



# Holy Name Catholic School

---

## Handbook 2011-2012



**700 Fuller  
Winfield, KS 67156  
(620) 221-0230  
[school@holynamewinfield.org](mailto:school@holynamewinfield.org)**

# Contents

Notice of Nondiscrimination: .....	3
Catholic School Standards: .....	3
Personnel Organization .....	3
Inclusion:.....	4
Abuse of Children Training:.....	4
Admission: .....	4
Accreditation: .....	4
Address Changes: .....	4
Amendments to Handbook:.....	5
Attendance:.....	5
Attendance:.....	5
Truancy: .....	6
Birthdays:.....	6
Bicycles: .....	6
Breakfast: .....	6
Bullying/Harassing Behavior: .....	6
Bus:.....	6
Cancellation: .....	7
Cell Phone Use: .....	7
Checks Returned:.....	7
Child Abuse Reporting: .....	7
Classroom Concerns:.....	7
Communicable Disease .....	7
Diocesan Grading Code .....	8
Educational Costs: .....	8
Emergency Cards:.....	8
Endowment Fund: .....	8
Field Trips: .....	8
Fire/Tornado:.....	9
Grievance Procedures: .....	9
Gum: .....	9
Homework: .....	9
Honor Roll:.....	9
Hot Lunch Program: .....	9
Human Sexuality Program:.....	9
Illness: .....	9
In-service: .....	9
Latch Key:.....	9
Library:.....	9
Mass.....	9

Non-Payment of Financial Obligations: .....	10
Parent Orientation:.....	10
Parent-Teacher Conferences .....	10
Passenger Van Use: .....	10
Pets: .....	10
Physical Education: .....	10
Policy on Suspected Abuse of Children:.....	10
Parent-School Association (PSA): .....	10
Principles of Discipline: .....	10
Promotion and Graduation:.....	11
Releasing Students: .....	11
Report Cards: .....	11
Responsibility:.....	11
Retention:.....	11
School Calendar: .....	11
School Day:.....	11
School Office: .....	11
School Supplies:.....	12
Snacks/Treats/Drinks: .....	12
Social Activities:.....	12
Student Health: .....	12
Tardies: .....	12
Telephone: .....	12
Testing Program: .....	13
Threats of Violence:.....	13
Candy, toys, collectibles: .....	13
Truancy: .....	13
Verbal/Physical Assault, Threat or Harassment.....	13
Visitors: .....	14
Weapons: .....	14
Uniform Policy .....	15
Uniform/Dress Code Requirements: .....	15
For Boys .....	15
For Girls.....	16
Boys and Girls .....	17
Wellness Policy.....	18
Prayers .....	22
Forms .....	28

**Notice of Nondiscrimination:** Holy Name Catholic School admits students of any race or sex to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race or sex in administration of its educational policies.

**Catholic School Standards:** Holy Name Catholic School seeks, 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.

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 vial place in Christian living;
2. demonstrate a reverence for life and respect for self, family, authority, and all cultures;
3. have an informed conscience, distinguish right from wrong, and know how to make choices based on Catholic/Christian values;
4. be respectful and responsible, compassionate and just toward others.
5. demonstrate the knowledge, skills, and desire to continue to learn successfully in middle school or high school;
6. be independent, responsible, and self-disciplined decision-makers who set priorities and boundaries, lead, and work on teams, make sacrifices to achieve goals, monitor progress, and apply creative and critical thinking skills;
7. have the reading, writing, listening, and speaking skills needed to communicate effectively;
8. read at or above grade level unless there is a handicapping disability;
9. master basic knowledge of religion, language arts, mathematics, geography, history, civics, science and fine arts;
10. utilize appropriate technology to access and communicate information.

### **Personnel Organization**

A. Pastor: The pastor is the delegate of the Bishop in directing the school, except in those matters the Bishop reserves to himself or others. He is the parish's chief administrative officer who shares the "Teaching Mission" of the Church.

B. Principal: The principal has responsibility for providing religious and academic formation within an orderly environment. Parish school principals are directly accountable to the pastor.

Principals and assistant principals must have a valid diocesan administrator's contract in force at all times.

C. Local Catholic School Council: The council serves as a consultative group to the pastor and principal in promoting the mission and ministry of the school. The council is governed by a written set of by-laws approved by the pastor and Catholic School Office.

D. Teachers: In cooperation with the parents, the teacher exercises responsibility for forming the whole person spiritually, academically, socially, and physically. The teacher is far more than an instructor, he or she gives witness every day to the distinctive character of the Catholic school, not only teaching according to gospel principles and moral values, but modeling the Church's values and beliefs through word and action.

E. Parent Association: Parents are the first and best educators of their children. It is essential that home and school work together in a spirit of harmony to develop, promote, and protect the vision and mission of the school. All decisions or recommendations of the parent association are subject to the approval by the principal.

F. **Classified Staff:** Classified staff are those non-exempt employees who support the school's educational function as aides, secretaries, food service workers, and maintenance personnel. Classified staff (whether paid or volunteer) have an important role in helping the Catholic school accomplish its mission. Each staff member represents the school and therefore must model the Church's values through word and action.

**Inclusion:** Holy Name Catholic School will to the extent that available resources permit, try to meet the needs of every student. No child will be turned away on exceptionality alone.

**Abuse of Children Training:** In compliance with the norms adopted for the Catholic Church by the United States Catholic Bishops in the Charter for the Protection of Children and Young People, all Catholic school employees, as well as all volunteers who have regular contact with children, must comply with the Diocesan plan for implementing the norms:

- a. All employees and regular volunteers must read, sign, and obey the Policy on Suspected Abuse of Children and Code of Ethical Standards for Church Leaders.
- b. All employees and regular volunteers must attend the VIRTUS training and register online with VIRTUS.
- c. All employees must complete the VIRTUS online training program.

**Admission:**

Although there is no legal obligation to do so, our schools will, to the extent that available resources permit, try to serve every Catholic student from active stewardship families.

The Catholic schools of the Diocese of Wichita admit students of any race or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students, and these schools do not discriminate on the basis of race or ethnic origin in administration of educational or admission policies, scholarship programs, and athletic or other school programs.

Catholic schools reserve the right to admit or deny admission or continued enrollment to any student, including Catholic students.

To enter four-year-old pre-school, a child must be 4 years of age on or before August 31. To enter kindergarten, a child must be 5 years of age on or before August 31. A school may assess a child's readiness to enter kindergarten. To enter 1<sup>st</sup> grade, a child must be 6 years of age on or before August 31. A child who attended kindergarten or 1<sup>st</sup> grade in another state may be able to attend kindergarten or 1<sup>st</sup> grade even though they do not meet Kansas age requirements.

In accordance with Kansas Statute 72-5209, the Kansas Certification of Immunization form and the Child Health Assessment must be filled out and submitted to school authorities prior to admission to any Kansas school for any child up to age 8. This includes pre-school.

Students must live with and be subject to a parent or legal guardian. Married students are not allowed to be enrolled.

There is no legal requirement that parochial schools verify the immigration status of prospective or actual students. Therefore, schools may not require proof of immigration status as a condition for enrollment. However, students may not attend Catholic schools with a B-1/2 tourist visa.

A birth certificate must be provided.

Children transferring in from another school will present their student records from the former school.

For Catholic students, documentation of previous sacraments received are required (e.g. baptism and First Communion)

Pre-registration will usually be held in the spring, with final registration in July.

**Accreditation:** Holy Name Catholic School is accredited by the State of Kansas.

**Address Changes:** It is important that you notify the school of phone and/or address changes. Address and

phone changes should also be made at the church rectory.

**Amendments to Handbook:** The school council and the principal retain the right to amend the handbook for just cause. Parents will be given prompt notification when changes are made.

**Attendance: NEW DIOCESAN POLICY**

*Punctual attendance is an act of responsible stewardship by parents and students for their parish's gift of Catholic education.*

Parents are to be reminded that the compulsory education law of Kansas requires students between the ages of 7 and 18 to be in school. Being absent for such reasons as vacations, sporting events, school activities where the student is not a participant, shopping, babysitting, or travel is not acceptable, and parents should not ask for their children to be excused for such reasons.

The school shall take attendance daily and maintain a record of all absences and tardiness. Parents should contact the school prior to an absence or tardy and request that their child be excused that day. The school, however, retains the right to determine which absences and tardiness will be excused, which will not, and appropriate consequences for unexcused absences. The school should try to determine the reason for any absence on the day of the absence, and keep a record of attendance until the close of the school year. When a tardy or absence is determined to be unexcused, less than full credit shall be awarded for make-up work. When a student has missed more than five sessions of any class in a semester, the student may be required to make up work after school, on Saturdays, or in an approved summer school program before credit is awarded. **Every school is to have a policy for making up time lost due to tardies.**

*When an elementary or middle school student has missed ten sessions of any class in a semester or twenty sessions of any class 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.*

There are students whose chronic health condition or other education need makes regular attendance difficult. Such needs are to be substantiated in a Health Plan or Learning Plan, and the attendance requirement may be adjusted accordingly.

**Attendance: HOLY NAME POLICY**

If a student is absent or tardy, a written explanation of the reason from the parents must be presented to the teacher. (A phone call to the office is an acceptable alternative to a written note.) Excuses should be presented in advance for dental and doctor appointments, and parents should provide documentation to the school for appointments and illnesses whenever possible. On occasion, there may be events that require a child to miss school for things other than illnesses, medical/eye/dentist appointments, and funerals. For those occasions a form is available on the website, and/or from the office to request that those absences be excused. These forms must be turned in with signatures at least 48 hours prior to the absence. This form is to be signed by the parent and child's teacher before being turned into the office. The principal will make a decision on whether the absence will be excused or not, will sign it, and a copy will be given to the child to take home.

Our summer school program essentially makes up for one week of school as it runs for two weeks of half day classes. As a result, a child with more than 10 absences (excused or unexcused) in a single semester will be required to attend summer school at the parent's cost. If a child reaches a total of 15 absences at any time during the school year the parents will meet with the principal to discuss additional means for making up missed class times. This may occur after school, and/or on Saturdays and/or teacher work days when the students are not in session. Parents will incur any costs associated with after school supervision and/or on Saturdays/teacher work days.

Students have two days for each day they are absent to make up work missed. Students will receive full credit

if their absence is excused and the work is turned in within those two days. Students with an unexcused absence will also have two days to make up work missed but will not receive full credit.

**Tardies:** Students are expected to be in their classrooms, ready to begin the school day when the bell rings at 7:50 AM. Students not in their classroom at the 7:50 AM bell are considered tardy. A child will be allowed three tardies per semester. On a child's 4<sup>th</sup> tardy and for each subsequent tardy the child shall miss a recess. Starting with the 6<sup>th</sup> tardy, and every tardy after that (for the semester), the student will receive an after school detention in addition to missing a recess.

**Truancy:** In accordance with state law, a student shall be considered truant if the child is inexcusably absent on either three consecutive school days, five or more days in a semester, or seven days in a school year.

The principal shall notify the County Attorney, SRS, or other appropriate officials in writing of a student(s) who has been determined to be truant from school, the number of days the student(s) has been truant and the name and address of the parents/guardians.

**Birthdays:** Birthdays are recognized as a special occasion. Students may bring treats *meeting guidelines of the Wellness Policy*, (see snacks and wellness policy) for their classmates and teacher. In accordance with the Wellness Policy Birthday treats may only be passed out the last 15 minutes of the school day. Any child having a summer birthday may pick a date during the school year to celebrate. We do ask that you make arrangements with the teacher prior to the day. Please limit birthday treats to a snack (single serving). Invitations *may not* be passed out at school or on school property. School is not the proper place for students to exchange, give or receive gifts, and therefore it will not be allowed.

**Bicycles:** Bicycles, scooters, etc. must be walked on and off the school grounds. They are to be parked at the bike rack during the school day.

**Breakfast:** Breakfast will be served from 7:15 am to 7:30 am in the parish hall. Please do not drop students off before 7:15am as supervision is not provided at that time.

**Bullying/Harassing Behavior:** 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.

Students and adults should respect, protect, and share the God-given life, worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. Holy Name Catholic School expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct. Such behaviors can include, but are not limited to teasing, poking, biting, and hitting or extorting money, food, favors or other possessions from another person, whether it is persistent behavior or a single egregious act. The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable and cannot be tolerated at Holy Name Catholic School as normal behavior or normal human development. 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.

**Bus:** Forms for transportation are to be filled out by parents at enrollment. Students who normally ride the district or Holy Name bus will be placed on the bus unless they have notified the office, prior to the dismissal of school, otherwise. It is the parent's responsibility to notify the school of changes in transportation. Requests must have a dated written note, signed by his/her parent, requesting that they be able to ride the district bus or

St. Mary's/Holy Name bus. The note should also indicate where the child is to be dropped off, and which regular bus rider they are riding with. It is also recommended that you contact the bus barn, or Holy Name (for the St. Mary's/Holy Name bus) to ensure that there is room on the bus for your child (guest).

St. Mary/Holy Name bus is for students living outside of the Winfield School District, but within the boundaries of St. Mary's Oxford Parish or Wellington school district. The school reserves the right to refuse transportation to any student. Students are to stay seated, wear seatbelts, and follow all other bus rules. Students may lose bus riding privileges for repeatedly disobeying bus rules or for a serious act threatening the safety of others on the bus.

**Cancellation:** When it becomes necessary to call off school or to dismiss early due to inclement weather, the announcement will be on the radio and/or TV. Holy Name Catholic School follows the decision of USD 465. School Reach Alert system will also be used to notify parents of school cancellation or early dismissal.

The St. Mary's/Holy Name bus will not run if school is cancelled by the Oxford or Winfield district. Those students' absences will be considered excused

**Cell Phone Use:** Catholic school employees and volunteers are expected to use good judgment when operating a motor vehicle. Research has demonstrated that using a cell phone while driving creates a greater chance of being involved in a motor vehicle accident than other drivers. Therefore, cell phone use by employees and volunteers while operating a motor vehicle is prohibited when transporting students or other diocesan employees.

Students are not allowed to use cell phones during the school day or on school property. The school phones are available in cases of emergency. If you need to leave a message with your child, please call the school office. If a student chooses to bring a cell phone it is to stay turned off and in their backpack until they leave the school grounds. Cell phones seen on school property will be confiscated and must be picked up by a parent.

**Checks Returned:** When a check is returned from the bank for insufficient funds, you will be assessed the bank charge to the school's account and the amount of the check. This matter should be resolved within seven business days.

**Child Abuse Reporting:** Under the "Kansas Code for Care of Children" all professional staff, including directors of pastoral care, sisters, principals, teachers, and other employees of a school who have reason to suspect that a child has been injured as a result of physical abuse, are required to report such abuse to the State Department of Social and Rehabilitation Services. Employees are immune from all prosecution or reprisal for reporting. Not to report is a violation of state and federal law. The building principal is always to be notified. Parents are not to be contacted.

**Classroom Concerns:** Whenever a concern arises, the following procedure is to be followed. First, the parents meet with the teacher to discuss the problem. If it persists after two such discussions, the principal is to be notified and a conference will be set up. No parent is to go directly to the principal under normal circumstances. If meeting with the teacher twice and a conference with the principal fail to resolve the problem, recourse to the pastor may be made.

**Communicable Disease:** Any student infected with a communicable disease dangerous to the public health shall be excluded from school for the period of time necessary for the disease to be non-infectious and non-contagious or until the condition no longer poses a significant health threat to others. In some cases the student's physician may be required to issue a written statement declaring the student free of significant risk of

contagion. The diocesan control plan for blood borne pathogens will be followed.

To prevent the spread of lice, combs and brushes will not be allowed at school. Students should not share hair accessories, hats, etc.

**Diocesan Grading Code is as follows:**

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

**Educational Costs:** Registered members of Holy Name parish tithe to the church. Stewardship is a way of life that supports every mission of the parish. The gifts of time, talent, and treasure by all parishioners provide the necessary means to fulfill these missions. For those who are not an active Catholic Steward Family, monthly tuition is paid to the school. The pastor in consultation with the finance committee determines the amount annually. Book fees are assessed annually. This may be paid in part, at the time of pre-enrollment, but must be paid in full by final enrollment.

**Emergency Cards:** Emergency information is required for each student registered. It should include the names of at least two persons who can be contacted if the parents aren't available. It is vital that changes in phone numbers and/or contact persons be kept current.

**Endowment Fund:** Families are encouraged to contribute to the school endowment fund. It was established to maintain the long-term operation of our school. Contributions may be made in any amount. Contact the principal or pastor for information.

**Field Trips:** Field trips are encouraged, provided the following guidelines are followed. The field trip shall be a definite learning experience, not a party or a reward. Written permission from the parent/guardian must be obtained prior to each field trip. Approval must be obtained from the principal. Arrangements for adequate supervision must be made based on the number of students, age, and type of field trip. Students will not be released to parents from field trips unless paperwork is filled out and on file with the office at least 2 days prior to the event.

Drivers must have had Virtus and must provide proof of insurance and a copy of a current driver's license as required by the diocese. These will be kept on file for the school year.

The school must follow state regulations regarding the transportation of students. This means that all students must be in approved restraining systems.

- 1) Children ages four to seven, when weighing less than 80 pounds or measuring less than four feet nine inches in height, must have a child safety passenger restraining system that meets or exceeds the federal standard;
- 2) Children 8 to 14 years of age, when weighing more than 80 pounds or measuring at least four feet nine inches in height, must have a standard passenger safety restraining system.

Parents are responsible for providing the proper booster seat for their child, if required by law, in order for their child to attend the field trips.

**Cell phone use by employees and volunteers while operating a motor vehicle is prohibited when transporting students or other diocesan employees.**

**Fire/Tornado:** Fire and tornado drills will be held as required by state law.

**Grievance Procedures:** Diocesan procedures shall be followed for the orderly and expeditious resolution of grievances of parents, faculty, students, or employees associated with a Catholic school. The principal should be contacted to initiate the process.

**Gum:** Chewing gum is not permitted in the school **or** on the school grounds.

**Homework:** Homework should be educationally sound, provide for an application of previously learned material, correlate past and present material, and provide opportunity for parent and child to share in the learning process. The student, not parents, is responsible for completing the work.

**Honor Roll:** In fifth and sixth grades, there are two honor roll classifications - "A" - All A's and "A-B" with at least one A in a solid subject. These shall be awarded at the end of each semester.

**Hot Lunch Program:** Students may participate in the hot lunch program or bring a sack lunch. The deadline for ordering lunches is 8:45 a.m. If your child is absent or tardy in the morning it is important that you call the school and let them know if your child will need a hot lunch for the day. This must be done before 8:15. The parent must pay for all lunches ordered. If you wish to eat with us, please notify the office by 8:15, so a lunch may be ordered. Holy Name has a closed lunch period, meaning that students will remain on the grounds for lunch. Soft drinks and drinks with high sugar content (e.g. koolaide) are not allowed with lunches at Holy Name. Students may bring juice or bottled water, or may charge a milk to their account, to drink with sack lunches. Students are allowed to charge two meals. On the third time they will be asked to call a parent/guardian and have them deliver either a sack lunch or lunch money. A sack lunch will need to be delivered by 11:20 am. If you do not make arrangements your child will not receive a hot lunch, but the school will give them crackers and milk.

**Human Sexuality Program:** In accordance with diocesan policy, a human sexuality program is taught in all grades as part of the religion program.

**Illness:** Students with symptoms and a temperature of 99.6 or above, and those students with temperatures above 101.5 will be sent home. If the parents cannot be reached in a timely manner, those listed on the student's emergency/release card will be called.

**In-service:** Diocesan policy permits early dismissal for staff development each month.

**Latch Key:** Holy Name Catholic School will be providing Latch Key after school on a trial bases the first nine weeks of school. More information and a latch key handbook will be available at enrollment.

**Library:** Students have a library period weekly and may check out books at that time. Books must be returned by the due date for the student to check out another book. Students are responsible for all books checked out in their name. If a book is damaged or lost, the student will be assessed a fee, so that the book may be replaced. Students may also be charged a fine for late returns.

**Mass:** Students participate in the liturgy Tuesday through Fridays weekly. Kindergarten and PreK students attend Mass one day per week, on Holy Days of Obligation and for special occasions.

**Non-Payment of Financial Obligations:** Families who have not met their financial responsibilities will be dealt with by the pastor. The normal consequence would be the denial of admittance to Holy Name Catholic School for the remainder of the term. Decisions of this consequence would be made by the end of the first semester or April, whichever is most appropriate.

**Parent Orientation:** At the beginning of the school year, a parent orientation will be held.

**Parent-Teacher Conferences:** Conferences will be scheduled at the end of the first and third quarters. Conferences may be requested at other times by the parent or teacher of an individual student.

**Passenger Van Use:** Nine-passenger vans, or smaller, may be used to transport children or adults. A nine-passenger van is defined as a van designed to transport nine passengers plus the driver, for a total of ten people. Diocesan Schools may not own or permit students to be transported in vans with a capacity greater than nine.

**Pets:** To ensure the safety and health of the students and staff at Holy Name Catholic School, students and/or parents may not bring animals or plants into the classroom or on school grounds. Classroom pets and plants may be used for educational purposes with permission from the principal.

**Physical Education:** All students will participate in P.E. classes. If a child has a health condition, which prevents participation, please send a note signed by the physician. Students must wear shoes appropriate for PE as outlined in the uniform policy. Those children wearing inappropriate or unsafe shoes will need to set out for PE and receive a 0 for that day's credit. Excessive jewelry and dangling earrings are also unsafe for physical education.

**Policy on Suspected Abuse of Children:** All employees and volunteers are required to have a signed copy on file in accordance with diocesan policy and attend a VIRTUS: Protecting God's Children training.

**Parent-School Association (PSA):** Parents are the first and best educators of their children. Therefore it is essential that home and school work together in a spirit of harmony to develop, promote, and protect the mission of the school. All decisions or recommendations of Parent Associations, Booster Clubs, and other similar groups are subject to approval by the principal. Each parent association shall include the following goals among its purposes:

1. Foster cooperation between the school and parents by providing a forum to address school-wide issues of mutual concern;
2. Assist parents in understanding and fulfilling their sacred roles as Catholic school parents;
3. Provide a network for action on public policy issues that affect Catholic schools and Catholic school parents;
4. Assist in providing for the material needs of the school in a manner consistent with stewardship.

All parents with students attending Holy Name Catholic School are members of the Parent School Association, and are expected to attend and support PSA meetings and events.

**Principles of Discipline:** Holy Name strives to provide a positive climate for learning, emphasizing and promoting self-discipline. Students and their parents must be aware that inappropriate behaviors result in consequences to be determined by the principal in consultation, if necessary, with the teacher involved. Possible consequences may include: conference with the principal or teacher; conference with principal, teacher, student, and parent; written or phone notification to the parent; loss of recess time or privileges; referral to counselor or social worker; after-school detention; in-school suspension; out-of-school detention; possible police involvement if deemed appropriate; specific consequences agreed upon by principal, parent, and teacher; long-term suspension or expulsion.

Corporal punishment will not be used in the Catholic schools of the Diocese of Wichita. Students may be placed on probation as a disciplinary measure for a specific period of time. Students may be suspended by the principal for delinquency, immorality, incorrigibility, defiance of authority, or other serious breaches of school regulations or for an accumulation of lesser violations. 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 welfare of the school community. The student involved would be suspended from school while information is being gathered. The pastor, principal, teacher, and parents will be consulted to gather all the facts in the situation. Prior to any expulsion, the principal will confer with the pastor and superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision.

Holy Name must also comply with the terms of the Kansas School Safety and Security Act, which requires schools to expel a pupil from school for not less than one year for possession of a weapon at school, on school property, or at a school-supervised activity.

**Promotion and Graduation:** Promotion is based on satisfactory achievement and conduct and is made at the discretion of the principal. Elaborate promotion ceremonies at the elementary level are not permitted.

**Releasing Students:** Students are to be released from school early only after approval from the office, and for valid reasons. Parents are to sign their child out at the office if leaving prior to dismissal for the day. If the student returns to school later in the same day, a parent/guardian must sign them in at the office. Students are released from school only to their parents or to persons authorized by their parents. Holy Name Catholic School cooperates with police and other lawful agencies, and such officials without parental permission may question students on school grounds.

**Report Cards:** Report cards are issued quarterly for each student. These reports provide the parents with information regarding how well their child has used his/her time and talent during the grading period.

**Responsibility:** We expect each child to be accountable for his/her own actions, and also accountable for the actions of the groups insofar as he/she is a member. Any damage done to school/church property (e.g. broken windows, marked books, damaged books, lost items, etc.) is expected to be paid for or replaced by the person responsible. Students will be disciplined for any violation of school rules.

**Retention:** Students may be retained in the same grade for a variety of reasons. Teachers will consult with the principal any time retention is contemplated. The school will consult with the parents/guardian where possible. Holy Name Catholic School reserves the right to determine appropriate grade placement, and all diocesan schools shall respect that placement if the student transfers.

**School Calendar:** The yearly calendar will be given to each family at the beginning of the term. The calendar is based upon the requirements set by the diocese and KSDE.

**School Day:** The regular school day is 7:50 A.M. - 3:25 P.M. for grades K-6. The school day begins at 7:50 and tardies are counted that this time. The parish hall is open for students no earlier than 7:15 a.m. Breakfast is available from 7:15-7:30 AM. Dismissal is at 3:25. Please make arrangements for your child to be picked up promptly. After 3:30 the child will be taken to Latch Key and parents will be responsible for any expenses incurred for that period of time. Parents will have to come into the building and sign their child out of latch key.

**School Office:** The office is open from 7:30 to 3:45 p.m.

**School Supplies:** The student's name will be on all supplies before bringing them to school. Supplies not listed on the student supply list or specifically asked for by the teacher should not be brought to school. All necessary supplies are to be kept available so borrowing from another won't be necessary. Students are not allowed access to the teacher's or other students' desks or personal belongings. Supplies, including those purchased through the school at the beginning of the year, must be replenished as needed, by the student, throughout the school year.

**Snacks/Treats/Drinks:** All snacks, treats, and drinks brought into the school must meet the minimum requirements set forth by the Wellness Policy.

All foods and beverages offered at school-sponsored activities and events must be in compliance with USDA regulations prohibiting the sale of FMNV (foods of minimal nutritional value). This includes food for classroom parties and celebrations, classroom rewards, fundraisers, and intramural events but not interscholastic events.

- a. Students may be allowed to have individual water bottles in the classroom
- b. Celebrations, involving food during the school day, shall be limited. Each party should include no more than one food or beverage that does not meet nutrition standards for food and beverages sold in vending machines.
- c. The portion size of any food served during a celebration/reward shall be the same size of any food item served in the National School Lunch Program.
- d. Snacks served during the school day will emphasize fruits, vegetables, and beverages that meet guidelines for vended foods.

(The wellness policy is included as part of this handbook.)

**Social Activities:** Holy Name Catholic School does not sponsor dances and/or mixed parties for students.

**Student Health:** When a student becomes ill or is injured, he/she will be cared for temporarily. Law dictates that no teacher may be responsible for the administration of any medication without proper authorization. "Proper authorization" means a written prescription from a physician for the administration of all medicine, including over the counter drugs. Parents must provide a written request that the medication be given at school, but no school shall be required to administer any medication. Medications include over the counter medications such as Tylenol, cough drops, cough syrup, etc.

**Tardies:** A student is tardy if he/she is not in their classroom prior to the 7:50 am bell. Students arriving after 8:00 am must be signed in by their parent/guardian at the office. When a student arrives late to school, the parent is responsible for ensuring that the child is properly supervised before he/she leaves the school grounds. It may be necessary for the parent to walk into the school building to see if their child's class has left for Mass. If the student's class is at Mass, it is the parent's responsibility to see that his/her child enters the church in a quiet reverent manner and sits with his/her class.

Parents are to notify the school if his/her child will be late. A child will be allowed three tardies per semester. On a child's 4<sup>th</sup> tardy and for each subsequent tardy the child shall miss a recess. Starting with the 6<sup>th</sup> tardy, and every tardy after that (for the semester), the student will receive an after school detention in addition to missing a recess. Tardies for doctor, dentist, and eye appointments will be excuse (and not count against the allowed 3/semester) if prior notice is given to the school and documentation is given upon returning to school.

**Telephone:** The office number is 221-0230. Students and teachers are not called to the phone during school

time, except for emergencies. Cell phone use by students during the school day and/or on school grounds is not permitted. Messages may be left for students at the office.

**Testing Program:** All diocesan and state test programs are followed according to the mandated grade levels. Results become part of the students' records and are available to the parents.

**Threats of Violence:** 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 treat to bring a weapon to school, or other serious threat by a student, the student may be removed from school and/or school activities. After the offense, the student may return to school and attend school activities only if 1) he/she presents a written recommendation from a psychologist/psychiatrist approved by the administrator, assessing that it is safe for the student to return to school; and 2) the administrator, after consultation with the pastor, believes that the treat of potential future harm has been abated. If the student is accepted back into school and returns to school, a second offense by the student will result in 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 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.

**Candy, toys, collectibles:** Students should not bring candy, gum, personal toys, or collectable items to school. These items will be collected from the child and kept until the parent can pick them up. Any unclaimed items will be disposed of at the end of the school year.

**Truancy:** In accordance with state law 72-1113, a student shall be considered truant if the child is inexcusably absent on either three (3) consecutive school days, five (5) or more days in any semester, or (7) days in a school year.

The principal shall notify the County Attorney, SRS, or other appropriate officials in writing of a student(s) who has been determined to be truant from school; the number of days the students(s) has been truant and the name and address of the parents/guardians.

**Verbal/Physical Assault, Threat or Harassment of a School Employee and/or Damage to and/or Theft of Private Pro 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 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. (KSA 38-120)

**Visitors:** Parents are welcome to visit their child's classroom after receiving permission from the teacher. All other visitors during the day must have prior permission from the teacher as well as from the principal. All visitors must report to the office. If you need to visit with your child's teacher please call and make an appointment so that the classroom is not interrupted. Parents/guests are welcome and encouraged to attend morning Mass, assemblies, and special events.

**Weapons:** Holy Name Catholic School complies with the Kansas School Safety and Security Act, which require schools to expel a pupil for not less than one year for possession of a weapon at school, on school property, or at a school-supervised activity.

**By enrolling your child at Holy Name Catholic School you are agreeing to abide by the school policies as set forth in this handbook as well as all policies of the Catholic Schools of the Diocese of Wichita.**

The Handbook of Policies for the Catholic Schools of Wichita is available on the diocesan website at [www.cdowk.org](http://www.cdowk.org).

# Uniform Policy

## Uniform/Dress Code Requirements:

The purpose of the Holy Name Catholic School dress code is to provide a uniform appearance, to promote school identification, and to encourage pride and responsibility in personal appearance. These requirements are in effect during school hours. Holy Name Catholic School has accepted *PARKER UNIFORMS* as our primary supplier of school uniforms. Certain items will be allowed from *other uniform lines such as Sears, JCPenney, and Sign and Stitch*. ***It is your responsibility to ensure that uniforms purchased from other distributors match in style and color with the Parker line.*** Used uniforms will be made available for purchase. All pants, shirts, etc that become worn, faded, or torn must be replaced.

## For Boys (All Grades)

### Slacks

Dark Navy pants same color and style as Parker Uniforms. Slacks need to sit at natural waist. Legs must be of the straight legged style, no flares, bell bottoms, boot cut, etc.

### Shorts

Dark Navy shorts same color and style as Parker Uniforms. All shorts must be two inches above the knee, no shorter, and may not extend below the kneecap. Shorts may be worn from August to Oct. 31 and April 15 through the end of the school year. All other uniform requirements will be in effect during these designated months.

### Shirts

Hunter green polo shirts the same color and style as Parker Uniforms. (The shirts are hard to match please be sure you compare the color/style with a Parker shirt before purchasing from another company). They may be long or short sleeved. Shirts should be neat in appearance and must be tucked in at all times. Turtlenecks are not allowed. Undershirts, if worn, must be plain white.

### Belts

Belts must be worn at all times by 3<sup>rd</sup> - 6<sup>th</sup> grades. Belt loops may not be removed from any apparel. Navy blue, black or dark brown belts are allowed. Belts must be one color.

### Sweaters

Only solid dark navy blue sweaters (cardigan, V-neck pullover) will be acceptable. They must be of a plain closed knit, texture.

### Sweatshirts

Navy sweatshirts with the Holy Name logo from Parker Uniform Company or from Sign and Stitch may be worn.

Only uniform shirts may be worn under the sweatshirt.

### Socks

Socks must be worn at all times. Only solid navy, black, hunter green, or white socks are allowed.

### Shoes

*Athletic style* shoes appropriate for P.E. and recess may be worn. Sandals, clogs, cowboy boots, hard-soled shoes, etc. are not allowed. Snow boots may be worn to and from school during inclement weather but the student must bring athletic shoes to change into for the classroom and for PE.

## **Hair**

Haircuts must be off the collar in the back and eyebrows in the front and of the child's natural hair color. Hair must not be so long that it can be pulled down below the eyebrows. Hair should not be shaved to less than 1/4 inch long. Bowl cuts can be NO higher than 1/2 inch above the ear. Mohawks, patterns and designs shaved into the hair are not allowed. Questionable haircuts will be handled by the principal on an individual basis.

## **Jewelry**

Earrings and facial piercings are not allowed. Excessive jewelry is not allowed (i.e. multiple/large necklaces, bracelets, nose jewelry, etc.) and will be handled by the teacher/principal. Jewelry that becomes a toy or a distraction to the child or other students will need to be removed. Gel bracelets, or other jewelry with inappropriate underlying implications are not allowed.

## **For Girls**

### **Jumpers and Skirts:**

#### **K-4th Grades:**

These grades may wear *Parker Uniform Company* jumpers. (We have not found another company that matches the style and color of Parker's jumpers). Jumpers must extend below the kneecap. Shorts should be worn under jumpers. Plain solid navy, black, white or hunter green tights may be worn with jumpers. Pants or leggings are not to be worn under jumpers.

#### **5th-6th Grades:**

These grades may wear skirts from *Parker Uniform Company* or *JC Penny's*. Skirts must extend below the kneecap but no longer than two inches below. Shorts should be worn under skirts. Plain solid navy, black, white or hunter green tights may be worn with skirts. Pants or leggings are not to be worn under skirts.

### **Slacks (All Grades)**

Dark navy slacks the same style and color as Parker Uniforms. Slacks need to sit at natural waist. Legs must be of the straight legged style, no flares, bell bottoms, boot cut, etc.

### **Shorts (All Grades)**

Dark navy shorts the same style and color as Parker Uniforms. All shorts must be two inches above the knee, and no shorter, and may not extend below the kneecap. Shorts may be worn from August to October 31 and April 15 to the end of school. All other uniform requirements will be in effect during these months.

### **Belts (All Grades)**

Belts must be worn at all times for 3<sup>rd</sup> - 6<sup>th</sup> grades. Belt loops may not be removed from any apparel. Navy blue, black or dark brown belts are allowed. Belts must be one color.

### **Shirts (All Grades)**

Hunter green polo shirts the same color and style as Parker Uniforms. (The shirts are hard to match. Please be sure you compare the color/style with a Parker shirt before purchasing from another company). They may be long or short sleeved. Shirts should be neat in appearance and must be tucked in at all times. Turtlenecks are not allowed. Undergarments must be plain white.

### **Sweaters (All Grades)**

Only solid dark navy blue sweaters (cardigan, V-neck pullover) will be acceptable. They must be of a plain closed knit texture.

### **Sweatshirts**

Navy sweatshirts with the Holy Name logo from Parker Uniform Company or Sign and Stitch may be worn. Only uniform shirts may be worn under the sweatshirt.

### **Socks (All Grades)**

Socks must be worn at all times. Only solid navy blue, hunter green, black, or white socks may be worn. Socks may be knee length, ankle, or mid-calf, but must be pulled up to its full length. Plain solid navy, black, white or hunter green tights may be worn in colder weather.

### **Shoes (All Grades)**

*Athletic style* shoes appropriate for P.E. and recess may be worn. Sandals, clogs, cowboy boots and hard-soled shoes, etc. are not allowed. Snow boots may be worn to and from school during inclement weather but the student must bring athletic shoes to change into for the classroom and for PE.

### **Hair, Make-Up, and Jewelry (All Grades)**

Hair must be neat and modestly styled and of the child's natural color. No make-up or other cosmetic appearances should be worn. Excessive jewelry (i.e. long dangling earrings, nose jewelry, multiple/large necklaces and bracelets) is not permitted. Facial piercings are not allowed. Jewelry that becomes a toy or a distraction to the child or other students will need to be removed. Gel bracelets, or other jewelry with inappropriate underlying implications are not allowed.

## **Boys and Girls (All Grades)**

### **Coats/Jackets**

Coats and jackets should be removed in the classroom before the class begins without warning from the teacher. Flannel shirts, sweatshirts, etc. are not permitted. Coats, jackets, and sweaters should be worn, not tied around the waist.

Non-uniform items may not be worn over the uniform during the school day or at Mass.

The principal will determine the acceptability of extreme styles of dress and hair. If you are in doubt about clothing, hair, or other item, ask your teacher or the principal **BEFORE** you wear it.

There will be no exceptions other than special days designated by the administration. Violations of the dress code may result in the student's parents being called and/or the student being sent home to get the proper uniform attire.

### **Hats**

Winter hats are allowed for recess and before/after school in inclement weather. They are to be removed before entering the classroom, church, or other buildings. Baseball caps, fishing hats, scarves, and other fashion head coverings are not allowed, except on designated, special days.

### **Holy Name Shirt Days**

On the second and fourth Fridays of the month, students are allowed to wear the royal blue Holy Name T-shirts and/or hoodies with blue jeans or with uniform shorts, uniform skirts, or uniform pants. **Shirts are to be tucked in. Students do not have to wear a belt on Holy Name t-shirt days if their pants do not sag, and their shirt can stay tucked in without the belt.**

# DIocese of Wichita

## Wellness Policy

### Nutritional Quality of Foods and Beverages Sold and Served on Campus

#### Meals

1. Meals served through the National School Lunch and Breakfast Programs will
  - a. be appealing and attractive to children and served in clean and pleasant settings;
  - b. meet nutrition requirements established by governmental statutes and regulations;
  - c. comply with National School Lunch guidelines for portion size;
  - d. include a variety of fruits and vegetables;
  - e. serve only 2%, low-fat (1%), or fat-free milk and/or nutritionally-equivalent non-dairy alternatives;
  - f. ensure that half of the grains served are whole grain;
  - g. offer an entrée with fat content of less than 16g. at least 3 days per week;
  - h. offer fresh, canned, dried, or frozen fruits or vegetables at least 3 days per week;
  - i. offer a food item containing whole grain at least 3 days per week.

#### A La Carte and Vended Foods

2. All food and beverage items not included in the hot lunch program but sold by the school whether in the cafeteria or elsewhere are considered a la carte. A la carte items and all vended items must comply with USDA regulations prohibiting the sale of “foods of minimal nutritional value” (FMNV) during the meal period. FMNV includes all soda beverages, water ices, chewing gum, candies, hard candy, jellies and gums, fondant, licorice, and candy coated popcorn; except for items in these categories that have been specifically exempted by the USDA.
3. Sale of Vended FMNV (including soft drinks, iced teas, and caffeinated beverages) is not allowed in areas accessible to elementary (K-8) students until after the end of the school day, and in secondary schools until one hour after the last lunch period. At least 50 % of items offered must meet the following criteria per selling unit;
  - a. no more than 4g. of fat per 100 calories except for nuts, seeds, and nut butters;
  - b. not more than 9g of sugar per 100 calories except for fruit without added sugar;
  - c. not more than 200 calories per selling unit;
  - d. fruits and vegetables;
  - e. low-fat and/or non-fat yogurt and cheese sticks.
4. A la carte and vended beverages are limited to non-caloric water, milk (see 1e), nutritionally- equivalent nondairy beverages (as defined by USDA), and vegetable- and fruit-based drinks that are (preferably) 50-100% juice.
5. Electrolyte replacement beverages that contain not more than 48 g. of sweetener per 20-ounce selling unit may be offered in drink machines located near high school athletic training centers. They may not be sold during or in place of lunch.

#### Portion Sizes

6. Portion sizes of foods and beverages sold individually are limited to
  - 1.25 oz. for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, etc.;
  - 1 oz. for cookies;
  - 2 oz. for cereal or granola bars, pastries, muffins, bagels, and other bakery items;
  - 4 fl. oz. for frozen desserts, including but not limited to low-fat or fat-free ice cream;
  - 8 oz. for non-frozen yogurt;
  - 12 fl. oz. for beverages, excluding water;
  - A la carte entrees and side dish portions, including potatoes, will not be greater than the size of comparable portions offered as part of school meals.
  - Fruits and non-fried vegetables are exempt from these limits.

#### Cafeteria Environment

7. School regulations should ensure that the cafeteria
  - a. is clean and orderly;
  - b. has adequate seating to accommodate all students served during one period;
  - c. has adequate supervision;
  - d. serves meals between 11:00 AM and 1:30 PM; starting the last lunch period no later than 1:00 PM;
  - e. allows students a minimum of 15 minutes to eat lunch exclusive of time spent walking to/from class or waiting in line.
  - f. discourages students from sharing food;
  - g. allows students to converse with one another while they eat their meals;
  - h. attempts to serve meals after recess; and
  - i. displays nutritional education materials that are changed periodically. Teachers should discuss these materials with the students, encourage them to eat a healthy breakfast, and choose nutritious foods throughout the day.

### **School-sponsored Activities and Events**

8. All foods and beverages offered at school-sponsored activities and events are in compliance with USDA regulations prohibiting the sale of FMNV foods. This includes food for classroom parties and celebrations, classroom rewards, fundraisers, and intramural events but not interscholastic events.
  - a. Students may be allowed to have individual water bottles in the classroom
  - b. Schools should limit celebrations that involve food during the school day. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold in vending machines.
  - c. The portion size of any food served during a celebration/reward shall be the same size of any food item served in the National School Lunch Program.
  - d. Schools will limit the use of foods or beverages as rewards for academic performance or good behavior, and will not withhold them as punishment.
  - e. At least 50% of fundraising activities will *not* involve the sale of food and/or beverages or will use only foods that meet the nutrition and portion size standards for vended food.
  - f. Snacks served during the school day will emphasize fruits, vegetables, and beverages that meet guidelines for vended foods.
  - g. The school should disseminate a list of healthy snacks to parents and teachers.
  - h. Each year, some classrooms will participate in an event that is centered on nutrition. After the event, lessons are used to reinforce the information gained.
  - i. Snacks served in after-school programs will be fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drink that is at least 50% fruit juice and does not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); or cooked, dried, or canned vegetables. After-school programs should limit portion sizes of foods and beverages supplied/sold individually to those listed under portion sizes.
  - j. At least twice a week, the after-school educator explains why the snack served is a healthy choice. Programs may choose to reinforce classroom learning by providing nutrition education activities.

### **Nutrition Education**

9. As outlined in Diocesan health education standards, each school's nutrition education program shall
  - a. be taught not only in health education classes, but also in other subjects and in appropriate grade levels as outlined in the curriculum guides;
  - b. include hands-on activities such as contests, promotions, taste-testing, farm visits, food preparation, and school gardens;
  - c. promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and good nutritional practices;
  - d. emphasize caloric balance between food intake and exercise;
  - e. teach media literacy with an emphasis on food marketing;
  - f. be based on the most recent Dietary Guidelines for Americans; and
  - g. be taught by a licensed teacher or under a licensed teacher's supervision.
  - h. Use such resources as KSDE, KSU Research and Extension, health and agriculture organizations, universities, and consulting registered dietitians.
10. The following topics will be included annually in the Nutrition Education Program. They may be addressed at more than one level, and are to be covered with increasing depth at higher grade levels.
  - a. Pre-Kindergarten
    - Proper hand washing

- Importance of drinking adequate amounts of water; food groups; trying new foods; and feeling full and chewing thoroughly.
- b. Elementary (K-5)
- Importance of eating a variety of foods
  - Serving sizes
  - Balancing food intake (energy input) and physical activity (energy output)
  - Reading nutrition labels
  - Choosing healthy foods using cafeteria meals and vended and a la carte items as examples
  - Foods that help keep the body healthy and foods that may contribute to poor health (including oral health)
  - Healthy body image
  - Agricultural origins of common foods
  - Basic food preparation and food safety skills
  - Eating a healthy breakfast
- c. Middle/High School
- Proper hand washing
  - Importance of drinking adequate amounts of water
  - Relationship of nutrients in food to good health and long-term risks of unhealthful food selections
  - Basic nutrient requirements for a healthy plan
  - Dietary guidelines and personal eating plans
  - Importance of meals and how meal time contributes to family life
  - Eating patterns in various cultures
  - Balanced and unbalanced meals in the student's own eating pattern
  - Healthy body image
  - Balancing food intake (energy input) and physical activity (energy output)
  - Evaluating fad diets and healthful ways to lose/gain weight
  - Eating disorders
  - Dangers of dietary supplements
  - Basic food preparation and food safety skills (e.g. storing, cleaning, preparing, cooking, cooling, reheating) and
  - Evaluating health claims on food labels
11. Physical Activity
- a. Elementary students will receive a minimum of 60 minutes of physical education (PE) per week, increasing by 10 minutes per week annually until it meets the recommended level of 100 minutes. Students should engage in moderate to vigorous physical activity at least 15 minutes in each PE class.
  - b. All students will have the opportunity to participate in lifetime physical activities (e.g. walking, Pilates, swimming, golf, tennis, etc.).
  - c. All PE teachers are to be highly qualified. Age-appropriate equipment should be available for students to participate in physical activity, and all physical activity facilities are to meet the standards of Catholic Mutual Insurance (CMI).
  - d. Elementary (K-8) school students should have at least 20 minutes a day of supervised recess that (preferably) is outdoors; divided into two 10-minute periods; offered before lunchtime; and provides at least some moderate to vigorous physical activity.
  - e. Moderate to vigorous physical activity should be encouraged verbally and through the provision of adequate space and age-appropriate equipment. Physical activity should not be used or withheld as punishment. This guideline does not apply to extracurricular sports teams.
  - f. Catholic schools will comply with Quality Performance Accreditation Regulation 91-31-34 and the KSDE requirement regarding "Athletic Practice."
12. When circumstances make it necessary for students to remain indoors and/or inactive for two or more hours, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
13. In order for students to receive the recommended 60 minutes of daily physical activity and embrace regular physical activity as a personal behavior, schools are encouraged to provide opportunities for physical activity beyond PE class. Therefore, health education should complement PE by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
14. Schools should consider offering extracurricular physical activity programs, such as clubs or intramural programs.

### **Family & Community**

15.
  - a. Parents will be encouraged to incorporate physical activity into family life. Possibilities might include a wellness sub-committee for Home and School Association, wellness information in school newsletters, open gym time for family use, or sponsoring/group participation in physical activities (e.g. fun runs, walk-a-thons, lap swims, golf/tennis tournaments, bike rides etc.)
  - b. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including FMNV.
  - c. The school should provide parents with a list of foods that meet the lunch, snack, and beverage standards of these guidelines.
  - d. Parents will be invited to join students for school meals (where feasible).
  - e. Schools may forbid adults to bring in purchased meals for the students.
  - f. Parental involvement in discouraging tobacco use will be promoted through newsletters; by assigning homework and projects that involve families; and by providing information at Home and School meetings.
  
16.
  - a. The use of tobacco products in any school building is prohibited. Not included are buildings or portions thereof used for residential purposes or leased from the school for non-school sponsored activities (KSA 72-53, 107) (1998). Smoking is also prohibited on school buses (KSA 21-4009 et seq.) (1987).
  - b. Prevention education will be provided in grades K-12 consistent with the diocesan health education standards.
  - c. Schools are encouraged to have students participate in programs to prevent tobacco use.
  - d. It is recommended that local tobacco policies include a requirement that violators participate in a cessation class. The Kansas Tobacco Quitline (1-866-526-7867) is one resource.
  - e. Pre- and post-tests may be given to students using U.S. Center for Disease Control and Prevention's Guidelines for School Health Programs to Prevent Tobacco Use and Addiction.

# Prayers

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

## ***Sign of the Cross***

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

## ***The Lord's Prayer "Our Father"***

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.

## ***Hail Mary***

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

## ***Glory Be***

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.

## ***Angel of God "Prayer to Guardian Angel"***

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.

## ***Grace Before Meals***

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

## ***Grace After Meals***

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

***Act of Contrition*** (from Rite of Penance, par. 45)

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

***Apostles' Creed***

I believe in God, the Father almighty, creator of Heaven and Earth.

I believe in Jesus Christ, His only Son, our Lord.

He was conceived by the Holy Spirit and born of the Virgin Mary.

He suffered under Pontius Pilate, was crucified, died, and was buried.

He descended into hell.

On the third day he rose again.

He ascended into heaven and is seated at the right hand of the Father.

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.

***Nicene Creed***

We believe in God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father,

God from God, Light from Light, true God from true God,

Begotten, not made, one in being with the Father.

Through him all things were made.

For us men and for our salvation he came down from heaven:

By the power of the Holy Spirit he was born of the Virgin Mary, and became man.

For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried.

On the third day he rose again in fulfillment of 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. With the Father and the Son he is worshipped and glorified.

He has spoken through the Prophets.

I believe in one holy catholic and apostolic Church.

We acknowledge one baptism for the forgiveness of sins.

We look for the resurrection of the dead, and the life of the world to come. Amen.

***Act of Faith***

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

***Act of Hope***

O 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.

***Act of Love***

O 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.

***Morning Offering***

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  
this month. Amen.

***Memorare***

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.

Angelus ***"Angel of the Lord"***

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 unto 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, Thy Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ our Lord. Amen.

Regina Caeli ***"Queen of Heaven"***

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.

Magnificat *Luke 1:46-55*

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.

### ***Hail Holy Queen***

Hail, Holy Queen, Mother of Mercy, our life, our sweetness, and our hope.

To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, 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.

### ***Come Holy Spirit***

V. Come, Holy Spirit. Fill the hearts of the 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.

V. Let us pray.

All: O God, who has instructed the hearts of the faithful by the light of the Holy Spirit, grant us, we beseech You, by the same Holy Spirit, a love and relish of what is right and just, and a constant enjoyment of His comforts. Through Christ our Lord. Amen.

### ***Prayer to St. Michael the Archangel***

St. Michael the Archangel, defend us in this day of 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 all the evil spirits who prowl through the world seeking the ruin of souls. Amen.

### ***Rosary***

1. Sign of the Cross

2. Apostles' Creed

3. Our Father

4. Three Hail Marys

5. Glory Be

6. For each decade: announce the mystery, Our Father, 10 Hail Marys, Glory Be, and Fatima Prayer.

7. After the Rosary: Hail Holy Queen and Prayer after Rosary

### ***Fatima Prayer***

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.

### ***Prayer after 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.

### ***Rosary Mysteries***

***Joyful Mysteries*** (Mondays and Saturdays; 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 and Fridays; 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 and Saturdays)

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

***Stations of the Cross:*** Meditations on the Suffering and Death of Jesus

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.

# Forms