



HANDBOOK 2023-2024

MISSION STATEMENT

St. Mary's Colgan, a ministry of Our Lady of Lourdes Parish, assists parents in teaching the Catholic faith in an environment that challenges students academically, expects high standards of Christian behavior and stewardship, and cultivates the development of the whole person.

ST. MARY'S COLGAN CATHOLIC SCHOOLS' POLICY

St. Mary's Colgan Catholic Schools strive to offer religious and educational opportunities "second to none". In order to have a system that operates smoothly, effectively, and efficiently, certain guidelines and rules must be established, implemented, and followed.

DIOCESAN DEFINITION OF STEWARDSHIP

Stewardship is the grateful response of a Christian disciple who recognizes and receives God's gifts and shares these gifts in love of God and neighbor.

MOTTO

Faith...Excellence...Tradition

GUIDING PRINCIPLES

We Believe...

- Teaching the Catholic faith is the single-most important reason St. Mary's Colgan Catholic Schools exist.
- Every faculty and staff member, every parent, every coach, and every volunteer is responsible for teaching the Gospel message.
- All Catholic school families must be active stewards in the parish.
- School curriculum should challenge every student, supporting those who struggle while challenging those who excel.
- Teachers and parents should communicate often about grades, student activities, and behavior.
- Fine Arts, Athletics, and other co-curricular opportunities should be available to all students, helping build disciplined work habits, and serving students' entire development - mind, body and spirit.
- Parents should be encouraged to participate in school life and volunteer.
- Teachers must use a variety of methods and styles to teach and assess students.
- Technology is an important part of each student's education.
- We are a parish school, not a private school, and accountable to Our Lady of Lourdes Parish, our pastor, and our bishop.

This handbook belongs to: _____
If found, please return to: St. Mary's Elementary School at 301 E 9th St, Pittsburg, KS 66762 or
St. Mary's Colgan at 212 E 9th St, Pittsburg, KS 66762

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ST. MARY'S COLGAN CATHOLIC SCHOOLS

JR. HIGH/HIGH SCHOOL: 212 East 9th Street

ELEMENTARY SCHOOL: 301 East 9th Street

Pittsburg, Kansas 66762

ST. MARY'S ELEMENTARY: (620) 231-6941

Elementary School Fax: (620) 235-7442

ST. MARY'S COLGAN JR. HIGH/HIGH: (620) 231-4690

Jr. High/High School Fax: (620) 231-0690

SCHOOL WEBSITE: OLLsmc.org/school

ADMINISTRATION/CLERGY

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SISTERS OF THE IMMACULATE HEART OF MARY

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OUR LADY OF LOURDES CATHOLIC CHURCH

PARISH OFFICE: 109 East 9th Street Mailing Address: PO Box 214
Pittsburg, Kansas 66762

Phone: (620) 231-2135 Fax: (620) 231-4804

Parish Website: OLLsmc.org

DIOCESE OF WICHITA

ST MARY'S CATHOLIC SCHOOLS

PARISH FAMILY AGREEMENT (PFA)

Stewardship is the grateful response of a Christian disciple who recognizes and receives God's gifts and shares these gifts in love of God and neighbor.

THE PARISH

The Catholic Church offers to every member the benefits of Mass and the Sacraments, numerous opportunities for private devotion, prayer groups, and public liturgy, a variety of parish ministries such as sacramental preparation, faith formation, and service to those who are sick or are in need.

PARISHIONERS

Discipleship calls us to more than membership; it calls us to live as good stewards of God's gifts. To support all these ministries, we need every family's active stewardship in this parish. No more and no less is asked of Catholic school parents and students than of any other parishioners. What does stewardship ask of parish members, including students?

- ✚ Make a commitment to be a disciple of Jesus Christ.
- ✚ Participate at Mass on Sundays and Holy Days.
- ✚ Practice your faith in the workplace, the home, the classroom, and in civic life.
- ✚ Support and cooperate with the religious education programs of the parish: adult faith formation, Catholic school, PSR, sacramental preparation, RCIA, etc.
- ✚ Participate in parish ministries, activities, and organizations through your contribution of time and talent.
- ✚ Support the ministries of the Catholic Church by pledging and tithing sacrificially to the parish (with a goal of 8% of family income to the parish and 2% to other charities of your choice).
- ✚ Submit a Stewardship Renewal Form annually during the annual Stewardship Renewal.
- ✚ Pay school fees according to the fee schedule.
- ✚ Maintain a positive lunch account balance.

PARENTS

I reaffirm my commitment to be a good steward through my example and my actions. I ask the support of my parish in nurturing my faith as I strive to form my children as disciples through the Catholic school. I will attend Mass on all Sundays and Holy Days. I pledge my cooperation with the parish and its ministries, and I will make every effort to supervise their commitment as well. I understand that my child/ren's enrollment in a Catholic school is contingent upon the way I practice my faith.

On behalf of the parish community, I affirm the parish's mission to nurture its active members in the practice of the Catholic faith day-by-day so that together we may build the Kingdom of God on earth and spend eternity with God in heaven.

STUDENTS

I understand that I am expected to practice my faith every day, whether at home, in school, at work, or with my friends. I will attend Mass on all Sundays and Holy Days. I will participate as a good steward in helping support parish ministries and I will also support the parish with whatever income I have. I understand that as a Catholic, I must use my gifts and talents to perform my best in school, whether in religious, academic, or social activities. I understand that my enrollment in a Catholic school is contingent upon the way I practice my faith.

A SIGNED COPY OF THIS DOCUMENT IS KEPT ON FILE FOR EACH FAMILY.

GENERAL GUIDELINES

Students who choose to attend St. Mary's Colgan Catholic Schools cannot expect all the freedom they might have elsewhere. St. Mary's Colgan Catholic Schools hold firmly to the belief that discipline is essential in scholastic attainment, that discipline teaches self-discipline, and that neither eternal salvation, nor temporal happiness can be secured without self-discipline. The information and motivational aids found in the pages of this handbook are intended as guidelines on the path toward Christian maturity.

It is the desire of the administrative staff and faculty to make only the necessary rules and regulations to ensure an orderly school. St. Mary's Colgan Catholic Schools are part of the Diocese of Wichita, Kansas Catholic Schools and adhere to their policies as well as additional State/Federal guidelines since we are accredited by the state of Kansas. Each student is expected to become thoroughly familiar with the contents of this handbook and to keep it for future reference. In the case of unforeseen circumstances, and to maintain a fair and orderly environment, administrators at St. Mary's Colgan Catholic Schools reserve the authority to establish fair and reasonable rules and procedures for advancing the spiritual, educational, physical, and emotional well-being of students not specifically referred to in this handbook. In all cases, the consequences and benefits of such rules and procedures will be consistent among students.

ADMISSION

St. Mary's Colgan Catholic Schools admit students of any race or ethnic origin to all the rights, privileges, programs, and activities generally accepted or made available to students, and we 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 welcome students of all abilities. However, the range of services available will vary according to each school's resources. Decisions concerning admissions and continued enrollment of a student in a parochial school are based upon the student's emotional, academic, and physical abilities, as well as the resources available to a particular school in meeting the student's needs.

New students who are transferring from other diocesan schools will be accepted at the grade level recommended by their former diocesan school. Other new admissions will not be considered until records are received from their former school. Recommendations from the former school and St. Mary's Colgan faculty members will determine grade placement. St. Mary's Colgan reserves the right to further evaluate new students for grade placement. Once admitted, new students are placed on a 45-day probationary period to confirm student and parental commitment to Catholic education.

To enter three-year-old preschool, a child must be 3 years of age on or before August 31. To enter four-year-old preschool, a child must be 4 years of age on or before August 31. Kindergarten admission requires that every child be 5 years of age on or before August 31 of the year in which they enroll. All new students must provide copies of their immunization records signed by a doctor and birth certificate. Catholics must provide a copy of their Baptismal, Communion, and Confirmation records if such sacraments have been received. 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. More information regarding immunizations can be found on our website at www.OLLsmc.org/school.

According to Diocesan Policy, students must live with and be subject to a parent or legal guardian. Married students are not admitted.

There is no legal requirement that parochial schools verify the immigration status of prospective or actual students. Therefore, schools will 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.

Parents of new students are required to meet with the pastor or pastor's representative to discuss the desire for their children to enroll in our school, discuss financial arrangements, and signed Parish Family Agreement (PFA). Parents and students are asked to recommit to the PFA when the student is ready to enter 7th grade. St. Mary's Colgan Catholic Schools are parish schools, not private schools. Parishioners of Our Lady of Lourdes are asked to complete a stewardship commitment card indicating the amount of their parish support, with contributions weekly, bi-weekly, or monthly. Catholic families who are members of other Catholic parishes are to make their stewardship and tithing commitments to their parishes. Non-Catholic families in the school are to submit their tuition payments to the school or parish. Any deviation of this procedure must be arranged through the pastor.

School Fees: School fees are charged annually for all K-12 students and are due in early August. Specific dates and other payment arrangements are detailed on the fee statement. Fees cover classroom supplies; technology and software; vision, hearing, & health screenings; textbook replacement and consumable workbooks; membership fees for certain Greenbush programs; catastrophic insurance coverage for 7-12th grade students participating in school activities; and many other school-related expenses.

Fees are an important part in maintaining the quality of our school. They are not tuition, nor do they come close to the amount it costs to educate a single child. However, an inability to pay the cost of fees should in no way be a reason for a child not to attend our school. If your family is unable to pay the assessed amount according to our fee schedule, please contact the President of Schools to discuss an equitable solution. This should be done before your fees are due. Failure to pay fees or to contact the President of Schools will result in your child being unable to attend St. Mary's Colgan Catholic Schools.

Fee amounts for students who enter after the first semester will be reduced by one-third. Fee refunds will not be given if a student withdraws from school.

Tuition: Tuition is required for all non-Catholics or non-practicing Catholics who have students attending kindergarten-12th grades. Tuition is in addition to the school fees paid by all families and is due in either a lump sum by the first day of school or in monthly payments of nine equal installments to be paid through automatic withdrawal.

ALCOHOL, DRUGS, TOBACCO/NICOTINE, VAPING SUBSTANCE ABUSE POLICY

I. DRUGS AND ALCOHOL

Scope: The substance abuse program at St. Mary's Colgan Catholic Schools consists of education, prevention, and intervention. In order for this policy to be successful, it is imperative that parents do not aid or abet drinking either by purchasing alcoholic beverages for students or making their properties available for parties at which alcohol is consumed.

The following statement of policy applies to any student in attendance at school or at a school/parish-sponsored activity (home or away) or on school property. The policy also applies to behaviors that take place off-campus or during non-school time if, in the judgment of the administration, the behaviors compromise the educational mission of the school. Examples of such behaviors would include arrest or conviction for driving under the influence and minor in possession of alcohol or drugs.

Policy: Students shall not possess, distribute, sell, be under the influence of, or test positive for any narcotic drug, alcohol, hallucinogenic amphetamine, barbiturate, marijuana, nonprescription steroids, mood-altering chemical of any type, or misuse of any medical prescription. Students shall not falsify or aid other students in falsifying or in any way altering a drug and/or alcohol test.

Identification and Response: Reports of any known or suspected incidents involving violations of the policy are to be made to the principal or assistant principal. The principal may also notify the police department of any controlled substance use that occurs on school grounds or at a school function. Violations of this policy are cumulative for the entire time while enrolled at St. Mary's Colgan Catholic Schools. The Pastor or pastor's representative is the final arbiter in all disciplinary matters and reserves the right to amend or bypass any of the actions listed.

The Limitations for this policy will be:

- Administrators will not act on rumors, innuendo, or anonymous letters.
- Administrators will not act on proof that is more than 30 days old (other than to inform parents and question addiction).

Consequences For Violations of the Alcohol/Drug Abuse Policy:

A student will be subject to the following disciplinary actions if found to be in violation of the alcohol and drug abuse policy:

1. **First Offense:** The student will be subject to all of the following:

- a. A suspension from school for **three days¹**. The suspension may be either in-school or out-of-school at the discretion of the administration. **Work must be made up²**.
- b. Suspension from attendance at or participation in school sponsored activities including, but not limited to, games, performances, events at which the student is competing or eligible to participate (i.e. prom, homecoming dance, debate tournament) for period of **15 school days¹**.
- c. Mandatory conference with a team consisting of an administrator, one or more teachers, the counselor, parents, and head sponsor of any activity in which the student is involved. The team may require the student to attend one or more meetings with a counselor and/or submit to regular drug/alcohol testing. Any costs associated with counseling or testing are to be borne by the parents or guardians of the student.
- d. Mandatory community service. The student will be required to perform 7 hours of community service for each day he or she is suspended from classes. The student would have up to 14 days after the last day of suspension from classes to complete the service requirement. If the service is not completed at the end of the 14 day extension a disciplinary hearing will be conducted to examine the implementation of additional disciplinary measures that may include expulsion.

2. **Second Offense:** The student shall be subject to all of the following:

- a. A suspension from school for **five days¹**. The suspension may be either in-school or out-of-school at the discretion of the administration. **Work must be made up²**.
- b. Suspension from attendance at or participation in school sponsored activities including, but not limited to, games, performances, events at which the student is competing or eligible to participate (i.e. prom, homecoming dance, debate tournament) for period of **30 calendar days**.
- c. Mandatory conference with a team consisting of an administrator, one or more teachers, the counselor, parents, and head sponsor of any activity in which the student is involved.
- d. Evaluation and Counseling (RADAC, Catholic Charities or other approved counseling/treatment center.) Evaluation must occur within 10 business days of the offense. Student and parents must follow the resulting recommendation. Assessment outcome and recommendations will be forwarded to the student's principal. Any costs associated with evaluation and counseling will be borne by the parents or guardians of the student.
- e. Mandatory community service. The student will be required to perform 7 hours of community service for each day he or she is suspended from classes. The student would have up to 14 days after the last day of suspension from classes to complete the service requirement. If the service is not completed at the end of the 14 day extension a disciplinary hearing will be conducted to examine the implementation of additional disciplinary measures that may include expulsion.

3. **Third Offense:** The student shall be subject to all of the following:

- a. A suspension from school for **ten days¹**. The suspension may be either in-school or out-of-school at the discretion of the administration. **Work must be made up²**.

- b. Suspension from attendance at or participation in school sponsored activities including, but not limited to, games, performances, events at which the student is competing or eligible to participate (i.e. prom, homecoming dance, debate tournament) for period of **90 calendar days**.
 - c. Mandatory conference with a team consisting of an administrator, one or more teachers, the counselor, parents, and head sponsor of any activity in which the student is involved.
 - d. Evaluation and Counseling (RADAC, Catholic Charities or other approved counseling/treatment center.) Evaluation must occur within 10 business days of the offense. Student and parents must follow the resulting recommendation. Assessment outcome and recommendations will be forwarded to the student's principal. Any costs associated with evaluation and counseling will be borne by the parents or guardians of the student.
 - e. Mandatory community service. The student will be required to perform 7 hours of community service for each day he or she is suspended from classes. The student would have up to 14 days after the last day of suspension from classes to complete the service requirement. If the service is not completed at the end of the 14 day extension a disciplinary hearing will be conducted to examine the implementation of additional disciplinary measures that may include expulsion.
- 4. Fourth Offense:** The student shall be suspended out of school for a period not to exceed ten days pending an expulsion hearing (**Refer to DISCIPLINE BEHAVIORS AND ACTIONS - Expulsion**) During the suspension period the student may not participate in any school related activities nor enter any part of the school campus other than the school office. Should it be found that the student not be expelled then he or she will receive disciplinary measures commensurate with the seriousness of the offense.

Drug/Alcohol Testing Policy: The following policy applies to SMC senior high school students. Students who have not signed, and whose parents have not signed, the Policy Consent Form will not be allowed to attend SMC. This policy has been put in place to assist families while encouraging and promoting a drug free environment.

Agreement: By signing the Policy Consent Form, students and their parents agree to the student being enrolled in the SMC Random Drug/Alcohol Screening Pool. The Policy Consent Form must be signed each year to continue the agreement.

Procedure:

1. The Policy Consent Form shall be read, signed, and dated by the student, parent, and/or guardian.
2. Students will be required to provide urine, saliva, or hair samples either:
 - a. On a random selection basis, from a list of all students. A select number of high school students will be drawn at random to provide a urine, saliva, or hair sample each month. Sample collection will take place at the school.
 - b. At any time requested by the administration, based upon reasonable suspicion, students will be tested for illegal or performance enhancing drugs and/or alcohol.
3. Any drug test will be administered by a laboratory chosen by SMC, using scientifically-validated toxicological methods.
4. Students attending school sponsored extra-curricular activities may be required to submit to an alcohol breath analyzer test to determine the presence of alcohol.

Privacy: All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal, who will then determine if another sample should be obtained.

Positive Test: If the initial drug test is positive, the initial test result will then be subject to confirmation by a second test of the same specimen. A specimen will not be reported positive unless the second test is positive for the presence of an illegal drug or the metabolites thereof.

The laboratory will report the results to the administration. The administrator will then be responsible for contacting the parents of the student with the results and solicit information regarding any medications the student may be taking. If needed, school administrators will contact a certifying scientist, at the laboratory, regarding any drug interactions. If requested, a Medical Review Officer is available to confirm the results and report the findings to the administration.

Cost: Laboratory costs associated with the random testing of students will be paid by SMC. If a student, due to a positive test result, is required to undergo further testing, the additional costs will be paid by the student's parent/guardian.

Refusal to Submit to Drug Use Test: If a policy signor refuses to submit to a drug/alcohol use test authorized under this policy, such student shall be considered "positive" for drugs and subject to the consequences outlined below. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing.

Consequences: Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the consequences described under **Consequences For Violations of the Alcohol/Drug Abuse Policy (above)**.

Drug and Alcohol Evaluations and Counseling: Drug and alcohol evaluations, counseling and rehabilitation programs are available for students of St. Mary's Colgan Catholic Schools. The cost of such programs will be borne by the student and his or her parents/guardians. A list of available programs along with names and addresses of contact persons for the programs is available from the school administration. Parents/Guardians and their child should contact the programs to determine costs and duration.

Disclaimer: This policy shall not supersede or be in conflict with any state and/or federal law.

Guidelines for Search and Seizure: Refer to the section on *Search of Person or Property*.

II. TOBACCO/NICOTINE

It is never permissible for students to possess or use tobacco and tobacco products or nicotine-based products on campus or at school-related events and activities. The penalty for possession, use, or distribution of tobacco and tobacco products is:

1. **First Offense:** A suspension from school for **one day**¹. The student will not be allowed to participate in any school activities that occur within 24 hours of the verification of the offense.
2. **Second Offense:** The student will receive a **three-day**¹ in school suspension, and will be suspended from all school activities that occur during the three days of the suspension. The suspension must begin within 24 hours of the verification of the offense. There will also be a parental conference. **Work must be made up**².
3. **Third Offense:** The student will receive a **five-day**¹ in school suspension, and will be suspended from all school activities that occur during the five days of the suspension. The suspension must begin within 24 hours of the verification of the offense. **Work must be made up**². The student will also be required to attend a cessation class as described in the Diocesan Wellness Policy.
4. **After the third offense,** the student is subject to further discipline including expulsion from the school.

III. ELECTRONIC CIGARETTES/VAPING (JUULING)

The Catholic Diocese of Wichita and the State of Kansas have strict policies in place regarding vaping. E-cigs, vape pipes, Juuls, etc. are expressly forbidden at St. Mary's Colgan Catholic Schools. Students found to be using or in possession of such devices will immediately serve a 1-day in-school suspension (ISS) and will submit to a drug screen (at their own expense) ASAP. If the drug test results are negative, the ISS will be the end of the student's consequences. In the event of a positive drug test the student will be subject to SMC policies regarding illegal drugs and controlled substances. Additional violations will result in an out of school suspension and/or a recommendation for expulsion from SMC.

ASSEMBLIES

Assemblies are necessary for various reasons. All students must attend general assemblies, and to be excused from them requires the same excuse or permission as to be absent from class. Pep assemblies are considered general assemblies.

ATTENDANCE/ABSENCES

Philosophy. Punctual attendance is an act of responsible stewardship by parents and students for their parish's gift of Catholic education. To obtain maximum benefit from a Catholic school education, students need to be in school every day. Parents are to be reminded that the compulsory education law of Kansas requires students to be in school every day unless excused by the principal. Being absent for such reasons as vacations, sporting events, school activities in which 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.

Procedure: The Junior High and High School will take attendance during each class period and maintain a record of all absences and tardies throughout the school year. The Elementary School will take attendance in the morning and continually throughout the day.

Absences: When a student is absent or tardy from school, parents must notify the office between 7:30am and 8:30am by phone call or written note. If student is absence for any related reasons, parents are to contact the school office (Elementary – 231-6941, smithb@OLLsmc.com or Junior High/High School – 231-4690, smithd@OLLsmc.com). Notifying the teachers is also encouraged. The school retains the right to determine which absences will be excused, which will not and appropriate consequences for unexcused absences. The only excused tardies will be for a medical or dental appointment with a written note from that office or for illness or emergencies with a written note or phone call from the parent. Consult the section on **Tardiness** in this handbook for specific guidelines for tardies. If a student is absent from school and a parent does not contact the school office, the office may contact a parent to determine the reason for the absence. Students absent for the entire school day (excused or unexcused) shall not attend practices or school functions that evening without administrative permission. Junior High and High School students must attend entire 5th – 7th hour classes in order to participate in school functions including practices that evening unless approved by the principal.

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. If summer school is required, parents are responsible for any costs associated with it. When a student has missed more than ten sessions of any class in a semester or twenty in a year, the school will withhold credit or retain the student in the same grade unless the Diocesan Superintendent, upon review, determines that another consequence is more appropriate.

Planned Absences: Because planned absences interrupt the student's attendance and, therefore, detract from learning time, such absences are not encouraged and should be rare. A planned absence may occur when a special circumstance requires the student to be absent from school. Planned absences must be requested by a parent in writing seven days in advance and approved by the administrator. Planned absences will be unexcused when not requested in writing seven days prior (unless excused by administration). It is the student's responsibility to notify the teachers at least seven days in advance. Teachers have the right to ask for part or all assignments, including tests, to be completed prior to the student's absence.

College Visits: Students classified in the 11th or 12th grade are eligible for up to three excused college visit days per school year. Additional visits require special approval from the Principal. Unused days do NOT roll over from junior to senior year. Student must obtain a **College Visit Permission Form** from the school office and seek teacher verifications at least three school days prior to the planned visit. The completed form (both Sections A and B must be completed) must be returned to the school office no later than 24 hours prior to planned visit. Completion of this form does NOT guarantee approval. Student is responsible for arranging make up work with the teacher(s) prior to the absence.

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 seven (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 student has been truant, and the name and address of the parents/guardians.

Returning to School: When returning to school after an absence, the student must report to the office before classes begin in the morning or as soon as he/she enters the school building if classes are already in session with a note from a parent stating the reason for the absence. At that time, the student will be issued an "admit slip" to be presented to his/her teacher(s). The student will be responsible for making up any work missed as a result of the absence. (Refer to the section on **Grading - Grading Suspension Work**.)

Please do not send your child to school if he/she has been ill (vomiting, diarrhea, etc.) or has had a fever within the last 24 hours. Child must be fever-free for 24 hours **without medicine** before returning to school. When students return to school after being ill, they will be expected to participate in all areas including recess and P.E. exceptions are made only with a written note from the doctor.

Leaving School During the Day: Parents should inform the teacher(s) and office in writing a day in advance if their child has to be gone for part or all of a day (i.e. doctor's appointment, etc.) This note should be brought to the office at the beginning of the school day. Parents must report to the office when picking up a student. A call will be made on the intercom to the classroom to let the student know it is time to leave. The student must then meet the parent in the office and check out. Upon returning to school, whether it is that same day or the next, the student must check in at the office to receive an excused absence from class.

Funerals: In keeping with the Corporal Work of Mercy to bury the dead, students will be allowed to attend funeral masses. They must present a written note to the school office before school begins the day of the funeral. We do not feel it is necessary for students to go to the cemetery or partake of the funeral dinner unless the deceased is a family member. Students will not be able to make phone calls to parents for permission to attend a funeral.

BAD WEATHER

When severe weather forces the cancellation of school, it is our policy to follow the decision of USD 250. School closings will be announced through school communication systems and local TV stations. If the decision to close school comes during the school day, the information will be announced through school communication systems, posted online (website and social media) and broadcast over local TV stations.

BIRTHDAY TREATS

Birthday treats may be brought to school for preschool through 6th grade students. All birthday treats must be consistent with the Diocesan Wellness Policy. Birthday treats may consist of one individual treat for each child, such as a cookie or brownie with the necessary paper products and ready to serve (pre-cut). Birthday treats will be distributed at 2:45pm or a time determined by the classroom teacher and will last 15 minutes. Please contact your child's classroom teacher for individual classroom preferences. No FAST FOOD or DRINKS of any kind will be allowed. A copy of the Diocesan Wellness Policy can be found on our website.

BULLYING/HARASSING BEHAVIOR

Bullying and Harassing Behavior is a Major Violation with the specific consequences listed as follows: In Catholic schools, the faith community of 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. More particularly, the diocese, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, 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. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, sexually suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display including text messaging and the social media. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event to come within the jurisdiction of the diocese, if it is deemed to affect any one of the three conditions noted and articulated herein.

Behavior that targets an individual or group (or their relatives, friends, or associates) is harassment when it:

1. Has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
2. Has the purpose or effect of unreasonably interfering with an individual's performance;
3. Adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the result of the conduct was intentional.)

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable and cannot be tolerated in Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. They may be immoral and illegal as well. Students, staff, and parents who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline. Such discipline may include mandatory counseling, suspension from participation in school-related activities, disciplinary sanctions, and possible expulsion.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Parents participating in bullying conduct aimed at students and/or staff members may jeopardize their access to our facilities, property, school-sponsored activities, programs, events, and our communication systems. As appropriate, reports to local law enforcement will be filed as deemed necessary.

Reporting Threats of Harassment/Bullying: All students may report bullying by contacting a teacher, counselor, or administrator. Teachers will also report incidents of bullying and harassment. Reports will be evaluated by administrators and/or counselors who will determine the plan of action.

The following list includes harassment/bullying behaviors, however, this list is not all inclusive.

- Cyberbullying
- Extortion
- Intimidation (threatening by word or deed)
- Obscenity/Sexual Harassment
- Hazing of students
- Racial actions by word or deed
- Exclusion

Administrators/Counselors will discuss reports with ALL students involved and an appropriate plan of action will be determined. For grave matters, suspension may result without prior reported infractions.

Consequences for bullying and harassing behavior:

1. First Offense: The student will be subject to all of the following:

- a. A suspension from school for **one day**¹. The suspension may be either in-school or out-of-school at the discretion of the administration. **Work must be made up**².
- b. Suspension from attendance at or participation in school sponsored activities including, but not limited to, games, performances, events at which the student is competing or eligible to participate, i.e. prom, homecoming dance, debate tournament, for period of the 1 suspended school day¹.
- c. Mandatory conference with a team consisting of an administration, teacher(s) counselor and parents.
- d. One hour of community service will be required the day of the suspension to take place after school.

2. Second Offense: The student shall be subject to all of the following:

- a. A suspension from school for **two days**¹. The suspension may be either in-school or out-of-school at the discretion of the administration. **Work must be made up**².
- b. Suspension from attendance at or participation in school sponsored activities including, but not limited to, games, performances, events at which the student is competing or eligible to participate, i.e. prom, homecoming dance, debate tournament, for period of those 2 suspended school days¹.
- c. Mandatory conference with a team consisting of an administrator, teacher(s), counselor and parents.
- d. Two hours of community service will be required each day of the suspensions to take place after school.
- e. Mandatory meeting with a priest or spiritual leader.

3. Third Offense: The student shall be subject to all of the following:

- a. A suspension from school for three to **five days**¹. The suspension may be either in-school or out-of-school at the discretion of the administration. **Work must be made up**².
- b. Suspension from attendance at or participation in school sponsored activities including, but not limited to, games, performances, events at which the student is competing or eligible to participate, i.e. prom, homecoming dance, debate tournament, for period of 3-5 calendar days¹.
- c. Mandatory conference with a team consisting of an administrator, teacher(s), the counselor, and parents.
- d. Evaluation and Counseling (RADAC, Catholic Charities or other approved counseling/treatment center.) Evaluation must occur within 10 business days of the offense. Student and parents must follow the resulting recommendation. Assessment outcome and recommendations will be forwarded to the student's principal. Any costs associated with evaluation and counseling will be borne by the parents or guardians of the student.
- e. Three hours of community service will be required each day of the suspensions to take place after the school
- f. Mandatory meeting with a priest or spiritual leader.

4. **Fourth Offense:** The student shall be suspended out of school for a period not to exceed ten days pending an expulsion hearing (Refer to **DISCIPLINE BEHAVIORS AND ACTIONS - Expulsion**). During the suspension period the student may not participate in any school related activities nor enter any part of the school campus other than the school office. Should it be found that the student not be expelled then he or she will receive disciplinary measures commensurate with the seriousness of the offense.

COMMUNICATION

Flocknote: Flocknote is the primary source of communication from the schools. It is a text and email notification system. All parents/guardians are added to the Flocknote system at the beginning of each school year. If parents/guardians choose to opt-out or “stop” any text notifications, we will not guarantee notification via a different method. Students can join most of our text notification groups and all messages can be viewed by parents/guardians at their own discretion. Everyone is highly encouraged to create his/her own account to help manage and personalize notification settings. Parents are only added to school, class, and/or grade groups automatically and MUST join any extracurricular group independently by either talking to the coach/director/leader or by managing his/her account via the website or mobile app. For questions, contact Jess Nicholson at nicholsonj@OLLsmc.com.

Email: Email is often used for communication among the faculty and between faculty and parents. Faculty email addresses are listed on the STAFF on the school website/app. Family email addresses will be recorded upon registration. If an email address changes, it is the parent’s responsibility to update this information on the PowerSchool demographic page or contact the appropriate school office if computer access is not available.

Further Communication from School: It is advised that parents read the parish bulletin, and other notes sent home for school information. Information can also be found on our social media accounts.

Telephone: The school telephone is used for business purposes. We ask that students not call home for late work, lunches, etc. Students should know in the morning how they are getting home after school and should not have to make a phone call concerning such matters. Phone calls to parents will be made from the secretary’s office. Parent calls to students at school should be in the case of emergency only.

Electronic Devices: Elementary students are not allowed to use a cellular phone, smart watch, or other electronic device during the school day and all devices must be turned off and stored in backpacks. Junior High and High School students may not use electronic devices such as cellular phones, iPads/tablets, smart watches, etc, during school hours, except during lunch period and for academic use with permission from Administration. Otherwise, all electronic devices must remain turned off and kept in lockers. Any violation of this policy will result in the confiscation of the electronic device. The first violation in a semester will result in a detention. Second violation will result in two days of detention and a parent must pick up the device in the office. Third violation will result in two days of detention and the student must turn in their electronic device to the office at the beginning of each day for the rest of the semester. Use of an electronic device during Mass times will result in a one day in-school suspension.

COMMUNITIES/HOUSE SYSTEM

Students in the junior high and high school are divided into houses and communities. House time will be used for faith formation, study hall, activities, and competitions. Communities will compete each year for the Panther Cup. The high school is divided into three communities with three houses in each. The junior high is a separate community divided into four houses. Students are assigned to a house as a freshman and remain in that house through their high school years. Siblings will be assigned to the same community but different houses. Student leadership will be determined through an application and voting process each year.

DISCIPLINE BEHAVIORS AND ACTIONS

Student Behavior: Students at St. Mary’s Colgan Catholic Schools are expected to display good Christian values and behavior. SMC and members of its community will be treated with respect and dignity as Jesus Christ has commanded. The policies set forth have been developed to provide a safe and orderly environment during school and school-sponsored activities. Exemplary Christian behavior will lead to an environment in which learning and development of good work habits can occur. Failure to comply with the policies of St. Mary’s Colgan Catholic Schools and not in keeping with these principles will result in disciplinary action. The Pastor or pastor’s representative is the final arbiter in all disciplinary matters and reserves the right to amend or bypass any of the actions listed.

Students are expected to conduct themselves in an orderly manner at all times when in school or at any school-sponsored activity. Students are expected to show respect for teachers, staff members, other students, visitors, and school property. Students are expected to practice honesty in all aspects of school life. Students should refrain from any illegal and immoral activity on or off school property at all times.

Student behavior off school grounds is clearly the responsibility of parents and the student. Parents are expected to supervise their children and support the intent of the school’s policies while the student is off campus so the student does not receive mixed messages and become confused. Also, parents should support the teachings and values of the Catholic Church at all times. If it becomes clear to administrators that the student’s and/or parents’ behavior does not embrace and support these values, philosophies, and policies, the student may be subject to discipline by the school including but not limited to the student being withdrawn from St. Mary’s Colgan Catholic Schools.

Conduct: The disciplinary system has two categories, MINOR VIOLATIONS and MAJOR VIOLATIONS. Some behaviors listed have specific policies and consequences, as lined out in this handbook.

MINOR VIOLATIONS include but are not limited to the following:

- Tardy
- Failure to turn in Assigned Work
- Dress Code/Uniform Violations
- Food/Gum
- Littering
- Noise in Halls
- Disruptive and/or Vulgar Language
- Minor Misconduct at Activities
- Inappropriate Display of Affection
- Inappropriate Behavior
- Disruptive Class Behavior
- Parking Violations

Consequences of Minor Violations: Minor Violations will be handled as follows depending on the grade level.

Grades K-6: The vast majority of student misconduct is effectively mediated with classroom management techniques. Administrators and classroom teachers may use warnings, time-outs, loss of privileges, and parental contact to change behavior. Additionally, minor violations for students in grades K-6 will be handled with a demerit system, and records of demerits will be kept with the individual classroom teacher. Demerits will accumulate throughout the year and will result in the following.

Demerit System Grades K-6:

- 5 Demerits = 1st Detention
- 10 Demerits = 2nd Detention
- 15 Demerits = One day in-school suspension and parental conference with the administration and student.
- 20 Demerits = Two day in-school suspension and parental conference with the administration and student.
- 25 Demerits = Three day in-school suspension and parental conference with the administration. A formal plan for behavior will be instituted.

After three demerits, the principal will call the student's parents informing them that their student has three demerits and at five demerits will receive a detention.

Detentions Grades K-6: Detentions for grades K-6 are served on the date assigned by the principal from 3:15-3:45pm. A note will be sent home on the date the detention is issued with more details. A detention can result without accumulated demerits at the discretion of the principal.

Grades 7-12: Minor violations for students in grades 7-12 will be handled with a demerit system. All students will be issued a demerit card and be expected to have it with them at all times. Records of demerits will be kept in the office. Failure to have a demerit card will result in students being issued a detention. Lost demerit cards should be promptly reported to the office for replacement. Parents can easily monitor demerits accumulated by reviewing their child's demerit card.

Students who receive an excessive number of demerits in a short period of time will be subject to further disciplinary action. There may be instances when a minor violation warrants a more serious consequence than a demerit. In that case, a detention must be served. When a student receives a detention, a demerit may also be recorded. Detentions must be served by the day following the incident. Students who fail to serve the detention will be assigned an additional detention.

Demerit System Grades 7-8: Junior High demerits may be classified as **organizational** or **behavioral** at the discretion of the teacher. Some examples include, but are not limited to, the following:

Organizational - leaving objects in hallway or failure to bring materials to class.

Behavioral - disruptive language or inappropriate behavior.

Organizational Demerits: For every five organizational demerits, the student will be scheduled for a conference with a junior high teacher to discuss organizational strategies and to put lockers and bags in order. The teacher will notify the student's parent or guardian.

Behavioral Demerits: The behavioral demerits accumulated during each semester will result in the following:

- 5 Demerits = 1st Detention
 - 10 Demerits = 2nd Detention
 - 15 Demerits = One day in-school suspension and parental conference with the administration and student.
 - 20 Demerits = Two day in-school suspension and parental conference with the administration and student.
 - 25 Demerits = Three day in-school suspension and parental conference with the administration.
- A formal plan for behavior will be instituted. Future attendance at St. Mary's Colgan Catholic Schools will be discussed.

Demerit System Grades 9-12: High School demerits will be assigned for minor violations or class policy violations. Demerits will accumulate during each semester and will result in the following:

- 5 Demerits = 1st Detention
 - 10 Demerits = 2nd Detention
 - 15 Demerits = One day in-school suspension and parental conference with the administration and student.
 - 20 Demerits = Two day in-school suspension and parental conference with the administration and student.
 - 25 Demerits = Three day in-school suspension and parental conference with the administration.
- A formal plan for behavior will be instituted. Future attendance at St. Mary's Colgan Catholic Schools will be discussed.

Detentions Grades 7-12: A detention results from any violation that causes disruption of a class or violates school or classroom policy or any behavior or action deemed worthy of a detention by any faculty or staff member. Detentions must be served by the day following the incident. Students who fail to serve the detention will be assigned an additional detention.

Detentions accumulate for the quarter as follows:

1st & 2nd Detention = 30 minutes, and detention form is mailed home to the parents.

3rd Detention = One day in-school suspension and a parental conference.

4th Detention = Two day in-school suspension and parental conference.

5th Detention = Three day in-school suspension with parental conference with the administration.

A formal plan for behavior will be instituted. Future attendance at St. Mary's Colgan Catholic Schools will be discussed.

MAJOR VIOLATIONS include but are not limited to the following:

- Alcohol, Drugs, Tobacco, Nicotine-Bases Product Use/ Possession or Possession of Drug Paraphernalia
- Vandalism
- Theft
- Forgery
- Unexcused Absence From School Mass
- Obtaining Unauthorized Test Material
- Unexcused Absence
- Failure To Serve A Detention
- Truancy
- Threatening Behavior
- Bullying/Harassing Behavior
- Refusal to Follow Instructions of Authority
- Disrespect to Staff or Students
- Use or Possession of Fireworks on Campus or other Materials that might be Harmful or Disruptive
- Fighting
- Cheating and/or Plagiarism
- Repeated Dress Code/Uniform Violations
- Repeated Minor Violations
- Removal from Class due to Behavior Problem
- Use or Possession of Weapons on Campus
- Inappropriate Behavior including that of a sexual nature
- Violations of the Technology Acceptable Use Policy
- Soliciting Violence
- Arrest and/or Conviction of any Misdemeanor or Felony
- Arrest and/or Adjudication as a Juvenile of any Crime which would Constitute a Felony or Misdemeanor
- Arrest and/or Conviction of Minor in Possession of Alcohol
- Arrest and/or Conviction of Driving Under the Influence (DUI) or Diving while Intoxicated (DWI)
- Arrest and/or Conviction of Minor in Possession or Purchasing of Tobacco/Nicotine-based Products

Consequences of Major Violations for Grades K-12: Major Violations will be handled by detention, probation, suspension, expulsion and/or the use of the Severe Behaviors Contract. Students with discipline and/or attendance problems may be put on a contract that states, in writing, the guidelines that will dictate the student's continuing enrollment at St. Mary's Colgan Catholic Schools.

Probation: Students may be placed on probation as a discipline measure. Such probation may be for a specific period of time or until certain conditions have been met by the student.

Suspension: Students may be suspended by the principal for a Major Violation. The principal will notify the parents and pastor before suspension, if at all possible. During any suspension, the student may not participate in or attend any school function from the time of the suspension until the time of reinstatement. For example, suspension on Monday prohibits attendance at Monday night's activities.

School work during a suspension:

- For in-school suspensions, work will be graded at 20% off.
- For out-of-school suspensions, work will be graded at 30% off.
- All work is required to be completed.

Expulsion: A student may be expelled if all other means of discipline have failed or for involvement in a single act that presents serious threat to the welfare of the school community. The student involved should be suspended from school for up to ten days 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 meet with the pastor and Catholic Schools Superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision.

SPECIFIC VIOLATIONS ARE SUBJECT TO SPECIFIC CONSEQUENCES AS FOLLOWS:

Threats of Violence: The entire school staff has an interest in providing all students 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.

Actions: 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. 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 individual(s) involved.
3. Call 911 for an 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/pastor, student, and police. It may also be appropriate to have a counselor or psychologist available to work with the student, school administrator/pastor, and parent(s)/guardian(s).

After the offense, the student may return to school and may 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 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 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, after consultation with the pastor, 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.

Use or Possession of Weapons: A student should not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Actions: According to the terms of the Weapons-free School Act, schools are required to expel a student from school for not less than one year for possession of a weapon (as defined in the statute) at school, on school property, or at a school-supervised activity.

Under the Kansas School Safety and Security Act, the school must also make a report to the appropriate state or local enforcement agency by or on behalf of any school employee who knows or has reason to believe an act has been or will be committed at school, on school property or at school supervised activities that involves or will involve a direct and immediate threat to safety or security of human life; the possession, use or disposal of explosives, firearms, or other weapons; or the commission of an inherently dangerous criminal act.

School staff has the right to reasonable search of person, vehicles, lockers, etc. for possession of weapons or other dangerous items. (Refer to the section on ***Search of Person or Property***.)

EMERGENCY DRILLS

In accordance with State and Diocesan regulations, our schools hold fire drills, tornado drills, and crisis drills. The routes for building evacuation are posted in each classroom and in other areas of the building. It is important for students to follow directions for emergency drills as instructed by faculty.

EMERGENCY INFORMATION

All parents are required to complete an emergency information form to be on file at the appropriate school office. Information will include home and work addresses and phone numbers, as well as alternative contacts if a parent cannot be reached. This information must be kept up to date at all times. When changes occur, it is the parent's responsibility to update this information on the PowerSchool demographic page or contact the appropriate school office if computer access is not available.

Parents should notify the office in writing when changes for the responsibility of your child are made for the day, and also when parents are out of town one day or for an extended number of days. In the event that a restraining order exists or that visitation rights of a noncustodial parent are limited, documentation must be on file in the appropriate school office.

EMERGENCY RESPONSE PLAN

St. Mary's Colgan Catholic Schools have an emergency response plan to meet events such as tornado, bomb threat, serious injury, etc. Evacuation plans are in place for events that necessitate such actions. Information will be dispatched through school communication systems. It is imperative that your contact information on file with the school is correct so that you will receive communications regarding your child. Please refrain from calling the offices directly as phone lines will need to be used for contact with emergency personnel. The school will evaluate the Emergency Response Plan each school year and communicate the complete details with parents.

EXTRACURRICULAR ACTIVITIES

Overview: SMC offers a wide variety of girls' and boys' athletics, in addition to several activities apart from the daily routine of academics. It is considered a privilege to participate in these activities; therefore, those who represent SMC on the playing fields and at other competitions are expected to represent our school in a Christ-like manner that reflects our foundations and beliefs.

We encourage all students to participate in as many activities as possible; yet, we stress that maintaining passing grades and allowing time for studying is the first priority of the student. Therefore, no student is expected to participate beyond his/her limit. Students absent for the entire school day shall not attend practices or school functions that evening without administrative permission. Junior High and High School students must attend their entire 5th – 7th hour classes in order to participate in school functions including practices that evening, unless approved by the principal.

Athletics, School Sponsored Events, Fine Arts, Co-curricular and Related Programs

1. **Practice Schedule:** Practices for all extracurricular activities are held at the discretion of the coach or sponsor depending upon the availability of facilities. Practices are only to be held on Sundays if approved by administration. Practices on holy days should not interfere with the students' ability to attend Mass. No contests are to be held during the days of the Easter Triduum. Practices and contests may take place on the Monday following Easter. Practices should not extend past 9:00pm on school nights for elementary students. Coaches may elect to hold practices on snow days if the streets have been cleared; however, these practices are not mandatory.
2. **Eligibility:** St. Mary's Colgan Catholic Schools fall under the auspices of the Kansas State High School Activities Association guidelines. The KSHSAA rules require that for any student to be eligible for participation, he/she must:
 - a. Have passed at least five subjects of unit weight the previous semester or last semester of attendance.
 - b. Be enrolled in and attending a minimum of five subjects of unit weight during the present semester.
 - c. Be a bona fide undergraduate member of his/her school and in good standing. A student who is under suspension or whose character or conduct brings discredit to the school or to the student is not in good standing. Administration has the authority to determine whether a student is in good standing.
 - d. All students participating in interscholastic athletics, dance and cheerleading must have on file a physical examination form and a statement of their parents' consent to participate.

In addition to the KSHSAA eligibility requirements, all students must remain academically eligible by maintaining passing grades in all classes. Each Wednesday an administrator or counselor will generate a report in PowerSchool to identify those students with one or more failing grades. Beginning with the fifth week of each semester, any student who has one or more failing grades will be ineligible to participate in any extracurricular activity and will remain ineligible until the next grade check. If the student has raised all grades to passing level his or her eligibility will be restored. This policy applies to all athletic and spirit squads as well as debate, forensics, theater, art, and music events. It does not apply to attendance at school events.

3. **Attitude Toward Officials**
 - a. Officials have been agreed upon by both schools; treat them courteously.
 - b. Booing and disorderly conduct by spectators and players toward officials are marks of poor sportsmanship.
 - c. Officials' decisions are final; accept them.
4. **Student Spectators and Cheering Sections**
 - a. Cheering when an opposing player makes a foul is unsportsmanlike.
 - b. No mechanical noisemakers should be sounded at any athletic contest.
 - c. The opposing schools should be courteous to each other's cheering section and pep club.
 - d. Support your team when it is losing as well as winning.
 - e. Certain sections should be specified for visiting students and cheerleaders if possible.
 - f. Respecting public property of other communities is expected of all SMC students.
 - g. Students who engage in disruptive or unsportsmanlike behavior are subject to suspension from further athletic contests.
5. **Cheerleaders and Dance Team:** The purpose of our SMC school spirit squads is to encourage and support students involved in extracurricular activities and to develop school spirit and a sense of pride in the school. Therefore, school spirit squads have been established. Additionally, the spirit squads provide an opportunity for many girls to participate in school-sponsored activities. The High School Cheerleading Squad and Dance Team, in a united and cooperative effort, exist to promote, provide, and encourage school spirit specifically at athletic events and school spirit events. They will also encourage and support school spirit in the day to day life of the school.

High School Cheerleading Squad Purpose: To provide leadership at games and pep rallies that will encourage school spirit, and especially student and crowd involvement in the contest or event. This will include cheers, chants, and skits.

Dance Team Purpose: To encourage school spirit and provide entertainment through dance routines for the student body and fans at athletic contests and spirit events.

Junior High Cheerleading Squad Purpose: To provide a developmentally appropriate program open to all girls that fosters leadership at the junior high games and pep rallies that will encourage school spirit, and especially student and crowd involvement in the contest or event. This will include cheers, chants, skits, etc.

Cheerleading and Dance Team Guidelines*:

- The junior high cheer squad will be open to any girl wanting to participate.
- Qualified judges from outside the school system will assist in selecting members for each high school squad in the spring of each school year under a procedure specified by each sponsor and approved by the 7-12 principal. (High School Cheerleading and Dance

Team tryouts will be conducted on a rotating basis from year to year.)

- All squad members must meet all eligibility requirements as outlined in the **Eligibility** section.
- All activities and performances must reflect the spirit of St. Mary's Colgan Catholic Schools.
- All activities and performances must conform to KSHSAA rules and guidelines and Diocesan standards.

*Additional regulations and guidelines are contained in the contract that each high school cheerleader and dance team member, as well as her parents, signs before trying out for the position. Junior High contracts are signed at the beginning of the school year by any girl participating and her parents. These contracts are held on file and are good for one year. New contracts must be validated each year.

6. **Pep Club:** The junior high and high school maintain separate pep clubs. Each pep club is responsible for initiating activities to promote school spirit. Pep club members are expected to attend football and basketball games as one cheering unit.
7. **Election of Football and Basketball Queens and Court:** The homecoming court will consist of a queen and two attendants and three ladies in waiting. All senior girls who are in good standing, have attended at least one full academic year, and have not previously served as homecoming queen are eligible to be queen or 1st or 2nd attendant. All junior girls who are in good standing are eligible to be a lady in waiting on the football homecoming court. All junior girls who were not on the football homecoming court and are in good standing are eligible to be a lady in waiting on the basketball homecoming court. The election of the football and basketball homecoming queen is a two ballot process. The first ballot will be used to select the three junior and three senior girls who will serve on the homecoming court. The results of this ballot will be tallied and announced the same day that the voting takes place. The second ballot will list the three seniors selected for the homecoming court and will be used to determine the homecoming queen and the 1st and 2nd attendants. The results of the second ballot will not be announced until the coronation ceremony. All high school students in good standing who are present at the time of the election are eligible to vote. No absentee ballots will be issued for the homecoming elections. In the event of a tie, the faculty and staff will have the opportunity to vote so that the court can be selected. It is expected that the homecoming court will dress appropriately. (Refer to the section on **Uniforms - Dress Code**.)

Dramatics and Music: Dramatic productions require night practices and this should be considered when tryouts are being conducted. Practices should not extend past 9:00pm on a school night for elementary students.

St. Mary's Elementary School teaches music as part of the curriculum and all classes participate in at least one music program annually. Typically, these events are in the evening and all students in grades Kindergarten-6th are expected to participate in the music programs.

Conduct at Plays, Musicals and Concerts: A standard of conduct at plays and similar performances that conforms with normal rules of courtesy is expected. Conduct that interferes with the enjoyment of the performance by the audience is not proper. This includes excessive exits and entrances by students during the performance. These rules apply to performances at other schools also.

Overall Conduct of Participants in Activities: Participants in any activity under the sponsorship St. Mary's Colgan Catholic Schools are expected to display only Christian behavior that is becoming to ladies and gentlemen and students of our Catholic schools. It is the purpose of extracurricular activities to help students develop poise, confidence, and sportsmanship; to learn to win and to learn to lose; to learn to perform in front of others; and to attain self-discipline and self-control. Displays of temper and acts of disrespect toward judges, officials, fans, or opponents brings dishonor to our school and community. Clothing that advertises tobacco, drugs, or alcohol; displays sexual connotations; or contains inappropriate content deemed offensive may not be worn to any school activity.

Parent-Sponsored Initiatives in Support of Extracurricular Activities: The school administration recognizes the desire of various parent groups to provide support (pasta feeds, food/drinks after competitions, etc.) for our students involved in extracurricular activities. Due to the number of activities and the cost to the parents, not all of these support opportunities can be approved by the coaches and school administration. The school will assist with communication regarding pasta feeds and other parent-sponsored activities by posting the information on the PowerSchool Daily Bulletin and on social media once the information has been approved by administration. The school does not send out emails regarding these activities and does not provide lists of email addresses.

School Parties and Dances: Dances and parties sponsored by the high school are usually held in the Activity Center. In accordance with diocesan policy, the school may not sponsor dances or after-school parties for the junior high or elementary school.

Students must sign up all outside guests five school days prior to the dance. Dates that are students at another high school must be a student in good standing at the high school they attend and must be accompanied by their SMC date when paying. A form verifying that the student is in good standing must be signed by an administrator or counselor from the school the student attends. The form must be faxed to the SMC office by the close of the school day prior to the dance. A cover sheet imprinted with the school's letterhead must also accompany the form. Dates that are students at another high school must also bring a valid ID that contains a photograph of the student. High school graduates who are dates must be under age 21 and bring a valid identification card, such as a driver's license or college identification card.

Students will be given a specific time frame in which to enter a dance after which no admittance will be allowed. Students who leave the dance will not be allowed to reenter.

Contracts for "live" music must be signed by the administration and be accompanied by a purchase order to be a valid contract. Money will not be withdrawn from the activity fund to pay for agreements made by individual students, organizations, or classes. All school parties must have the consent of the sponsor and the administration or principal.

All parties and dances will have ample chaperons. No K-8 students will be allowed at any St. Mary's Colgan party or dance. It is expected that students attending school sponsored dances dress appropriately. (Refer to the section on **Uniforms - Dress Code**.) No alcohol, drugs, or tobacco will be allowed at any St. Mary's Colgan function. Breathalyzer tests may be administered to any or all students. If a student tests positive, a parent will be notified and required to remove the student from the function. The school **Alcohol, Drugs, Tobacco/Nicotine Substance Abuse Policy** will be enforced.

FUNDRAISING

Philosophy: St. Mary's Colgan Catholic Schools are aware of the need to solicit funds for various school-related activities. As a principle of Stewardship, it is important for students to provide assistance to help fund some of these activities. However, there also is a need to balance these fundraising activities/philanthropic donations with the burden these place on our school families, the parish, and community. In order to maintain a balance, plans for activities, whether new initiatives or annual events, must be approved in writing by the administration. In approving these activities, the administration will strive to balance the need for funds with the number of students benefiting in light of the spiritual, educational, and social mission of the school and the parish.

GRADING

In the final analysis, a grade represents the best efforts of the teachers to measure the individual student's progress and achievement. Parents and students are invited to confer with the teacher regarding the grade when there is a point in question.

Grade cards for kindergarten, first, and second will list the skills to be taught in each subject as required in the Kansas common core standards. Skill levels will be indicated by a specific mark on the grade cards. All grades will be posted on PowerSchool and parents are encouraged to check progress of their child periodically but especially at mid-term. Parents who do not have access to a computer may request that a paper copy of grades be sent home at mid-quarter and at end of quarter. It is strongly suggested that parents view grades on a regular basis to keep apprised of academic progress.

Final Exams can count for up to 20% of a semester grade.

St. Mary's Colgan Catholic Schools uses the diocesan grading scale as follows:

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

Honor Roll: For grades 4-6, honor roll requires satisfactory or above satisfactory marks in behavior, effort, and work-study habits.

First Honors	=	all A's
Second Honors	=	four A's and the rest B's
Third Honors	=	all A's and B's in any combination

For students in grades 7-12, honor roll is awarded at three levels.

Highest Honors	=	All A's
High Honors	=	5 A's and the rest B's
Honors	=	3 A's and the rest B's

GPA and Class Rank: The following system is the number of points each letter grade counts: A=4, B=3, C=2, D=1, F=0.

Grade point averages and class ranks will be computed one week after the end of each semester. Enhanced GPA is used to determine class rank. Incomplete grades will be recorded as no credit. Grade point averages and class ranks will not be re-computed until the next semester. Exception: eight semester grade point averages will be re-computed after incompletes are made up but class rank will not be re-computed. GPA and Class Rank are not computed at the junior high level or elementary level.

Valedictorian and Salutatorian: The valedictorian and salutatorian will be chosen from the seniors who have an enhanced GPA in the top 10% of their class at mid-fourth quarter. The student with the highest enhanced GPA will be designated the class Valedictorian and the student with the second highest enhanced GPA will be designated the class Salutatorian. The designation of Valedictorian or Salutatorian will be printed on the transcript of all students who are tied for either of these honors. In the event of a tie for either or both of these honors, the students will cooperate with the school and diocesan administrations to develop a plan for delivering the graduation speeches.

Academic Honors other than Valedictorian/Salutatorian: In the event that only one student can be nominated for an honor that is based solely on academic performance, the student with the highest enhanced grade point average will be nominated for the honor. In the event of a tie, the first tiebreaker will be completion of the Fr. Thomas Colgan Scholars Curriculum. The second tiebreaker will be ACT scores. *In the event that a third tie-breaker is needed, a panel of five staff members and/or SMC stakeholders will rate each application then make a recommendation to the school administration.*

Grading Late Work: Partial credit may be given for work that is turned in late when a student is not absent. The teacher will determine the amount of credit.

Grading Work Due to an Excused Absence: A student with an excused absence will receive full credit and be given a minimum of one day for each day missed to complete and turn in assigned work. Assignments given when student is present are due when student returns or at the assigned due date, whichever is later. This policy will be in effect for all students and teachers unless otherwise determined by the principal on a case-by-case basis.

Grading Work Due to an Unexcused Absence: When an absence is determined to be unexcused, any work missed as a result of the absence will receive a 20% late-grade reduction.

Grading Suspension Work: When a student is absent because of suspension from school, the work must be made up. For in-school suspensions, students will be assigned work that is related to the actual classroom assignments. The work must be fully completed and meet the expectations of the teacher. The student will receive a 20% reduction for completed work. For out-of-school suspensions, students will receive a 30% reduction for classroom work during the time of the suspension.

Incompletes: All grades marked "I" shall become "F" unless the student satisfactorily meets the condition which caused the "I" to be recorded against him or her. Teachers are to give incompletes only if a student has been unable to complete class assignments due to major illness. Incompletes should only be assigned as a grade after consultation with the principal (and if necessary the counselor). The teacher and the principal shall determine the time frame to complete the work. Students should understand that an incomplete in a class may adversely affect eligibility for KSHSAA and SMC sponsored activities and academic honors. If the course requirements have not been satisfactorily met by the end of the predetermined period, the incomplete will be recorded as a failing grade. The principal may grant an extension of the grace period if there is sufficient medical necessity. It is the student's responsibility to make all necessary arrangements for completing class requirements.

Class Failure: Students in grades 7-12 who have a failing semester grade in a required subject must successfully complete summer school or other administration approved alternate plan prior to entering the next grade level.

GRADUATION REQUIREMENTS

In compliance with Diocesan Policy 517, St. Mary's Colgan High School offers one diploma with two possible endorsements. The diploma meets the minimum graduation requirements set by the State of Kansas, the Diocese of Wichita, and the local School Advisory Council. The Board of Regents' endorsement meets the Kansas Board of Regents pre-college curriculum requirements. The Honors endorsement meets the requirements for the Kansas Board of Regents Scholars Curriculum and/or the Fr. Thomas Colgan Honors Curriculum. Per Diocesan Policy 517a, parents of students with documented special needs may request a modification of the requirements for graduation.

Remediation: If a student does not pass an 8th grade class or does not 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.) before promotion and enrollment in high school is permitted.

If a high school student does not pass required courses or does not 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.) before providing a diploma and transcript.

REQUIREMENTS FOR GRADUATION FROM ST. MARY'S COLGAN HIGH SCHOOL.

- Religion - 4 units or ½ unit for each semester enrolled at SMC
- English - 4 units
- Mathematics - 3 units at or above the level of Algebra I
- Science - 3 units of laboratory science. One unit of biological science, chemistry, and one additional unit
- Social Science - 3 ½ units. 1 unit of Cultural Geography, 1 unit of World History, 1 unit of American History, ½ unit of American Government
- Physical Education/Health - 1 unit. ½ unit of physical education and ½ unit of health
- Foreign Language - 1 unit
- Fine or Performing Arts - 1 unit
- Electives - sufficient number of elective units to complete a minimum of 26 total units

The term "unit" refers to the Carnegie unit as defined by the State of Kansas. A student receives ½ Carnegie unit for each semester of classwork passed with a grade of "D-" or better.

Transcript Endorsements: Graduates may qualify for the following possible endorsements on their official high school transcript.

1. Kansas Board of Regents Qualified Admissions (KBOR) Endorsement: Students who complete the KBOR precollege curriculum requirements for graduation will be awarded a Regents endorsement on their transcript. Students who graduate with a minimum of a 2.0 grade point average in the sixteen approved Regents core courses will be eligible to enroll in KBOR Institutions. Students must also score 22 or above on the ACT Math test or pass a fourth unit of math above the level of Algebra I. For a complete list of the qualified admissions criteria and a list of the St. Mary's Colgan core courses contact the high school counselor or visit the KBOR website at: www.kansasregents.org/qualified_admissions.
2. Kansas Scholars Endorsement: Students who complete the KBOR Scholars Curriculum requirements for graduation will be awarded a Kansas Scholars' Curriculum Completer endorsement on their transcript. To be awarded this endorsement, students must complete a total

of 4 units of math at or above algebra I, 1 unit of physics, and a total of 2 units of the same foreign language. Students who complete the Scholars Curriculum will have already met the qualified admissions requirements.

In the spring of each school year, the high school counselor will submit a list of all students who will complete the Kansas Scholars Curriculum to the KBOR, and the KBOR will recognize these students as having successfully completed the Kansas Scholars Curriculum. The Regents will select the Kansas State Scholars from the list of curriculum completers. Kansas State Scholars are chosen on the basis of their grade point averages and ACT/SAT scores. The ACT/SAT tests must be taken by December 31 of the senior year. Students who are chosen as Kansas State Scholars are then eligible to apply for a Kansas State Scholarship. The Kansas State Scholarships are awarded on a financial need basis from the pool of Kansas State Scholars. Kansas State Scholarships must be used to attend college in Kansas. For more information on the Kansas Scholars program see the KBOR website at:

www.kansasregents.org and select the Student Financial Aid tab.

3. Fr. Thomas Colgan Honors Curriculum: Students who complete the following requirements will be awarded the Fr. Thomas Colgan Honors endorsement. A student does not have to meet the Kansas Board of Regents Scholars Curriculum in order to receive the Fr. Thomas Colgan Honors endorsement.
 - a. Students must meet all the requirements for graduation from SMC.
 - b. Students must complete at least four units (8 semesters) of honors classes. At least three units must be from three different academic disciplines.
 - c. Students must maintain a cumulative unweighted grade point average of 3.50 or above.
 - d. Students must have no more than two units (four semesters) of grades of C-, C, or C+.
 - e. Students must have no grade below C-.

Students whose academic program is modified according to Diocesan Policy 517a may receive a General Endorsement on their transcript if the program meets the basic state and diocesan requirements but does not meet the graduation requirements listed above.

In addition to taking classes at St. Mary's Colgan, students may receive credit from other sources. Under usual circumstances a student may not substitute credit from another source for a class that is offered at St. Mary's Colgan.

1. *Online Credit:* The credit(s) must be earned from an institution approved by the principal or counselor. If a correspondence course is required for graduation, an official transcript which records a passing grade must be received by the SMC office before the student can participate in graduation exercises. It is the student's responsibility to make all transcript requests from the institution offering the online credit.
2. *College Classes as Dual or Concurrent Credit:* Students who wish to count college course work for high school credit must receive the approval of the counselor and the principal prior to enrolling in the college class. These are general guidelines for approval of college credits as dual or concurrent credit:
 - a. Students who wish to take college classes during the school day must indicate by their academic standing that they are able to successfully handle the rigors of a class.
 - b. Students who maintain grade, behavioral, and attendance requirements are not required to attend school when their class is not in session. However, once at school, students must stay at school.
 - c. Student athletes should be aware of the KSHSAA requirements before planning college classes.
 - d. Students must submit proof of enrollment or they will be expected to attend at St. Mary's Colgan.
 - e. Before credit can be extended, an official copy of the college transcript must be submitted to the St. Mary's Colgan office.

Other Curriculum Considerations: Students who plan to attend college out of state or attend in-state non-regents institutions should contact the institution prior to their sophomore year or as soon as possible after the sophomore year to check for any additional admissions requirements. Similarly, student athletes should check the NCAA Clearinghouse website at www.naaclearinghouse.net.

Cumulative Grade Information: At the conclusion of each semester a cumulative grade point average, an enhanced grade point average, and class rank is computed for each student in grades 9 through 12. Four grade points are awarded for each semester grade of "A", three points for each "B", two points for each "C" and one point for each "D." Failing semester grades are awarded zero grade points but the class is counted in the total number of classes used to compute the grade point average. The grade point average is computed by dividing the total number of grade points for all coursework taken each semester by the total number of semester classes.

College classes taken for dual credit are considered "honors" only if the equivalent SMC class is considered to be honors. Thus, college physics would be considered an honors class but a college level chemistry class would not be considered honors.

The enhanced grade point average is computed by dividing the number of semesters of honors classes by the number of classes a full time student would take. The result is added to the simple grade point average. This enhanced grade point average is used to determine class rank.

GUIDANCE

Guidance is available for all K-12 students. Counseling will help students with some of the difficulties they may experience with enrollment, homework, extracurricular activities, personal-social problems, home environment, and future plans. It is not the purpose of counseling to pass judgment or to discipline. One of the services of the counseling office is to administer testing programs. The results of these tests will be interpreted to the student in light of academic and vocational choices. At the high school level, the counselor will advise students about scholarships, government loans, etc. available through colleges and universities.

STUDENT HEALTH SERVICES

A student's ability to learn is directly related to the student's health. The identification, prevention, and accommodation of health-related barriers to learning has become increasingly important because of stringent school accountability requirements, a rapid increase in chronic juvenile health issues, compliance with increased state regulations, and family disintegration.

Communicable Disease: A communicable disease shall be defined as any infectious disease transmitted from person to person or animal to person by direct contact with an infected individual or by some other indirect means, and which is classified as such by Kansas law or by regulations of health agencies having jurisdiction. Any student infected with a communicable disease dangerous to the public health shall be excluded from school by the school's student health service 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 other students and school personnel. Both exclusion from school and subsequent reinstatement will be based on the concept of maximum health protection for the students in the school. In some or all cases, the principal may require the student's physician to issue a written statement declaring the student free of significant risk of contagion.

Head Lice: Students who are infested with head lice (pediculosis) will be excluded from school until they have been treated with an adequate pediculicide (shampoo), and have removed all nits. A designated staff member will perform periodic head lice checks as needed. If a student is found to have head lice, they will be excluded from school until treated with an adequate pediculicide. Upon return to school, the designated school personnel will examine the student's hair to ensure that all nits have been removed or the parent will provide a statement from a doctor or health agency stating that the child is nit free. If nits remain, even after treatment with an adequate shampoo, the student will not be allowed to return until all nits have been removed.

Illness and Injury During School: The school attempts to provide an environment in which students will be safe from accidents. If an illness or accident should occur, the school may authorize emergency treatment, but cannot authorize subsequent treatment. If a child should become ill or injured at school and it becomes necessary for the student to leave school, the student's school office will contact a parent or emergency contact (taken from the information on the emergency form completed at the beginning of each school year). Under no circumstances will a student be sent home until arrangements have been made for the student's safety. In the event a parent or emergency contact cannot be reached, the school will take appropriate action. The school will not be responsible for emergency transportation and service cost.

If any student is found to have a temperature of 99.4 with headache, sore throat, nausea, cough or sneezing, parents or emergency contact will be notified, and the student must leave school. These signs may indicate the onset of an infectious disease or other illness that requires observation at home. If no one can be reached, the ill student will be excluded from class and will wait in the sick bay until school is dismissed or until someone can be reached. Students must remain home from school and all school/parish sponsored activities until they have been without a fever for 24 hours **without medication**. At times other health and illness related notices will be sent from the school pertaining to a particular illness and parents should follow the additional guidelines.

Medication: It is important that the staff of St. Mary's Colgan Catholic Schools be aware of any allergies or health problems of our students. A medical file is kept on each student. At the beginning of the school year, parents will be asked to complete a new form listing current medical history. If at any time during the school year this information should change, parents should contact the student's school office. We may request a letter from the doctor on his/her stationery stating (in lay terms) the medical problem, the medication and dosage prescribed, and what our staff can do at school to help if the need arises. This is meant only as an aid in helping the school provide care for our students.

The following guidelines will be followed to insure the safety of our students in the administration of medications during the school day:

1. Medications will be administered by the student's school office. A completed and signed REQUEST TO ADMINISTER MEDICATION form must be on file. A signature from the physician or dentist must accompany all prescription medications and all non-prescription medications.
2. Medications will be dispensed from the sick bay by the school office only and shall be administered in accordance with the times, dosage, and duration noted on the form. A notation will be made on the medication log of each student receiving medications and the times medications were administered. For parents of students in the elementary school, a note will be sent home with the child stating at what time the medication was given and in what dose.
3. Students who are prescribed an EpiPen are to provide the school with at least three EpiPens. One will be kept in the school office, one will be kept in the classroom, and one will be kept in the lunchroom/PE area. Diocesan Policy and State Law does allow students in grades 6-12 to carry and self-administer emergency medications (EpiPens and inhalers) for asthma or allergy under the supervision of school personnel; however, these students may provide additional EpiPens for various school locations if they wish.
4. After medications have been administered, students shall be observed for possible reaction to the medication for approximately twenty minutes. This observation may occur at the office or in the classroom.
5. Any changes to the medication prescription will require a new form to be signed by physician and parent and also a newly labeled container reflecting new dosage/instructions.
6. All medications, whether prescription or non-prescription, shall be kept in a secure location in the sick bay.
7. All medication, whether prescription or non-prescription, shall be brought to the school in the original containers:
 - a. The prescription container shall indicate the physician/dentist's name, student's name, name of medication, dosage, date, and RX (prescription number). When medication must be given at home and at school, two containers may be requested from your pharmacist.
 - b. Non-prescription medication shall be brought to school in its original container with the student's name on the container.

8. If a prescription medication is ordered to be given three times a day, it is unnecessary to give the medication during school hours. The medication may be given before school, after school, and before bedtime. Therefore, medication prescribed to be given three times a day will not be given during school hours.
9. The first dosage of any medication shall be given by the parent. School personnel will not initiate the dispensing or administering of medications to students for the first time.
10. If there is ever any question of possible adverse reaction to any medications, the administering of the medications will be stopped, and the parents/guardians will be contacted immediately.

Screening Services: Community health agencies provide hearing vision, and dental screenings. During the school year, hearing screenings are performed on students in PreK, K, 1, 2, 4, 6, 8, 10, 12 grades. Vision screenings and dental screenings are performed on all PreK-12 students.

Wellness Policy: St. Mary's Colgan Catholic Schools are committed to promoting healthy lifestyles and monitoring the nutritional quality of foods and beverages sold and served on campus. Details are outlined in the Diocesan Wellness Policy, which is available in the school offices or on the website at OLLsmc.org/school.

HOLIDAY CLOSING

The entire school campus will be closed during the Kansas High School Activities Association (KSHSAA) non-practice dates. No practices or other activities will be allowed in our campus facilities during this time for maintenance purposes.

HOMEWORK

As a part of our schools' strong academic program, homework will be given. The purpose of such work is to reinforce regular classroom work, to develop good study habits, and to provide enrichment. K-3 students should expect to spend about ½ hour per night on homework. This, of course, does not include time that parents might wish to spend with their child reviewing reading skills, practicing flash cards for math and vocabulary, and other such academic pursuits. Intermediate students in grades 4-6 should typically have no more than 1 hour of homework per night. Please be aware that an occasional special project may take longer or studying for a test might require more time. Students in grades 7-12 should expect about 1 ½ - 2 hours of homework per night. If your student's homework exceeds these amounts on a regular basis, first contact the teacher to see if there is a specific reason for such a length of homework. If the problem continues, contact the principal. Parents are encouraged to help their children with homework.

HUMAN SEXUALITY Diocesan Policy 413

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

Definition of Terms: **Sex** means the biological condition of being male or female as based upon physical differences at birth. **Gender** is a person's identity as male or female, harmonious with one's biological sex upon birth. (CCC #2333) **Chastity** is the moral virtue by which individuals master and direct their powers of sexual intimacy. Chastity reserves sexual intimacy to marriage. (CCC #2337-#2365) **Marriage** is a covenant by which one man and one woman unite in a lifelong partnership and commitment for the good of the spouses and the procreation and education of children through the sacrament of Matrimony. (CCC #1601)

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

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

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

Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (*Ibid.*; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that "the young need to be helped to accept their own body as it was created," so that

"we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (AL, #285). [Taken from Diocese of Little Rock, Policies and Procedures Manual]

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

Gender Dysphoria Diocesan Policy 413b

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

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

Pastoral care will be available to assist the family in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school will provide or direct the family to appropriate counseling services. If the matter is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

Student Pregnancy Diocesan Policy 413c

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal.

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

Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances that require specific interpretation and application. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate response in each instance. (See Guideline 318-M for details.)

LIBRARY

Elementary School: The elementary school library hours are 7:30am – 3:30pm Monday through Thursday. Each classroom will be assigned a weekly library period.

Guidelines:

1. All non-reference books may be checked out for a period of one week and may be renewed with permission. Notices will be sent to students who have overdue books. Parents should help their children learn the responsibility of returning library items by encouraging them to bring library materials back to school on or before the due date. There is not a fine charged for overdue items; however, students must return all overdue items before additional items may be checked out.
2. The price of replacing lost or damaged items will be charged to the parents.
3. Reference materials are to be used in the library.
4. All students who use the computers must follow the SMC **Technology Acceptable Use Policy**.

Junior High and High School: The junior high and high school share a comprehensive and up-to-date library media center. The library hours are from 7:30am – 3:30pm Monday through Friday. Occasional closings will be posted.

Guidelines:

1. All non-reference books may be checked out for a period of three weeks and may be renewed with permission. Failure to return a book on time will result in a fine of 10¢ per school day. Lost items will be paid at cost. Damaged items will be paid as determined by the damage.
2. Reference works and magazines are to be used in the library. They may not be taken home but may be checked out to the classroom for the hour. Failure to return an item will result in a fine of 10¢ per hour.
3. Personal copies printed from the computer or from the copy machine will be charged at 10¢ per page. Copyright laws will be strictly enforced.
4. All students who use the computers must follow the SMC **Technology Acceptable Use Policy**.

LOCKERS

Every junior high and high school student is provided locker facilities for storage of books, materials and personal items. Junior high students must use school issued locks. Locks are built in on high school lockers. Lockers, desks and other assigned areas are the property of St. Mary's Colgan Catholic Schools.

No food or beverages may be kept in lockers, with the exception of lunches and bottled water. Lockers, desks and such other storage areas and the contents thereof shall be subjected to inspection and search by school officials at any time without prior notice if there is reasonable suspicion that such will produce evidence of violations of law or of school rules, or that lockers may contain property which school officials reasonably believe may be intended for use in a manner disruptive to the orderly operation of the school.

LOST AND FOUND

The schools will provide lost and found services through the secretary's office in each building. All items left in the classrooms, the gyms, or the cafeteria are brought to the secretary's office. Please take the time to mark your student's school clothing, etc. with his/her name. Unclaimed items will be given to charity.

LUNCH PROGRAM

The daily menus are published on our website/app and in the Sunday bulletin. Our school uses a biometric ID management system in an effort to provide accurate student identification and improve efficiency and security for our students and their lunch accounts. We will be using finger scanning biometrics similar to your smart phone. Our school has selected the identiMetrics System because it is secure, accurate, cost-effective and non-intrusive. You can learn more about the system at www.identimetrics.net.

The lunch schedule is:	K:	10:45am – 11:15am
	Gr. 1-2-3:	10:50am – 11:20am
	Gr. 4-5-6:	11:30am – 12:00pm
	Gr. 7-12:	12:12pm – 12:42pm

K-8th grade students will eat in the cafeteria. High school students may eat in the cafeteria, high school commons, or outside on school grounds. High school students also are allowed to walk to nearby restaurants during their lunch period. Students are not allowed to drive off campus for lunch. All food and drinks, other than water, not eaten in the cafeteria must be consumed in the commons. High school and junior high students may have food and drinks in the classrooms during house time if approved by the teacher and in accordance with community guidelines.

Pursuant to Diocesan Wellness Policy: adults may not bring K-6th grade students' lunch from restaurants, including fast food establishments. Elementary students may not bring carbonated beverages to school for lunch.

The following lunch information is subject to change under the direction of KSDE.

St. Mary's Colgan Catholic Schools have a hot lunch program. These lunches are part of a government subsidy program. Because of this, it is possible to obtain free and reduced lunches. This is a voluntary and confidential program. Applications must be completed each year and may be obtained from the parish office or the school office beginning in early July.

Student lunches must be paid in advance. Checks for lunch payment should be made out to "St. Mary's Hot Lunch." Send checks or money to school in a sealed envelope with "LUNCH" printed on the outside. All manual lunch payments will be posted once a week on Thursday afternoon and will be reflected in PowerSchool on Friday. Electronic payments should be made in PowerSchool or by clicking the "Fund Lunch" button at OLLsmcschools.org/efunds. Electronic payments are posted in real-time to the student's lunch account. Contact our Lunch Coordinator, Mrs. Thompson, at thompsond@OLLsmc.com with questions.

MASS SCHEDULE

Students will be involved in liturgy planning and an effort will be made to provide liturgies that are meaningful for our students. Students will attend Mass according to the schedule below and all holy days with elementary students attending at 8am and 7-12 students attending at 11:30am. Occasionally, it may be necessary to adjust the Mass schedule to accommodate the needs of the school and/or the parish. The doors to the church are locked during student Masses.

Tuesdays:	8am - grades 1-6	11:30am - grades 9-12
Wednesdays:	8am - grades 1-3	11:30am - grades 7-8
Thursdays:	8am - grades 4-6	no 11:30am Mass
Fridays:	8am - grades K-6	11:30am - grades 7-12

Philosophy for Participation in Religious Activities: Central to the philosophy of Catholic Schools is to form a Christian Community among our students based on the teachings of Jesus Christ. Our ministry extends beyond the religion classroom, into every class within our buildings, our co-curricular activities, and our liturgies. As a member of this Catholic school, students have a responsibility to be open to the message of evangelization that is being offered. All students, Catholic and non-Catholic, are expected to participate in school liturgies, respectfully standing, sitting, and kneeling with the congregation. These actions symbolize the students' acceptance of Christ's challenge to serve God, Church and Community. Each individual has a responsibility to our community as all are here thanks to the generosity of our Catholic parish. Non-Catholic and Catholic students agree to abide by our principles upon enrollment in our school.

MONEY AT SCHOOL

K-6 students should not bring money to school unless it is for lunch or milk, copy fees, or a school-initiated event or activity. Money should be brought to school in a sealed envelope with the student's name, grade, and teacher, as well as the amount of money and its purpose written on the front. St. Mary's Elementary will not be responsible for money brought to school outside of these guidelines.

PARENT SUPPORT ORGANIZATIONS

Parent Teacher Organization: All parents of K-6 students are considered to be members of the St. Mary's Parent Teacher Organization. There are no membership dues. The Parent Teacher Organization sponsors many projects, Catholic Schools Week, and Field Day.

Booster Club: The Booster Club's primary mission is to support the athletics programs in grades 7-12, but they also provide financial assistance for other all-school priorities, such as purchase of school buses. Membership dues are collected annually in the fall.

Fine Arts Council: St. Mary's Colgan Fine Arts exists as a support system for K-12 fine arts programs. Membership dues are collected annually.

PARENT-TEACHER CONFERENCES

There will be two conferences scheduled during the school year. The first conference will be held during the first nine weeks. The second conference will be held during the third nine weeks.

PARKING

SMC high school students who are legally licensed to drive automobiles or motorcycles to school are to park their vehicles in a designated area in the morning, and they are not to move them until the close of the school day. No noon hour driving or riding is permitted. Sitting in cars during school hours is not permissible. Seniors have designate parking, different from staff or other students, as identified by the school. Students who participate in after school activities should leave their car parked in the designated spot.

PERSONAL PROPERTY

It is the student's responsibility to take care of his/her property. It is suggested that personal items be marked before bringing them to school: all sweaters, sweatshirts, coats, hats, lunch boxes, and notebooks. Also, all textbooks and workbooks assigned to students should have his/her name on the inside cover. If items are misplaced, they can be easily returned. Please encourage your students to leave toys, balls, electronics, gum, candy, and all other items of a distractive nature at home.

POWERSCHOOL

PowerSchool Parent/Student Portal is a password-protected website through which parents and students have access to grades, attendance history, school bulletins, and lunch accounts. Students' passwords are issued through the office. PowerSchool can be accessed by going to *cdowk.powerschool.com/public* or through the St. Mary's Colgan website at *OLLsmc.org/school*. PowerSchool may also be accessed on smart phones through the PowerSchool Mobile app. Our district code is KNBG.

PRESCHOOL

St. Mary's Colgan Catholic Schools offer an Early Childhood Program for three, four and five year olds. The Preschool program for three and four year old children meets two days a week on Tuesday and Thursday. The Pre-Kindergarten program for four and five year old children meets three days a week on Monday, Wednesday, and Friday and also offers a Monday through Friday afternoon option. Preschool admission requires a child be 3 years of age on or before August 31st of the year in which they enroll, and Pre-Kindergarten admission requires that a child be 4 years of age on or before August 31st of the year they enroll. This is a tuition-based program, located in St. Mary's Elementary School and governed by its own set of policies. **Attendance in St. Mary's Early Childhood Program does not guarantee admission in St. Mary's Elementary School.** For more information, please contact the elementary school office.

PRIVATE PARTIES

Individual invitations for private parties held after school hours may be brought to school and passed out if the entire grade, class, or all of one gender is invited. All other invitations must originate from home. Invitations may not be passed out after school on school property to a select group of children. Private parties will not originate from campus.

PROMOTION OR RETENTION OF STUDENTS

Promotion is based on satisfactory achievement. Students who demonstrate insufficient academic progress or who are excessively absent may be retained in a grade for a second academic year. Teachers will consult with the principal any time retention is contemplated. The school will consult with the parents or guardians as soon as possible, preferably by the end of the first semester. A written record of this conference will be filed. Follow-up conferences shall be held prior to the final decision with respect to retention. The school reserves the right to determine appropriate grade placement, and all diocesan schools shall respect that placement.

Class failure: Students in grades 7-12 who have a failing semester grade in a required subject must successfully complete summer school or other administration approved alternate plan prior to entering the next grade level.

RECESS

K-6 recess times vary from grade to grade. Recess times are supervised by adult staff members. The playground is not supervised after school and students are expected to leave for home immediately following dismissal. Students will usually have recess outside. Always dress your student for outside recess. Only those with written medical excuses will be allowed to remain indoors. Decisions to have outside recess during cold weather will depend upon the temperature and the wind chill factor. When the weather is too cold or wet, students will have recess in one of the gyms on campus or supervised free time in the classroom (quiet games, art projects, etc.).

RECOGNITION

WE ARE TRANSITIONING OUR RECOGNITION MASS/CELEBRATIONS FROM 8TH GRADE TO 6TH GRADE.

For the 6th grade class of 2023-24 and 2024-25: There will be a recognition celebration for 6th graders. More details will be sent directly to parents, from the school, as it applies.

For the 8th grade class of 2023-24 and 2024-25: 8th Grade Recognition Mass will remain the same as it has been done in the past. Following the 8th Grade Recognition Mass, the school provides a cake and punch reception. Family members and guests are invited to both the Mass and the reception. Parents of 8th graders are responsible for planning the reception and school funds are used to cover the cake, punch, and paper products. Parents may host a dance for the students following the reception. Decorations and food for the dance should be kept to a minimum and money collected to cover the costs of the dance should not exceed \$10 per family. Dress code information for the recognition ceremony will be provided by the junior high teachers.

For the 8th grade class of 2025-26: School, state, and diocesan awards will be still be given during an in-school assembly. More information will be sent directly to the parents, from the school, as it applies. There will be no Recognition Mass, reception, dance, or party.

6th grade class of 2025-26: Recognition will be for 6th grade. More details will be sent directly to parents, from the school, as it applies.

RELEASING STUDENTS FROM SCHOOL

No student should be excused from school without the permission of the administration. Elementary students should be released from school only to their parents or to persons authorized in writing by their parents. Schools shall cooperate with police and other lawful agencies, and students may be questioned on school grounds by such officials without parental permission.

RETREATS

Class Retreats are essential to a Catholic School's human and spiritual formation program. Therefore, retreats are mandatory and are to be viewed with the same educational and formational value as a normal class period. Students will need the explicit permission of the principal and chaplain to be excused from their class retreat. The chaplain may, at his discretion, require an alternative prayer service or retreat for any student who is excused from a class retreat.

SCHOOL PICTURES

Individual student pictures will be taken during the first nine weeks of school. All students will be photographed for the yearbook whether or not they plan to buy pictures or a yearbook. Seniors have their yearbook pictures taken by a professional photographer designated by the school.

SCHOOL PROPERTY DAMAGE

Any student who attempts to damage or destroy school property will be held responsible. The student will be expected to pay for the repairs or for the replacement of the damaged property.

SCHOOL RECORDS

Academic transcripts, testing, and health records will be kept permanently on file in the offices of the respective schools. Written permission must be obtained if records are to be viewed by anyone other than authorized school personnel.

Those authorized to see student records without the consent of parents are:

1. School officials in the diocesan system with legitimate educational interests.
2. Various agencies when enforcing state or federal law.
3. Anyone to whom the school must report information as required by state statute.
4. Accreditation and research organizations helping the school.
5. Student financial aid officials.
6. Those with court orders.
7. In emergency situations, to those who need information to protect the health or safety of the student, or other individuals.

All other persons, including police, probation officers and prospective employers may see information on student records with the custodial parent's written consent. The school must maintain a list of everyone who requests and receives information on student records. The custodial parent has the right to see this list. This list does not include school employees.

All cumulative records of each student shall be kept in the inactive file of each school permanently.

When a student transfers from one Catholic school to another within the Diocese, the "accepting school" must, through written or verbal communication, contact the "sending school" before such enrollment can be final. Until the transfer record is received, a student should not be officially enrolled in the school. He/she may attend classes and attendance should be recorded.

SCHOOL SCHEDULE

School Day: 7:55am until 3:15pm for grades K-12. St. Mary's currently has all day kindergarten; however a half-day option will be allowed only with administrative approval. On days when school will be dismissed early (*i.e. faculty meetings*) every effort will be made to provide the parents with advanced notification via text/email notification, website/app, PowerSchool and the Sunday bulletin.

Teachers are present in the building from 7:40am until 3:30pm. Supervision of elementary students will begin at 7:30am in a designated area on campus. Students who arrive early are to go directly to that area; at 7:40am students move to their homerooms. Students who arrive after 7:40am may go directly to their classrooms. Do not bring students before 7:30am nor leave them past 3:25pm. We cannot guarantee supervision of students in the building or on the grounds at other times.

Students in grades 7-12 will follow the time schedule listed below. There are seven class periods and Mass/House time each day, with a 3-minute passing period. On non-Mass days, the House time is flexible. The first bell rings at 7:50am, prompting students to move to their first hour class. The class schedule is as follows:

1st Hour: 7:55am — 8:44am
2nd Hour: 8:47am — 9:36am
3rd Hour: 9:39am — 10:28am
4th Hour: 10:31am — 11:20am
Mass/House Time 11:23am — 12:12pm
Lunch 12:12pm — 12:42pm
5th Hour: 12:42pm — 1:31pm
6th Hour: 1:34pm — 2:23pm
7th Hour: 2:26pm — 3:15pm

SEARCH OF PERSON OR PROPERTY

Upon reasonable grounds, school officials, with a third party present, may search any school property of the Diocese of Wichita/St. Mary's Colgan Catholic Schools/Our Lady of Lourdes (including lockers, desks, work areas, or other assigned areas) and confiscate any substance considered to be illegal, illicit, dangerous, or disruptive. Parents shall be notified within twenty four hours. Upon reasonable grounds, school officials may also search and confiscate the personal possessions of students following the same guidelines as above.

SECURITY

St. Mary's Colgan Catholic Schools constantly works to provide a safe and secure educational environment for our community. All school entrances are monitored using cameras. Our school doors operate using single points of entry, and our facilities follow state and federal guidelines for safety. The doors to the church are locked during student masses. To anonymously report suspicious activity, whether in or out of school, you may call the Pittsburg Police Department's tip line at 620-231-TIPS (8477).

Should you need to use a facility after normal operating hours, please contact the school or parish offices for scheduling and permission prior to your event or meeting. Questions regarding school access can be directed to Wayne Cichon, at cichonw@OLLsmc.com. All visitors are required to check into the office and wear a visitor's badge.

Normal Operating Hours:

St. Mary's Colgan Catholic Schools Offices	7:30am	-	3:45pm
Our Lady of Lourdes Parish Office	8:00am	-	4:00pm

SOCIAL MEDIA POLICY

"Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." (Pope Francis' Message for the 48th World Communications Day [WCD], 2014.

We are incredibly blessed to be a part of our Panther Family – a family, united in faith, encouraging and supportive of one another, and working together to spread the mission of the Church to each other and within our greater community. As with any family, sometimes, conflicts arise. It is our hope that when conflicts happen, that we reach out to one another in dialogue to seek understanding and to resolve the situation in a manner that is faith based and helps each other to grow in our relationships with one another.

We have encountered some challenges in the arena of both parent and child use of social media in resolving conflicts in a way that is respectful, private, and faithful. The following is a comprehensive policy to help all of us to be more aware of appropriate use of social media within our school and parish community. As a great reminder to all of us, we'd like to review what is stated currently in our family handbook, as well as some additional wording based on challenges we've faced:

Parents and/or students should make complaints through official school channels rather than posting complaints in the public arena of social media. We expect parents and/or students to respect the reputation of others and be responsible when using any social media tool with regard to St. Mary's Colgan Catholic Schools and Our Lady of Lourdes Parish in anyway.

The following examples are to be inappropriate uses of social networking sites by parents and/or students.

- Making allegations about staff, pupils, families at St. Mary's Colgan Catholic Schools or any form of cyber-bullying
- Making complaints about the school, staff, and families of St. Mary's Colgan Catholic Schools
- Making complaints about St. Mary's Colgan Catholic Schools policies, projects/assignments, school athletics and events
- Making defamatory statements about the school, staff, families at St. Mary's Colgan Catholic Schools
- Posting negative/offensive comments about specific pupils, staff, families at St. Mary's Colgan Catholic Schools
- Posting pictures, video which is negative toward pupils, staff, families at St. Mary's Colgan Catholic Schools

This list is intended to provide examples only and is not an all-inclusive list of inappropriate use of social media.

Parents/guardians are also expected to monitor their children's online activity, including in relation to their use of social media and ensure their child(ren) are using social media in an acceptable way. When social media issues outside of school affect a child's learning environment at St. Mary's Colgan Catholic Schools, this becomes a disciplinary issue for administration to review.

When a post by parents or students is deemed inappropriate, the administration will request the post to be removed. A meeting with administration and/or pastor will be required. Consequences for students can range from demerit to expulsion depending on severity of the situation. Depending on the severity of the incident on the part of parents, the family may be dismissed from St. Mary's Colgan Catholic Schools. Administration and/or pastor reserve the right to adjust this policy as needed.

When you have concerns, again, we ask you to communicate directly with each other and us. For school concerns, please do not hesitate to visit with teachers and administration. Our goals are to listen, work together in cooperation, and arrive at a solution that is in the best interests of the child(ren). We ask you first approach the teacher, next administration if you feel it remains unresolved, and finally the pastor in the event of further concerns.

Thank you in advance for your assistance in helping the culture at St. Mary's Colgan Catholic Schools to be one which is faithful, positive, and cooperative.

STEWARDSHIP SERVICE PROGRAM

The student body at St. Mary's Colgan Catholic Schools volunteers hundreds of hours each year to its school, church, family, and civic communities. The Student Stewardship Program celebrates these tremendous gifts by codifying the service given while also creating the minimum giving levels needed to ensure the participation in service of all students in 7th-12th grades. Students under this program are required each year to volunteer a minimum number of hours to service, though they are encouraged to report the hours of service beyond this requirement. Teachers direct the service program for students in 7th-8th grades. For students in high school, a full description of the program for Stewardship can be obtained from his/her religion teacher.

STUDY TRIPS

Study trips are privileges and not rights. Teachers utilize study trips to supplement the curriculum or to provide enrichment. Any student may be denied participation in such activities due to academic or behavioral problems.

Students who do not submit a proper permission form signed by a parent or legal guardian will not be allowed to participate in the trip. Handwritten notes and/or phone calls will not be accepted in place of the form.

Whenever possible, school vehicles will be used for these trips. If it is necessary to travel by private vehicles driven by parent volunteers, you will be asked to sign a waiver indicating your knowledge that your student will not be transported in a school vehicle. Parents are to have a seat belt for each child and carry the proper amount of liability insurance on their vehicle. Use of a cell phone or other networking device while driving is strictly prohibited.

SUBSTITUTE TEACHERS

On occasion a substitute teacher will teach your child. A substitute teacher is most commonly used when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students at all grade levels are expected to be courteous and respectful to substitute teachers. Any misconduct in the classroom will be dealt with expeditiously.

TARDINESS

Elementary School: Students will be considered tardy if they are not in their classrooms when the 7:55am bell rings. (This includes Mass days.) If a student is tardy to class, he or she must report to the secretary's office for a tardy permit. The 5th tardy will result in a detention and a parent conference will be set up to create a plan of action to eliminate the tardies.

Junior High/High School: For every 3rd tardy (from 1st hour), the student shall serve a detention. The 6th tardy will result in a detention and a parent conference to determine plan of action to eliminate unexcused tardiness. Tardies for all other class periods will result in a detention. If a student is more than twenty minutes late to a class, they are considered absent. Policies regarding absences should be followed in this case.

TECHNOLOGY ACCEPTABLE USE POLICY

As part of the annual online enrollment process, all K-12 students and parents will be presented with the Technology Acceptable Use Policy and must digitally sign a form acknowledging they have read and agree to abide by the policy

School Administrators will determine appropriate use and may deny, revoke or suspend the use of computers by students who violate this policy. Notice of this matter will be sent to all teachers.

FIRST OFFENSE: Two weeks off ALL computers that are connected to the school/parish networks.

SECOND OFFENSE: Nine weeks off ALL computers that are connected to the school/parish networks.

THIRD OFFENSE: Students may not use the SMC Network for the remainder of the school year.

In addition, the principal shall have the authority to impose additional disciplinary action as he/she deems necessary. The complete **Technology Acceptable Use Policy** and updates can be found on the school's website, OLLsmc.org/school.

TESTING

The use of standardized tests plays an important role in the evaluation of the academic progress of individual students and is an integral part of the school accountability plan and the Kansas accreditation plan. A list of the tests to be administered during the school year and the dates of their administration will be published. Parents are encouraged to consult the testing schedule before making appointments for their son or daughter. Parents are also encouraged to make sure that their son/daughter is well rested on the days the tests are to be administered. The results of the tests administered to the students will be made available to the parents after the school receives the scores from the testing services. The high school counselor is the testing coordinator. Any questions regarding the testing program for junior high and high school students should be directed to the high school counselor's office. Questions regarding testing for elementary students should be directed to the elementary principal's office.

Remediation is required for students who do not meet the testing standards established by the State of Kansas and the Diocese of Wichita. These students may be required to attend remediation sessions outside of the school day and a fee may be charged to the student for these sessions. This may include after school tutoring, extended school day, and/or summer school.

St. Mary's Colgan Catholic Schools benefit from the services of school psychologists provided by the Southeast Kansas Interlocal #637. Should a parent or teacher think that a student would benefit from testing by a school psychologist for learning disabilities, he/she should contact either of the counselors. The counselor will work with the appropriate faculty and staff to complete the necessary forms to implement the testing.

TEXTBOOKS

Should a student damage or lose a textbook, parents will be required to buy a new book and will be notified by letter from the school office. Students should have a book bag of some kind to protect their books as they transport them to and from school.

TRAFFIC REGULATIONS

Students and parents should observe the traffic regulations and parking zones at all times. Please do not double park, park in the bus loading area, or run across the street to get into a car. It is important for everyone to cross the street only at the crosswalks.

TRANSPORTATION

Buses: St. Mary's Elementary students are permitted to ride the USD 250 school bus. Parents need to make arrangements with USD 250 by calling the Bus Barn at 620-235-3190. Parents are required to submit a list of days their student will be riding the bus. Any deviation from the listed procedure should be made in writing to the school office (*i.e. change of plans for the day or friend riding home*). If at any time during the school year, parents wish to change the bus schedule for their students, they will need to contact the school office and complete a "Change of Plans" form, which will be kept on file.

If parents want their student to ride the USD 250 bus to a different destination other than a regularly scheduled route, parents must bring a note to the office giving permission for the requested change. This note will be shown to the classroom teacher and then given to the bus driver when the student boards.

Other students who are not scheduled to ride the bus but need to ride with a friend who does ride the bus will be dismissed from class only if a parent brings a note to the office stating with whom their student will be riding and the reason he or she will be riding. This note must be shown to the classroom teacher, then must be given to the bus driver when boarding. The student must follow all the rules for riding the USD 250 buses. The bus driver has the authority to refuse future transportation to any student who does not submit to the rules.

Students transported in a school bus shall be under the authority of and responsible directly to the operator of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the bus operator shall be sufficient reason for refusing transportation to any student.

The following rules are for all students who ride buses:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. The driver shall assign a seat to each student if necessary, and each student must be provided a seat. No students will be permitted to stand in the bus while it is moving.
3. Students must be on time, as the bus cannot wait for those who are tardy. Students must walk on the far left side of the road facing traffic when walking to the bus stop.

4. Students must not stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road and they must wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Students must not talk in a loud voice or otherwise distract the driver's attention. Remember, your safety is in their hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students shall not throw waste paper or other material on the bus floor or out of the bus windows. Help keep your bus clean at all times.
8. Students shall not at any time extend arms or head out of the bus windows.
9. Students shall not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, students must obey directions from the driver and if necessary to cross the road, shall do so in front of the bus after making sure the road is clear.
11. Any damage to the bus is to be reported to the driver immediately.
12. Students riding the bus during a stormy season should listen to their home radio for storm warnings and/or school cancellations. Students should not attempt to reach school during severe weather.

Penalty: For violating these rules, students will be reported to the school administration, which can deny students the privilege of riding the bus.

Vehicles/Bicycles: High School students with a valid driver's license are allowed to drive to school but must park in assigned locations and abide by all parking regulations. *Refer to the section on **Parking**.* All students are permitted to ride bicycles to school. Bicycles are to be locked in the bike rack during the day.

UNIFORMS/DRESS CODE

Why School Uniforms? Studies nationwide support the idea that safety and discipline are conducive to a good learning environment. School officials have realized the value of uniforms as a positive way to reduce problems and increase school safety. School uniforms instill students with discipline; help parents and students resist peer pressure; and help students concentrate on their schoolwork.

Note: A collaborative effort from parents is expected in regard to proper dress for school. Parents should form the habit of checking their student's apparel before leaving the house in the morning. Students in violation will be reminded at school and be asked to correct the violation at that time. Parents may be notified by the school office and expected to assist in making the proper adjustments to their children's attire. **All uniform garments must be kept in good repair.** Students are not to cut or tear collars, cuffs, or sleeves of their uniforms for a more comfortable fit. When a garment no longer fits properly, is torn, cut or frayed, it is expected that the garment will be replaced. All deviations from the uniform policy for extreme circumstances must be approved by the administration.

Placing Orders: For new uniform pieces, please visit OLLsmc.org/school for a list of approved uniform pieces, order information, and links for placing orders.

Used Uniforms: Used uniforms, K-12, may be purchased at the uniform fairs as they become available. Donations may be left at the school offices. Previously purchased uniforms from Parker School Uniforms and Schoolbelles will be acceptable as long as they are an approved color and are in good condition. The used uniform shop in the St. Mary's Elementary computer lab is open during the school day on Fridays, before and after school on other school days, or by appointment.

SHIRT K-12: Polo shirt with logo (green or blue; long or short sleeve).

All students: Shirts must be tucked in. If t-shirts are worn underneath, they must be plain white with no markings. Approved school uniform shirts must be worn under all approved school sweatshirts and sweaters.

SWEATSHIRT (optional) All students: Navy Blue or Green Sweatshirt with logo, Navy Blue or Green Hooded Sweatshirt with logo, Navy Blue or Green Quarter-Zip Sweatshirt with logo, or Navy Blue or Green Full-Zip Hooded Sweatshirt with logo. Only these school uniform sweatshirts are allowed to be worn in the classroom.

PANTS (year round) All students: Khaki color and material – no denim, no dri-fit, no cargo. Pants should not be excessively tight. Belt loops are required for all grades (belt must be worn). Items should be plain with no embellishments, no rivets, no logos.

SHORTS (Start of school year until October 31 and March 1 until end of school year) All students: Khaki color and material – no denim, no dri-fit, no cargo. Shorts should not be excessively tight. Belt loops are required for all grades (belt must be worn). Items should be plain with no embellishments, no rivets, no logos. Length of short must be at the top of the knee.

JUMPER Girls – Grades K-3: Plaid jumper with pleated skirt may be worn all year round. Length of jumper must be at the top of the knee. Gym shorts must be worn under jumpers and should not be visible when standing. Pants are not allowed to be worn under jumpers.

SKIRT Girls – Grades 4-8: Plaid knife pleat skirt. Length of skirt must be at the top knee. **Girls – Grades 9-12:** Plaid kilt skirt or knife pleat skirt. Length of skirt must be at the top of the knee. Note that the color of the plaid is different for Grades 7-12. **All students:** Gym shorts must be worn under skirts and should not be visible when standing. Pants are not allowed to be worn under skirts.

The following uniform pieces may be purchased from any vendor.

BELT All students: Black, brown, navy, or white (one color only) must be worn at all times with shorts and pants.

SOCKS All students: Only white, black, navy, or gray socks are acceptable. Socks are required with all types of shoes. Socks should be solid in color with no patterns, characters, or large logos.

TIGHTS/LEGGINGS (optional) **Girls:** Only solid blue, white, black, or gray tights or leggings may be worn with the skirt or jumper. Neither tights or leggings should have multiple colors, glitter, patterns, characters, mesh, or cutouts. Tights cover the feet and therefore socks are not required with tights. Leggings (which are tights without feet) must be worn with socks. Sweat pants, pajama pants, or uniform pants under the uniform skirt or jumper are not allowed in class.

SHOES PreK-12: No sandals or backless shoes are permitted. **PreK-6:** Tennis shoes are required for all elementary students.

7-12: It is suggested that all students wear sturdy, comfortable shoes to school. Tennis shoes will be required for Physical Education; other types of shoes are not permitted on the gym floor.

HAIR All students: Boys and girls should not wear hairstyles that draw attention to the student. Boys' hair must be cut above the eyebrow, be no longer than the top of the shirt collar in the back, and the entire ear must be visible. Patterns and designs shaved into hair, or unusual hair coloring will not be allowed.

Boys will be clean-shaven—sideburns must not be longer than the bottom of the earlobe. Bandanas and head scarves worn as headgear are not permissible in any grade.

JEWELRY All Students: The wearing of jewelry is highly discouraged for safety reasons. Students may not wear any type of jewelry in P.E. Students are responsible for their personal items when they are removed for P.E. class. No jewelry, studs, or spacers may be worn in piercings other than ears. Boys are not allowed to wear earrings. Elementary girls (K-6) are limited to wearing stud earrings - no hoops or dangling earrings.

OTHER CONSIDERATIONS: Tattoos must be covered during school and at all school-sponsored activities. Non-prescription fashion eyeglasses are prohibited in grades K-6. Make-up, including false eyelashes, and fake or acrylic nails are prohibited for grades K-6. Girls in grades 7-12 may wear light, tastefully applied make-up. Clothing that advertises tobacco, drugs, or alcohol, displays sexual connotations or contains inappropriate content deemed offensive may not be worn to any school activity. Athletic teams, spirit squads, and other co-curricular teams shall wear administration approved clothing on spirit days.

DRESS CODE FOR NON-UNIFORM SCHOOL/RELIGIOUS ACTIVITIES (i.e. May Crowning, Dances, Prom)

It is expected that all students attending a school-sponsored dance will dress appropriately and in keeping with our Catholic values. We look to parents and guardians who have chosen to send their child to our Catholic school, to help enforce these guidelines. If there is a question as to the appropriateness of an outfit, it can be approved prior to the event, but a good rule of thumb is if there is doubt, choose something else.

Guidelines: St. Mary's Colgan Catholic Schools events should reflect the philosophy of our school and the teachings of the Catholic Church. Among our most important considerations is adherence to Church teachings regarding modesty. Dress code regulations must be followed by all students attending – current students and off-campus guests.

Attire that reflects modesty is required. The most difficult task for administrators and teachers is the determination of modesty. Traditional interpretations are often at odds with fashion and cultural trends. This is easily avoidable if the following guidelines are observed:

LADIES' ATTIRE

Tops: The neckline of a dress, top, or gown must be cut in a modest way without showing cleavage. The cut of a dress in the back and sides must not be cut below the navel. During Mass, a shawl will be required to cover shoulders or back.

Length: A skirt, dress, AND slit of skirt or dress must be no shorter than two inches above the knee in front and back.

Miscellaneous: No navel is allowed to show. Two piece dresses are allowed if the space between top and skirt is less than two inches. The top must not show any cleavage or have cut outs or plunging necklines. The bodice of the dress must not have any fabric cutouts in the cleavage area. If elsewhere, it must be covered by netting and less than an inch opening. Dresses should not be excessively tight. No flesh, nude, or tan dresses or skirts that give the illusion of bare skin.

GENTLEMEN: Pants should not be excessively tight. Young men are expected to be clean-shaven and meet school guidelines regarding length and style of hair.

Prom: Young men are expected to wear formal evening attire that would include a tuxedo, suit with a tie or bow-tie, or sport coat and slacks with a tie.

VIRTUS TRAINING

Child sexual abuse can happen anywhere to anyone. Abuse is devastating to a child and the scars of abuse can last a lifetime. Leaders in the Catholic Church are working to make sure that children are safe from sexual abuse. The Diocese of Wichita has implemented the VIRTUS® Program to bring awareness of child sexual abuse to all individuals who work or volunteer in the parish or schools. The VIRTUS® program assists the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general.

Attendance at a Protecting God's Children training session is mandatory for all individuals who will work or volunteer in the parish or schools. All clergy, administration, faculty and staff will have completed the awareness session prior to the beginning of the school year.

The Protecting God's Children training program for adults is a three-hour awareness session that instructs adults on how to protect children, and that it succeeds only because of a continuous awareness and vigilance on the part of each of us. This awareness session helps us to know and understand the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps one can use to prevent child sexual abuse. Questions regarding the VIRTUS® program should be directed to Jess Nicholson, VIRTUS® Coordinator, NicholsonJ@OLLsmc.com or 620-231-2135.

Safe environment policy for students who are over the age of 17

Any person who will be at least eighteen years of age at the time of an overnight diocesan, school, or youth event must have completed VIRTUS® training and have a background check completed prior to attending the event. This would include, but not be limited to, March for Life, Parish or CYM sponsored events and/or trips, vocation events, retreats, high school camps, tournaments, or competitions, and high school/parish activities such as tutoring any student under the age of eighteen.

It is the individual's responsibility to complete VIRTUS® training. Diocesan high schools will offer periodic opportunities for high school students to attend VIRTUS® training on campus, but students can also attend any of the numerous VIRTUS® trainings that occur at the parishes, most frequently during the month of August.

VISITING STUDENTS

Students are not allowed to bring friends or relatives to school for visitation. Former students may visit with prior approval from the principal.

VISITORS

All visitors to any building must check in with the office and must display an appropriate name badge. This includes parents, guest speakers, or any other visitors. Unauthorized persons seen in the school or on school grounds will be reported to the administration.

APPENDIX - PRAYERS

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.

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.

GLORY BE TO THE FATHER

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

APOSTLES' CREED

I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son Our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hell; the third day He rose again from the dead; He ascended into Heaven, and sitteth at the right hand of God, the Father almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting.

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

HAIL, HOLY QUEEN

Hail, Holy Queen, Mother of mercy, hail our life, our sweetness, and our hope. To you do we cry, poor banished, children of Eve; to you do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, most gracious advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of your 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.

MEMORARE

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

ST. MICHAEL PRAYER

Saint Michael the Archangel, defend us in battle. Be our defense against the wickedness and snares of the Devil. May God rebuke him, we humbly pray, and do thou, O Prince of the heavenly hosts, by the power of God, thrust into hell Satan, and all the evil spirits, who prowl about the world seeking the ruin of souls.

THE ANGELUS

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 Thee, O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ, Thy Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ our Lord.

ACT OF CONTRITION

O my God, I am heartily sorry for having offended you. I detest all my sins because of your just punishments. But most of all because they offend you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to sin no more and to avoid the near occasions of sin.

PRAYER BEFORE ANY ACTION

Direct, we beseech You, O Lord, our actions by Your holy inspirations, and carry them on by Your gracious assistance, that every prayer and work of ours may always begin with You, and by You happily ended. Through Christ our Lord.

COME, HOLY SPIRIT

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 created.

R. And You shall renew the face of the earth.

All: O God, who by the light of the Holy Spirit did instruct the hearts of the faithful, 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 Jesus Christ our Lord.

PRAYER BEFORE A CRUCIFIX

Look down upon me, good and gentle Jesus, while before Your face I humbly kneel, and with burning soul pray and beseech You to fix deep in my heart lively sentiments of faith, hope, and charity, true contrition for my sins, and a firm purpose of amendment; while I contemplate with great love and tender pity your five wounds, pondering on them within me, and calling to mind the words David Your prophet said of You, my Jesus: "They pierced my hands and my feet; they numbered all my bones."

ANIMA CHRISTI

Soul of Christ, sanctify me.

Body of Christ, heal me.

Blood of Christ, inebriate me.

Water from the side of Christ, wash me.

Passion of Christ, strengthen me.

Good Jesus, hear me.

Into your wounds hide me.

Never permit me to be separated from you.

From the evil one defend me.

At the hour of my death call me.

Into your presence lead me,

to praise you with all your saints

forever and ever.

REGINA CAELI

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 has truly risen, alleluia.

Let us pray.

O God, who gave joy to the world through the resurrection of Thy Son, our Lord Jesus Christ, grant we beseech Thee, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life. Through the same Christ our Lord.