insurance policy number.
10. Drivers for field trips (even if only driving their own child) are also required to have completed **VIRTUS training** and have read and completed a Diocese of Wichita Abuse Policy on Suspected Abuse of Children and a Code of Ethical Standards.
11. Drivers should not allow the viewing of movies in the vehicle.

### Health and Safety

#### Emergencies

The Diocesan Superintendent of Schools is authorized to call off school because of bad weather or other emergencies. For school cancellation announcements, listen to radio KFDI (AM 1080, FM 101.3 and the television channels (3, 10, 12)..

#### Health Information

Parents will be asked to sign a release of responsibility upon registration. The health room is staffed by a registered nurse to provide temporary care or first aid. Parents will also be asked to sign a consent form allowing the school nurse to consolidate immunization records into the Kansas WebIZ registry. Consent is only needed one time and expires when the student no longer attends St. Elizabeth Ann Seton Catholic School.

Please keep children who are obviously ill at home. Illnesses are considered most contagious at the beginning. Children with fever, vomiting, or diarrhea

should not be sent to school.

Students being sent home due to illness or injury are dismissed from the health room to the parent or designated adult. Students who have been ill should remain at home for at least 24 hours after their temperature has returned to normal.

### Immunization

All students must have current immunization and have on file a current KCI form. Non-compliance with immunization guidelines will result in exclusion from classes.

A new KCI-(form B) medical exemption must be submitted yearly for those students being medically exempt from certain immunizations.

### Medication

A written note signed by a doctor or dentist requesting that medication be given during school hours must accompany all medications and include the following: name of student, name of medication, reason for medication, dosage amount and time to be given, and anticipated number of days medication will be taken at school. A written request for medication to be given at school, signed by the parent, must accompany all medication. The medication must come in an official prescription container or the original over the counter packaging. It is the parent's responsibility to supply the medication and assure that the medication is the same as identified on the label.

The above policy applies to all medication, including aspirin, Tylenol **and cough drops**. Students are responsible for remembering to take their medication.

A note signed by a physician only will be required to excuse a student from PE classes.

### Physical examinations

All children entering PreK, Kindergarten and students not previously enrolled in a Kansas School, 8 years of age or younger are required to have a physical before entering school. Documentation of the physical will be kept in the child's health records. Physicals performed by a chiropractor are not accepted.

### Pregnancy Policy

Per Diocesan Policy #414, "Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances which require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decision."

### Screening

Hearing screening will be provided for grades K,1,3,5,7, all new students, and students who failed the screening the previous year.

Vision screening will be provided for grades K,2,4,6,8, all new students, and students who failed the screening the previous year in accordance with requirements set by the State of Kansas.

In addition, every effort will be made to provide dental checks and scoliosis examinations.

### Communicable Disease Regulations

In accordance with the Wichita-Sedgwick County Health Department, any child who has any of the following diseases shall be excluded from school and contact with other children until written release is obtained from the Wichita-Sedgwick County Health Department:

- A. Measles, Rubella, Mumps
- B. Pertussis (Whooping Cough)
- C. Salmonella
- D. Meningitis
- E. Shigellosis
- F. Any unusual disease

The following communicable diseases **MUST** be reported to the Sedgwick County Health Department. Disease investigators will provide directions regarding exclusion, exposure to contacts and preventative measures.

- Chickenpox (varicella): Infected person shall remain in isolation for 6 days after the first crop of vesicles appear or until the lesions are crusted, whichever comes first. Each susceptible contact of an infected person shall be vaccinated within 24 hours of notification or excluded until 21 days after the onset of the last reported illness in the classroom.
- Hepatitis A: Infected person shall be excluded 14 days after the onset of the illness.
- Tuberculosis, latent infection: These persons have a positive skin test and a normal chest x-ray and therapy is encouraged to prevent them from progressing on to disease. They are not infectious, even though they may or may not be placed on preventive therapy.
- Tuberculosis, active disease: These persons are ill with the disease. Active disease cases usually exhibit symptoms such as cough, coughing up blood, fatigue, fever, loss of appetite, and weight loss. Active disease requires tests including chest x-ray, skin tests and other diagnostic tests as indicated. Treatment is for at least 6 months and therapy has to be observed. These persons must be excluded until further direction from Health Department TB staff.

The following diseases are not reportable, but infected person **must be excluded** for the duration listed:

- Impetigo: Infected person shall be excluded until 24 hours after starting antibiotic treatment.
- Pinkeye (bacterial conjunctivitis): Infected child or student shall be excluded until 24 hours after starting antibiotic treatment.
- Ringworm of the skin and scalp: Infected person shall be excluded until beginning treatment provided by a health care provider.
- Scabies: Excluded until the day after treatment has begun.
- Streptococcal disease, including strep throat: Infected person shall remain in isolation for 10 days if untreated or for 24 hours following initiation of antibiotic therapy.

A child may be excluded for an additional period of time if the principal or other school personnel feel it is necessary for the child's protection or for the protection of the other children. A child excluded from school because of any contagious disease shall not attend day care, stores, movies, parties, public gatherings, or be in contact with other children. If a child is excluded because of a suspected communicable disease, certification by a licensed provider is required for re-admittance.

### Leaving school-Illness or Injury

In case of illness or injury in which it does not seem advisable for the student to remain in the classroom,

parents will be notified **by the nurse** to come to school to pick up their student. When the parent is not available by phone, the emergency numbers provided by the parents will be used, and that person will be asked to pick up the student.

If neither the parent nor emergency designee can be contacted, the student will remain at school and return home by regular means at dismissal time. If 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.

If there is an emergency involving an accident and a parent cannot be reached, the student will be taken to a hospital emergency room and the doctor on call will be used for emergency treatment. Please be sure to notify the school of any change of address or telephone number

### **Liturgies**

The school Mass is scheduled for 8:00 a.m. All classes are assigned specific days to attend, generally twice weekly. On Wednesdays, students in grades 3-8 may choose to attend Mass, The Mass is planned so that the students have the opportunity to actively participate. Other school liturgies to celebrate the seasons of the Church Year are held. The monthly newsletter provides details.

### **Lost and Found**

A lost and found basket is kept in the entrance area. It fills up quickly with articles of clothing that are not marked. Parents and students are welcome to check the lost and found basket at any time. Lost jewelry and other small items of value may be claimed in the school office. Items not claimed are periodically donated to a local charity.

**Please clearly mark your child's clothing, supplies, lunchboxes and other items with a permanent marker.**

### **Lunch and Milk Program**

#### **Kindergarten Milk**

Kindergarten students have a snack break each day. Milk is served at this time. The milk fee may be paid by month, semester or year. The cost is available at registration.

#### **K-8th Grade Lunch**

Meals are purchased in advance by the month, semester or year. Food service accounts are set-up for each family, not each child.

#### **À la carte Items**

All students may add to their sack lunch or hot lunch by purchasing one additional food item, for example-a cheese stick, gogurt, food bar, cereal or PB+J-for an additional cost. The cost of these items will be available at registration.

#### **Last Chance Breakfast**

A la carte items (**except cereal**) will be available for students K-8 after Mass every day. The cost for Last Chance Breakfast items will also be added to the student's lunch account.

### **Double Entree**

On selected days, only students in grades 6-8 who purchase a hot lunch, may also buy a 2<sup>nd</sup> entrée of the main dish for an additional cost.

When the account becomes low in funds, parents receive notification. Payment with one check per family is to be sent in the bright red envelope attached to the notice. In order to provide funds for the lunch program, payment must be made at the beginning of the period chosen, or directly upon receiving the red envelope notification. Provisions are made for free or reduced price lunches for families who meet federal specification. At year's end, any money left in a family's account will be carried over to the following year.

The lunch staff works hard to fix nutritious and appealing meals for students who purchase hot lunches. State guidelines are carefully followed. Normally over 80% of the student body participates in the hot lunch program.

### **Food allergies or other health issues**

Children who are to be excused from particular foods because of allergies or other health reasons are required to have a written, dated statement from their doctor to be on file at school. Changes or substitutions will not be made without a doctor's statement, which needs to be updated annually.

### **Fast food and pop not allowed**

Students are not allowed to bring food or beverages from any outside restaurant or have it brought to them. Fast food and soda pop are not permitted.

### **Sack lunches**

Those who do not participate in the hot lunch program and bring sack lunches may purchase milk. Students who bring sack lunches should pack their own plastic utensils. He/she may purchase an à la carte food item as outlined above. Students do not have access to a microwave or refrigerator.

### **Lunch Rules**

1. Enter quietly in alphabetical order, staying in single file all the way through the line; going directly to their assigned table.
2. Follow directions of the lunchroom staff and faculty on duty.
3. Once seated, students remain in seats. Students raise their hands for assistance.
4. Hands off other students and their food, no throwing food, no yelling or rowdy behavior.
5. Students are not to trade or give away food from their plates.
6. For the primary grades, the lights are turned off three minutes prior to dismissal from the lunchroom. This signifies there should be no talking (this includes any guests).
7. Students are dismissed by table to empty their trays. The table and floor area must be free of litter.
8. Students walk to line up at the end of the lunch period.
9. Students in grades 2-8 are assigned to wipe the tables for their class after lunch. Plastic gloves are provided.



## Parents/ Guests at lunch

We welcome the many parents and guests who come to lunch. Come as often as you can. You and your student will sit at the 'guest table'. This is an opportunity for you and your child(ren) to enjoy lunch together. Classmates should not be joining parents/students at the guest table.

If you desire to eat a hot lunch, notification must be made to the school office by **9:00 a.m.** Guests are to call in to make the lunch reservation. (Students are not able to add parents to the lunch count.) When arriving for lunch, check in at the school office to obtain your ticket to lunch. Parents do not pay separately, rather their meal is charged to the family's food service account.

Parents are asked not to bring pop or fast food (or food from outside restaurants) for themselves or their child when they come to school for lunch.

*Parents are strongly discouraged from taking their child out of the building for lunch.*

## Middle School Athletics & Eligibility

The SEAS Dolphins have a great reputation in the competitive Catholic Activities League. Mark Perez is the Athletic Director.

### Fees

There is a fee for participation in each sport, and each child must have a physical exam during the school year of participation.

### Mandatory Meetings

A meeting will be held prior to the start of **each** particular sport. The general purpose of these meetings will be to discuss school and athletic policies and requirements. Attendance at these meetings by the student athlete and at least one parent is

**MANDATORY.** Any student who does not attend a mandatory preseason meeting with their parent(s) may not be allowed to participate in that sport for SEAS that school year. If attendance at the mandatory meeting is not possible, the Athletic Director must be contacted.

## CSAL Sports- (Catholic School Activities League)

Volleyball: 6th-8th girls

Cross Country: 6th-8th girls and boys

Football: 7th-8th boys

Basketball: 6th-8th girls and boys

Track: 6th-8th girls and boys

### Cheerleading

Any 8th grade girl may participate as a cheerleader. There is a fee for participation. Cheerleading is guided by the same eligibility policy as the CSAL sports.

### Eligibility for CSAL participation

Student participants (from all the Wichita Catholic schools in CSAL) are required to meet the following standards of attendance, scholarship, and behavior:

1. Students must attend school for the **entire** day to participate in practice/games that day. If the game is on Saturday, students must attend school for the entire day on Friday. Exceptions to this may include appointments such as dental, orthodontics, and optometrist.

2. Students who are failing classes due to lack of effort, positive participation, or incomplete assignments are not allowed to participate. Teachers will monitor and check student grades each week during a season. During a nine week period, if a student

has a cumulative grade of "F" in any subject area, she/he will be ruled ineligible for at least a week (starting on Monday through the weekend). After one week, if the failing grade persists, the period of ineligibility continues. If a student receives a second "F" grade at any time after this first ineligibility period, she/he will be ineligible for the remainder of that sport season. While ineligible, students may not attend or participate in any practices, games or contests.

*The student is responsible for showing parents the written ineligibility notice.*

3. Students who are suspended in or out of school will not be allowed to participate in practices, games, and contests on the days of the suspension. Also, schools may place students on an ineligible list for not complying with school behavior policies.

*A second ineligible period for behavior problems results in the student being ineligible for the remainder of the sport season.*

4. Principals may limit, suspend or prohibit students from participation in athletic practice or games for academic or behavior problems if necessary.

### Sportsmanship

It is expected that all athletes and spectators exhibit good sportsmanship at all practices, games and contests. Good sportsmanship may be defined as the ability to participate fairly with the ability to lose without complaint or win without gloating. If good sportsmanship is not displayed by a player, parent or other spectator, the individual may be barred from attending future games and/or the game may be forfeited.

## Morning Drop Off

For the safety of all students, parents are asked to follow these drop off procedures:

- Enter **only** off of Hardtner Street
- The beginning point of all drop-offs is even with the utility box on the west side of the gym
- All vehicles should pull forward as closely as possible to the first stopped car at this point.
- Wherever your car stops along this zone, students are to exit the vehicle from the passenger side only.

There are 4 different entrances to the school along this drop off area-students should proceed along the 'safety zone' and walk to the nearest entrance.

Students arriving after 7:15 and before 7:40 are to go to the Library, Mother Seton Hall, the gym or Kocour Hall. No students should be standing in the hallways or be in classrooms before 7:40 a.m. without parent or teacher permission.

**See Preschool Handbook for the procedures to be followed for Preschool Drop Off and Pick Up.**

## No Parking

Cars are not to park along the red fire zone curbs, including against the curbing around the flag pole. When picking up students for illness or appointments, parents should park in the designated area (yellow striped by yellow poles) at the west end of the gym.

## Parties

**All Adults attending parties must be VIRTUS trained**

**A Halloween Party** is scheduled for all classrooms during the last half hour of the school day. The party is

planned and conducted by the room helpers. To allow for consistency throughout the building, the party may not begin before 2:45 p.m.

**Valentines Day:** Valentines Day parties are scheduled for grades K-5. The party is planned and conducted by the room helpers. The party may not begin before 2:45 p.m. Valentines Day is recognized in the 6-8 grades; however, these grades do not participate in the same way as K-5 students.

### **Guidelines for Sibling Children Attending Classroom Parties**

1. Parents planning on a sibling attending a classroom party are to contact the head room mother of the class involved to notify her that a sibling would be in attendance. This will enable the head room mother to establish the number of adults who will be needed to supervise the children and siblings. The head room mother will determine if there is adequate help for the activities planned. If additional parental help cannot be found, the head room mother will contact the parents wishing to bring siblings.
2. Parents who bring a sibling to the classroom party will be responsible for the supervision of the preschooler.
3. Please plan on bringing only siblings to classroom parties. We will not be able to accommodate children needing daycare.
4. Room mothers will not be asked to provide treats for siblings in attendance of the party.
5. If a sibling child disrupts the party, the parent should remove the child from the party for a time-out. If necessary, the head room mother should be the adult responsible for asking a parent to remove a child.

**Birthday Celebrations:** Many parents send treats on their child's birthday. The treats are passed out at the end of the day. Healthy snacks are preferred. The snacks should be individual items. **No drinks**, cakes, or items that an adult would be required to slice and serve, please.

Typically, we recognize June birthdays in January, July birthdays in February, and August birthdays (up to school beginning) in March. Treats that are brought to the school are to be delivered to the office.

### **Students are not to pass out invitations or exchange gifts at school.**

We strongly discourage parents from sending gifts to school for their children such as flower or balloon arrangements. Gifts brought to the office for birthdays may be picked up, by the student, at the end of the day. Morning announcements include the birthdays for the day. These students receive a special ribbon and a pencil.

### **Phones, Music Players, and Watches**

Students may use the office telephone to call parents **only**. All students must have adult permission before using the telephone. Students should not call parents to bring forgotten items to school. The phone in the lobby is off-limits to all students between 7:15 a.m. and 3:45 p.m..

**Cell phones:** Students are not allowed to use cell phones at school. Cell phones used on the school grounds will be taken to the school office by a staff

member. Parents must come to the office to retrieve the cell phone.

**Music players:** Students are not allowed to bring individual players (ipods, MP3 players, etc) to school for recreational purposes. Music players used on the school grounds will be taken to the school office by a staff member. Parents must come to the office to retrieve the music player.

**Watches:** All watches with a dark, black face will not be allowed at school. This includes apple watches, fit-bit watches and V-tech watches, etc. Watches will be taken to the school office by a staff member. Parents must come to the office to retrieve the watch.

### **Protection of Children**

**Virtus:** All priests, employees, and volunteers who have contact with youth are required to attend VIRTUS training. It is imperative that all those who work with our youth have an awareness of the issue of child abuse and what steps may be taken to monitor and prevent abuse. This includes adults who attend parties at school or drive on field trips-even if it is just your own child.

In addition, employees and volunteers are asked to read and sign both the Policy on Suspected Abuse of Children and the Code of Ethical Standards which stresses human dignity and respect for all people.

**Adult Registered Sex Offender (Diocesan Policy 416):** A parent or guardian must contact the principal and parish pastor of an elementary 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 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. The 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 the 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.

Refusal to abide by this policy could lead to appropriate action being taken, including the request not to be allowed on school property.

### **School Students Who Are Registered Sex**

**Offenders:** Parents/Guardians must inform the school if their student is a registered sex offender. When the principal and pastor learn that there is a registered sex offender, the student will be removed from the classroom until appropriate steps are taken.

**Emergency Safety Interventions (ESI):** an ESI is the use of seclusion or physical restraint. The use of ESIs shall **cease as soon as the immediate danger of physical harm and violent action ceases to exist**. Before using an ESI, a school employee witnessing the

student's behavior must have determined that **less restrictive alternatives** to ESI, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances.

ESIs shall be used **only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm.** Violent action that is destructive of property may necessitate the use of an ESI. ESIs may not be used for purposes of discipline, punishment, or for the convenience of a school employee.

A student may not be secluded if the student is known to have a **medical condition** that could put the student in mental or physical danger as a result of seclusion. The medical condition must be in a written statement from the student's licensed health care provider, and a copy of given to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to **see and hear the student at all times.**

If a seclusion room has a locking door it must be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in cases of emergency, such as fire or severe weather.

A seclusion room must be a **safe place.** The room must have good ventilation and lighting, and be free of any condition that could be a danger to the student. The room must also be similar to other rooms where students frequent.

Seclusion is **not time-out**, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

For the complete ESI document, including the grievance process, go to:

[www.seaswichita.com/school](http://www.seaswichita.com/school)

under the heading-School Documents.

## Safety drills

**Intruder and other safety drills are held several times a year.** Various scenarios are presented to enable teachers and students to be prepared in case of a crisis.

**Fire drills are held four times a year.** At the sound of the fire bell, students and teachers move quickly and quietly to their designated exit and assigned outside area. A diagram by each classroom door shows the designated exit routes.

**Tornado drills are** to be held at least **three** times each school year. At the sound of the tornado bell, students and teacher move quickly and quietly to the storm shelter under the gym. Students sit on the floor. *The school does have emergency response procedures to be followed. These are practiced during the school year. In the event of an all school emergency, no student will be allowed to leave the school/church grounds without being formally released by the administration.*

## Safety Patrol

Sixth grade students may volunteer to serve on the safety patrol. These students patrol the crosswalk directly in front of the school on 119th Street. In the morning, the safety patrol is on duty from 7:25 a.m. until

7:45 a.m. Students are asked not to cross 119th Street until the patrol is on duty. All walkers and bike riders are dismissed from school at 3:18 p.m. (before all other students). These students are expected to exit directly to the crosswalk. In the afternoon, the safety patrol is on duty from 3:18 p.m. to 3:30 p.m.

## School Consultant

Our school consultant is available daily, seeing students individually and also visiting classrooms to talk about issues that affect the whole group. Students may be seen by the consultant based on the request of the child, parent, teacher, or administration. Call the school office to reach the consultant. Specifics will be sent home at the beginning of the school year detailing this service.

## Selling

**Snack Sale:** Snack sales are scheduled twice a year. Baked goods or healthy snacks may be purchased for a quarter. The snack sales are sponsored by the room helpers.

### Virtual Snack Sale:

Every month that we do not have a snack sale, there will be a "Virtual Snack Sale". Students are encouraged to bring coins they have earned to drop in a wishing well for children in Guaymas, Mexico. The money will be sent to "Club Jerry" for the purpose of providing a protein snack and milk for the children who attend. Jerry Donovan, a missionary, has created a safe place for the youth of Guaymas. We offer this outreach in conjunction with the annual parish mission trip to Guaymas. The wishing well is located in the school office, so students may bring their coins to the office any day.

### Other Selling

Students, teachers, and parents are not to use the school to advertise or distribute products for personal businesses.

## Student Clubs and Groups

### Battle of the Books

Students in grades 5 and 6 read selected books over the summer and during the fall months to be eligible to compete on the team. Three competitions with area Catholic Schools are held during April.

### Student Ambassadors

7th and 8th grade students are elected to serve as Student Ambassadors at the end of their sixth grade year. The Ambassadors are in charge of events and functions throughout the school year. Students serve for 2 years.

### Scholar's Bowl-Religion Bowl

Students in grades 7-8 compete in area contests. Students can try out for the teams. There is only one 5 member team for each 7<sup>th</sup> and 8<sup>th</sup> grade for Scholar's Bowl. Up to 10 students per grade level can compete in the Religion Bowl.

### County Spelling Bee/Diocesan Spelling Bee

Each classroom, grades 3-8, chooses a representative to the school bee held during December or January. The school winner advances to the county/diocesan competition.

### STEM Club- grades 6-8

Projects done in STEM Club will familiarize students with a variety of tasks using technology to apply Science, Math, and Engineering skills. These tasks

include, but are not limited to, physics and science experiments and programming and controlling robots. Student sign-up is during school registration in July. STEM Club meets 1.5 hrs. after school 2-3 times per month.

### **Substance Abuse**

In accordance with our Catholic mission of reverence for life, prevention of substance abuse is part of the curriculum in every grade. Intervention goes into effect when a student is found to be under the influence of an illegal substance. The student is required to have an evaluation by a licensed substance abuse counselor. The student is not allowed to attend classes until the evaluation has been completed and a school official has spoken to the counselor.

### **Use of Facility**

Classrooms are locked when teachers leave for the day. Unless the teacher is present, we do not allow doors to be unlocked for students to retrieve books or other forgotten items.

When the facility is 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 building: including the gym, playground, parking lot, or gathering area.

### **Visitors and Checking In**

With prior teacher/principal approval, students from other schools may attend classes with their relative or friends who are enrolled at SEAS. It is recommended that the visiting student attend for only half of a day.

Parents are most welcome to visit the classrooms. So as not to disrupt the classroom activities, prior notification of the visit should be made to the respective teacher.

Parents must be sure to check in at the office and obtain a name tag before visiting a class.

For security reasons, all doors into the school are locked during school hours. Visitors may enter through the doors on the south side of the gym (by the flagpole) by using the intercom system.

These guidelines are essential to maintain a professional, educational environment and optimum security of the school.

### **Volunteers**

There are numerous ways to volunteer and there are numerous needs for assistance. A volunteer form is given out at registration. This form provides information about the many areas for volunteering. Volunteers are asked not to bring preschool children to school with them. All volunteers are required to attend a VIRTUS training, read and complete a Diocese of Wichita Policy on Suspected Abuse of Children and a Code of Ethical Standards. They must also sign in at the office and obtain a name tag before proceeding to the classroom.

### **Wellness Policy:**

Every school in the diocese is required to develop a wellness policy for both students and staff in compliance with state and federal law. The plan will include:

- A. 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.

- B. All students shall participate in nutrition education as outlined in the diocesan physical education and health standards.
- C. Each school shall develop a staff wellness plan and implement activities to improve school staff wellness.
- D. 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.
- E. Families will be encouraged to incorporate physical activity into the lives of all household members.
- F. The use of tobacco products in any diocesan school building or on school busses is prohibited. Effective July 1, 2010, smoking is prohibited in most of the following indoor locations in Kansas: public places, places of employment, restaurants, bars or within 10 feet of entrances and air intakes.

## 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.)

### **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.

### **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 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.

### **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.

### **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 You, O Lord, Thy grace into our hearts that we to whom the incarnation of Christ, Your 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.

### **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 rose 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.

### **The Beatitudes: Mastered at Grade 7**

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.

### **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

### **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

### **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.

### **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

### **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.

### **Gloria: Mastered at Grade 7**

Glory to God in the highest, and on earth peace to people of good will.  
We praise you, we bless you, we adore you, we glorify you, we give you thanks for your great glory, Lord God, heavenly King, O God, almighty Father.  
Lord Jesus Christ, Only Begotten Son, Lord God, Lamb of God, Son of the Father, you take away the sins of the world, have mercy on us;  
You take away the sins of the world, receive our prayer; You are seated at the right hand of the Father, have mercy on us.  
For you alone are the Holy One, you alone are the Lord, you alone are the Most High, Jesus Christ, with the Holy Spirit, in the glory of God the Father. 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).



**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 (Our Father): 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.

**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.

**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.

**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 for sin, the reunion of all Christians. I offer them for the intentions of our Bishops, and all Apostles of Prayer, and in particular, for those recommended by our Holy Father for this month. Amen.

**Rosary: Order of Prayers: 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, 1 Our Father, 10 Hail Marys, 1 Glory Be, and the Fatima Prayer.
7. After the Rosary: Hail Holy Queen and Prayer after Rosary

**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:**

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.

**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, and 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.

**Penitential Rite/Confiteor: Mastered at Grade 7**

I confess to almighty God and to you, my brothers and sisters, that I have greatly sinned, in my thoughts and in my words, in what I have done and in what I have failed to do, through my fault, through my fault, through my most grievous fault;

Therefore, I ask blessed Mary ever-Virgin, all the Angels and Saints, and you, my brothers and sisters, to pray for me to the Lord our God.

**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 the other evil spirits who prowl through the world seeking the ruin of souls. Amen.

**Precepts of the Church: Mastered at Grade 6**

1. You shall attend Mass on Sundays and on holy days of obligation and rest from servile work.
2. You shall confess your sins at least once a year.
3. You shall receive the sacrament of the Eucharist at least during the Easter season.
4. You shall observe the days of fasting and abstinence established by the Church.
5. You shall help to provide for the needs of the Church

**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.

**Sign of the Cross: Mastered in Kindergarten**

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

**Works of Mercy: Mastered at Grade 7****Corporal:**

- Feed the hungry
- Give drink to the thirsty
- Clothe the naked
- Visit the imprisoned
- Shelter the homeless
- Visit the sick
- Bury the dead

**Spiritual:**

- Admonish the sinner
- Instruct the ignorant
- Counsel the doubtful
- Comfort the sorrowful
- Bear wrongs patiently
- Forgive all injuries
- Pray for the living and the dead

***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.*

