

POLICY HANDBOOK

2026-2027



St. Cecilia Catholic School partners with families to provide a Catholic education for children to know, love, and serve God.

1912 W Grand Ave
Haysville, Kansas 67060
(316) 522-0461
www.stceciliahaysville.org

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GENERAL

Welcome

Welcome to St. Cecilia Catholic School!

St. Cecilia Catholic School was established in September 1966, beginning in the basement of the church with the first three grades, under the guidance of the Sisters of St. Dominic. The parish, founded in 1956, later built a permanent school, and currently serves students in Kindergarten through 8th grade, with the present school building opening in January 1991. The mission of our Catholic school is to provide a strong spiritual, academic, and social education for each child.

We are grateful for the tremendous support and dedication of our parish community, as demonstrated by its outstanding commitment to our volunteer program and its continued encouragement of our faculty and staff. We are excited to continue to grow and develop with you, our parish family.

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

Diocese of Wichita School Mission

Together with the family, the parish, and each other, we will form each student into a disciple of Jesus Christ, seeking the truth, growing to love it, and learning to live it.

Catholic Diocese of Wichita Core Values

1. **Unity:** *“That they all may be one.”* (John 17:21) United as one family with our bishop, Catholic schools are at the service of the family, the parish, and the common good. Grounded in charity, we honor the dignity of every human person with respect for all life; for family and community; for people of all cultures, and especially for the most vulnerable. *“Let no one have contempt for your youth; but set an example for those*

who believe, in speech, conduct, love, faith, and purity.” (1 Timothy 5:12)

2. **Faithfulness:** *“Remain faithful to what you have learned . . .”* (2 Timothy 3:14) Loyal to the teachings of Jesus Christ as taught in our Catholic faith, we believe that the formation of disciples is our first purpose, our critical function, and our ultimate measuring stick. Trusting in God, we have a relentless passion for finding the best way to provide Catholic education, moving forward alone, if necessary. *“Stir into flame the gift of God which you have.”* (2 Timothy 1:6)

3. **Stewardship:** *“Place your gifts at the service of one another.”* (1 Peter 4:10) The grateful response of a Christian disciple who recognizes and receives God’s gifts and shares these gifts in love of God and neighbor. *“Guard this rich trust . . .”* (2 Timothy 1:14)

4. **Scholarship:** *“For everyone to whom much is given, of him shall much be required.”* (Luke 12:48) As disciples of Jesus, the Divine Teacher, we will infuse virtue into instruction and activity so that our students will be respectful and courageous scholars who use their knowledge and gifts for the glory of God and in service to humanity. *“Be steadfast and persevering . . .”* (1 Corinthians 15:58)

St. Cecilia Catholic School Mission

St. Cecilia Catholic School partners with families to provide a Catholic education to know, love, and serve God.

St. Cecilia Catholic School Learning Dispositions

1. **Zeal:** actively participating in evangelization.
2. **Human Dignity:** recognizing and respecting the image of God in each person.
3. **Formation:** ongoing growth in knowledge and understanding of our faith.
4. **Stewardship:** being grateful and sharing what God has given us.
5. **Faith:** trusting in God’s plan.

Catholic School Standards

Catholic Schools seek, with God's grace, to form the total person in the image of Christ. This goal is not confined to the classroom but is achieved through the totality of experiences, lessons, and relationships. Accordingly, the school's resources are directed to fulfilling the following standards.

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

1. Know Church teaching, practice Christian virtue, and participate in their parish faithfully; moreover, receive the sacraments Christ instituted all of which, and each of which, has its own vital place in Christian living.
2. Demonstrate a reverence of life and respect for self, family, authority, and all cultures.
3. Have an informed conscience, distinguish right from wrong, and know how to make choices based on Catholic-Christian values.
4. Be respectful and responsible, compassionate, and just toward others.
5. Demonstrate the knowledge, skills, and desire to continue to learn successfully.
6. Be independent, responsible, and self-disciplined decision-makers who set priorities and boundaries, lead and work on teams, make sacrifices to achieve goals, monitor progress, and apply creative and critical thinking skills.
7. Have the reading, writing, listening, and speaking skills needed to communicate effectively.
8. Read at or above grade level unless there is a handicapping disability.
9. Master basic knowledge of religion, language arts, mathematics, geography, history, civics, science, and utilize appropriate technology to access and communicate information.

School Organization

Pastor

The pastor is the **ex officio** chief administrative officer in the parish school and is thus ultimately responsible for its successful operation. Among other things, he shall make certain that all rules, regulations, and policies of the Diocesan School Council, the Diocesan School Office, and the Parish School Council are observed.

Principal

The principal is the functional leader of the parish school, responsible to the Pastor, the diocesan Superintendent, and the State Department of Education. Primary duties include administration, supervision of the instructional staff, and evaluation of the instructional staff.

Teachers

All teachers are responsible for the academic instruction of the student, the evaluation, and grading of academic achievement. They will have valid certificates from the State of Kansas and will be employed under the form of contracts. They will assume their share of extra-curricular activities and supervision. (See Diocesan Policy 205).

Parents

The parent is the first educator. The greatest opportunity for success of a student in school will occur when a student comes to school with an intellectual curiosity, self-discipline, all basic health needs are met and there is a true spirit of cooperation and support between the school and home. This cooperation and support have always been one of the strengths of St. Cecilia's Catholic School and it is our hope and expectation that it continues.

Rights of Parents and Parental Responsibilities

Parental rights include the following:

1. To have children receive an academically sound education in a Catholic environment.
2. To talk with school personnel and to have requests for meetings answered in a timely manner.
3. To receive fair hearings on concerns and grievances.
4. To have students supervised in a safe and appropriate manner.
5. To review records and respond.
6. To participate in the life of the school.

Important Note: If there is discussion as to the custodial rights of one or both parents, copies of legal papers verifying custodial rights **must** be on record at the school office

By enrolling your child in a Catholic school, you agree to certain important responsibilities:

1. To be a partner with the school in the education of your child.
2. To understand and support the religious nature of the school.
3. To read all communications from the school and to request clarification when necessary.
4. To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings.
5. To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities.
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
7. To promote your school and to speak well of it to others.
8. To meet your financial obligations in a timely manner and to support the fund-raising efforts of the school when possible.
9. To appreciate that Catholic education is a privilege that many persons do not have.

School Council

The School Council will share responsibility with the Pastor and the Principal in the planning for

the school, and in establishing basic school policies. Each school is to have a Catholic School Council of representative parishioners selected according to guidelines established by the local parish and school. The Catholic School Council is to be consultative in nature, and is to be governed by a written set of by-laws approved by the Catholic School Office and diocesan legal counsel.

School Council Responsibilities

1. Elaborate and communicate a school vision and mission that is developed in consultation with the pastor, principal, parents, parish leadership groups and the faculty and staff.
2. Provide input and recommend policies to the pastor and principal that are consistent with diocesan policy.
3. Carry out annual and strategic planning for the school in the areas of curriculum and personnel, facilities, finance, and public relations.
4. Strengthen the public image of the school through an informative, interactive community relations plan.
5. Evaluate the Council's progress in accomplishing its short and long-range goals on an annual basis.
6. Attend the mandatory diocesan in-service for new council members. In carrying out its duties, each Council shall conduct itself according to the code of ethics and guidelines outlined in the diocese's "Guidelines for Catholic School Councils".

Liturgies

The school Mass is scheduled for 8:00 a.m. All classes are assigned specific days to attend. Other school liturgies to celebrate Solemnities and special seasons of the Church Year are also held.

- Middle school students attend Mass Tuesday through Friday
- Tuesday- Grades K-2
- Thursday Grades 3-5
- Friday- All School

Students in grades 5-8 will be assigned to serve at the weekday Masses.

Students participate in daily prayer in the classroom and as a school community.

Admission

Admission to St. Cecilia Catholic School is dependent on several factors, including available space within the appropriate grade level, the student's academic and behavioral history, and the family's commitment to supporting the school's Catholic mission and values. Consideration may also be given to parish affiliation, completion of all required application materials, and the school's ability to meet the educational needs of the student. Inquiring families will be asked to meet with the parish priest and school principal to discuss these matters further. Based on the standing of the above-mentioned factors and the outcome of that meeting, a final admission decision will be made at the discretion of the school administration.

To enter four-year-old classes, a student must be four years of age before or by August 31 and be potty trained and independent in toileting. To enter kindergarten, a child must be 5 years of age on or before August 31. A school may assess a child's readiness to enter kindergarten. To enter 1st grade, a child must be 6 years of age on or before August 31. A child who attended kindergarten or 1st grade in another state may be able to attend kindergarten or 1st grade even though they do not meet the Kansas Requirements

Inclusion

Catholic Schools welcome students of all abilities. However, the range of services available will vary according to each school's resources. Decisions concerning admissions and continued enrollment of a student in a parochial school are based upon the student's emotional, academic and physical abilities, as well as the resources available to the particular school in meeting the student's needs.

Fees

Enrollment at St. Cecilia Catholic School requires a \$375 enrollment fee, with \$100 of that total due at the time of pre-enrollment to reserve a student's placement. The remaining balance must be paid by the conclusion of summer during our online enrollment for the upcoming school year unless alternative payment arrangements have been approved by the school administration. Tuition for non-Catholic students is \$4,500 annually and may be paid in full or through monthly installment payments, which are due on the first Friday of each month. Families who qualify for free or reduced-price lunch assistance may be eligible for a discounted tuition rate based on financial need and school guidelines.

Any family unable to meet the financial obligations should contact the school immediately. Failure to respond to notices will result in a loss of services from the school.

ACADEMICS

The Diocesan Curriculum includes Catholic Doctrine, Language Arts, Mathematics, Social Studies, Science, Fine Arts, Physical Education and Technology. The curriculum also includes classes in library, art, and enrichment studies.

Power School

The Power School Student Information System is intended to provide parents, students and teachers with a tool to communicate student performance. It is a web-based application that may be accessed from any place where the parent/guardian or student can access the internet. Parents will have access to their child's attendance and current grades. The web address to PowerSchool can be accessed from a hyperlink on the school website, www.stceciliahaysville.org

There is also a PowerSchool app that can be downloaded for mobile devices: our district code is KNBG. Assistance with usernames and passwords can be obtained through the school office.

Grading Scale

Grading Scale Grades K-2

ES-Exceeds Standard

MS-Meets Standard

AS-Approaching Standard

AW-Academic Warning

Grading Scale Grades 3-8

A+ = 99-100 A = 93 - 98

B+ = 90-92 B = 86-89 B- = 83-85

C+ = 80-82 C = 77-79 C- = 74-76

D+ = 71-75 D = 68-70 D- = 65-67

F = 64 and below

Honor Roll

Honor Roll Students in grades 5-8 are recognized quarterly for academic achievement.

Principal Honors: A's in all academic subjects and fewer than 3 demerits in the quarter.

2nd Honors: A's and/or B's in all academic subjects and fewer than 3 demerits in the quarter. **3rd Honors:** A's and/or B's with no more than 1 C in all academic subjects and fewer than 3 demerits in the quarter.

Grade Cards

An electronic grade card will be sent quarterly to parents.

Homework

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

Students should do their homework independently for the most part by third grade, unless the homework involves the family. The purpose of homework is to give students additional practice on basic skills, develop self-discipline, establish a habit of independent reading and thinking, and strengthen the bond between home and school.

Each teacher will communicate with parents early in the year regarding homework expectations. Full credit will not be earned for late assignments. In general, students should average about 10 minutes times the grade level of homework per night (e.g., 4th grade about 40 min., 2nd about 20 min.). If your student consistently spends more time per night, please contact the teacher.

Testing Program

Kansas Assessment Tests are administered yearly in Reading and Math for grades 3-8 and Science for grades 5 & 8. Kansas Social Studies Assessments are administered yearly for grades 4 and 7. All students in grades K-5 take a Reading Diagnostic Test and a Math Diagnostic Test within the first month of school, at the beginning of the second semester, and within the final two months of school.

Library

Students in grades K-8 visit the library weekly. Students check out books and learn library skills. Books are checked out for two weeks and can be renewed as needed. Overdue notices are sent to students each Monday. After the third notice, the book is considered lost. The student and parent will sign a library IOU form that will permit the student to continue checking out books during the rest of the school year. If the missing book is not found by the end of the school year, the student is charged with the price of the book. If the book is found after it has been paid for, the money is not refunded. The cost for damaged books is decided on a case-by-case basis. If the book must be discarded, the student is charged with the price of the book. Students are responsible for bringing their library books with them for each visit so they can improve their reading skills.

Music & Art

Grades K-8: All students have general music classes twice a week.

Grades K-8: All students have art classes once a week.

Summer School

Summer school will be offered each summer when possible. If not available at St. Cecilia, a student may be referred to another summer school program.

It will be required of 8th grade students who fail any course or who do not meet standards on State Assessments or the Diocesan Religion Test. A K-5 student, when the teacher or parent feels remediation would benefit the student before being promoted to the next grade level. If a student fails several subjects, he/she will be considered for retention at that grade level.

If a student scores a Level 1 on a State or Diocesan assessment, the school shall require successful remediation (i.e., documented progress on ILP; summer school; Saturday school, etc.) at parent expense, before promotion to the next grade level.

Individualized Learning Plan

St. Cecilia Catholic School is committed to the total formation of every student. Therefore, programs, curriculum, activities, and services must address, support, and strengthen each student's unique gifts, abilities, and needs. While most students can be served effectively through the general course of studies, the abilities and needs of some students require an Individual Learning Plan (ILP).

To determine whether an ILP is needed, an assessment is to be completed for each student whose schedule, course of instruction, supervision, physical accommodation, health, or academic status seems to require ongoing individual attentions or substantial modification. This includes all students who score below the 35th percentile on two different assessments and those who score at or above the 98th percentile on two different assessments. It is suggested that schools also consider assessing students who score between the 36th and 49th percentile. Administrators, classroom teachers, and parents will be participants in the initiation and modification of any ILP.

Retention

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

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

Promotion to Next Grade and High School

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

Graduation Requirements Diocesan Policy

If a student doesn't pass an 8th grade class or doesn't Meet Standard on a State or Diocesan assessment, the school shall require successful remediation (i.e., documented progress on ILP; summer school; Saturday school, etc.) at parent expense, before promotion and enrollment at Catholic high school is permitted.

High School Recommendation

The Diocese of Wichita requires that elementary school principals evaluate students planning to attend a Catholic High School. Students should understand that it reflects not just on the eighth-grade year but contains information pertaining to the entire academic career at St. Cecilia's Parish Catholic School.

ATTENDANCE

Regular school attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and faithful attendance.

Arrival and Dismissal

The school day begins at 7:50 a.m. The school doors open at 7:30 a.m. and students may begin arriving at this time. Any students who arrive prior to 7:30 a.m. will be sent to our Latch Key Program, and parents will be charged for that morning. School is officially dismissed at 3:15 p.m. Parents are to plan for children to be picked up **PROMPTLY** at dismissal. Students remaining after 3:25 p.m. will be sent to our Latch Key Program and the parents will be charged for their care. (See Latch Key Program below)

Absences

Illness will be the main reason why a student does not attend classes; that is understood and is excused. Funerals and medical appointments (doctor, dentist) will be counted as approved absences. When returning to school after an appointment, students must have a doctor/dentist verification note.

1. Parents are responsible for notifying the school office before 8:00 a.m. if their child will be absent or late.
2. A student is counted absent if not present during school hours. Students missing 1 hour-3.5 hours will be counted as absent for half of the day. Students missing 3.5 or more hours will

be counted as being absent for a whole day.

3. Excused absences are when a student is unable to attend class due to illness, death in the family, or emergency situations.
4. Unexcused absences include trips, vacations, and non-school sponsored activities. Missing school for family trips is discouraged. It is impossible to fully recover the work missed when absent. Although absences for this reason are not in the best interest of the student, notification will prevent the absence from being considered truancy. Do not expect work in advance for students who are traveling. Any work assigned or due on the date of an unexcused absence may not receive full credit.
5. Parents of students experiencing chronic health conditions should consult with the administration to create an Individual Health Plan to accommodate the student's needs to be a successful learner.
6. When a student has missed 10 sessions (excused or unexcused) of a class in a semester or 20 sessions in a year, the school may require the time to be made up, at parent cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates.

Tardiness

Being on time is an important part of building responsibility and setting our students up for a successful day of learning. Students are considered tardy if they are **not in their classroom** by 7:50 a.m. Arriving at school at that time but still walking through the doors or down the hall will still be counted as tardy.

If your child will be late due to unavoidable circumstances, please notify the school office before 8:00 a.m. If students arrive between 7:50-8:50 a.m., they are considered tardy unless it is due to an appointment and they provide a verification note from the provider. If they arrive

after 8:50 a.m., it is considered an absence. Repeated tardiness is a serious inconvenience to the class and teacher, eventually resulting in a truancy violation.

Tardy Procedure

- **1st-3rd Tardy:** Verbal reminder to the student; recorded in attendance
- **4th Tardy:** Parents will be contacted by the office to discuss the importance of arriving on time.
- **5th Tardy:** Parents will be called in for a meeting with the administration to address the ongoing issue and discuss a plan for improvement.

Parent Sign-In Requirement: If a student arrives late, **a parent or guardian must come into the office to sign their child in** before they go to class. This ensures accurate attendance records and helps us maintain a safe and secure school environment.

Release During the School Day

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

No student should be excused from school without the permission of the principal. Elementary students should only be released from school to their parents or to persons authorized by their parents.

Make-up Work

The school will provide make-up work for absences. Students in grades 5-8 are encouraged to take the initiative to obtain missed work. Parents can call the office and arrange a time when homework can be picked up. As a rule, students will be allowed one day to make up assignments for every day absent. Students

absent more than three days, though, should visit with the teacher to work out an arrangement for completing the work. In the case of a long-term illness, parents need to visit the principal.

Truancy

In accordance with State law K.S.A. 72-1113, a student is considered truant if the child has unexcused absences for 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 or other appropriate officials in writing of a student(s) who has been determined to be truant from school, the number of days the student(s) has been truant, and the name and address of the parents/guardians.

Latch Key Program

St. Cecilia Catholic School offers a Latchkey Program to provide before-school and after-school care for students.

A one-time annual registration fee of \$30 per family is required for participation in the program.

Morning Latchkey

Morning Latchkey is available from 7:00 a.m. to 7:30 a.m. at a rate of \$2.00 per use.

Afternoon Latchkey

Afternoon Latchkey is available from 3:15 p.m. to 5:30 p.m. at the following rates:

- \$10.00 per day
- \$7.00 per day for students who qualify for Free or Reduced-Price Lunch

Parents and guardians are expected to pick up their children promptly by 5:30 p.m. We appreciate your cooperation in ensuring students are picked up on time. Additional fees may be assessed for late pick-up.

Families will receive additional information regarding registration procedures, payment schedules, and program expectations at the beginning of each school year.

COMMUNICATION

There are several means of communication between the parent and the school:

Mail:

1912 West Grand Avenue,
Haysville, KS 67060

Voice Mail:

316-522-0461

You may leave a voicemail at any time.

Email:

vbrungardt@stceciliahaysville.org

(Virginia Brungardt, Administrative Assistant)

rkirchens@stceciliahaysville.org

(Becca Kirchens, Principal)

Parents and Teachers

When a parent has a concern, it should be discussed with the teacher first. A parent should not bypass a teacher and go directly to the principal under normal circumstances. If the concern is not resolved having conversed with the teacher, the parent, teacher, and principal will meet.

Parents may contact a teacher for an appointment by email, by note, or by leaving a message in the office. Parents are asked not to contact teachers at home.

When a teacher has a concern about a student (academics or behavior), the parent will be notified by phone or email. Parents may receive a notice of concern form that is to be signed by a parent and returned the next day. A conference may be requested.

Parents are expected to track their students' grades via Power School. If a student's grade average falls to an F after the mid-term, the teacher will notify parents.

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

Parents/Principal/School

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

Parent Teacher Conferences

Conferences are held twice a year, in the fall semester and spring semester. Parents are encouraged to contact teachers whenever they have questions about their child's progress, relationships, or behavior at school.

Agenda Books

Students in grades 1-8 are expected to complete their agenda daily. A parent's signature or initial communicates to the teacher that parents are monitoring their student's assignments and upcoming tests. Teachers may require a parent's signature as part of their classroom procedures.

Website

Be sure to check our website. You can find a lot of helpful information on our school website: <http://www.stceciliahaysville.org/school>

Social Media

St. Cecilia Catholic School has both a Facebook and Instagram. Give us a follow and be sure to like our content.

Monthly Newsletter

A monthly newsletter from the principal is emailed at the beginning of the month with information pertaining to the upcoming month. This is sent via School Messenger through PowerSchool. If you opt out of notices from School Messenger, you will not receive communications, including the monthly newsletter or other various updates and reminders. Be sure to keep your email address up to date so that you receive this information.

Carrier Students

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

DRESS CODE

Purpose

The purpose of the St. Cecilia Catholic School dress code is to provide a uniform appearance, to promote school identification, and to encourage pride and responsibility in personal appearance. All students should come to school appropriately groomed. Clothes should be clean, without stains and holes. Shirts must be tucked in. Hair should be clean and fixed. Shoes should be clean. The dress code should reduce the cost of buying school clothing and should reduce competition among students based on their clothing. All students at St. Cecilia Catholic School are required to wear the appropriate school uniform.

Dress Code Violations

At the discretion of the principal and/or pastor, certain dress situations may be determined to be unacceptable, at which time the student and his/her parents will be notified and expected to comply with the code that the principal and/or pastor sets forth in that instance.

Parents will be notified of any dress code violations with a note written on their child's agenda. Parents are to sign and acknowledge that they have seen this, letting teachers know the issue will be taken care of. Middle School students will receive a demerit for each offense. After three written notifications via the child's agenda, if there continues to be an issue regarding uniform compliance, parents will be contacted by the administration. At the fifth offense, parents will be required to come in for a meeting with admin and the Pastor.

General Factors for all Students

Shirts: Shirts must be tucked in at the waist at all times. All shirts (including sweatshirts) must be no longer than the length at the wrist and at the waistline. Any oversized sweatshirt will not be allowed. Plain white t-shirts may be worn under shirts or school shirts may be worn underneath

Items that Parents Deliver

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

Sending Money to School

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

Non-Custodial Parents

In the absence of a court order to the contrary, noncustodial parents have the right to see academic records and other school-related information. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. By providing contact information to the school office via electronic enrollment forms (including email addresses), non-custodial parents may receive copies of all important communication that is sent from the school.

Parents not living with their children are encouraged to put their names on the mailing list and provide email addresses in the school office to receive information. PowerSchool parent portal is available to all St. Cecilia Parish Catholic School parents.

Office Phone Use

Students may use the office telephone to call parents only. All students must have adult permission before using the telephone.

school sweatshirts. The arm length must be the same on both shirts worn. No turtlenecks of any type are allowed.

Sweaters and Sweatshirts: Schoolbelles black cardigans and Schoolbelles pullover outerwear are allowed. Schoolbelles uniform cardigan, black sweatshirts, and lighter-weight grey pull-over with the St. Cecilia logo purchased from Schoolbelles are part of the official dress code and may be worn in the classroom and school building. They may be worn untucked. **No hoodies are to be worn in the classrooms, school buildings, or church.** Spirit Wear hoodies may be worn outside during recess or before/after school—but not in the building. **All other sweaters and sweatshirts will be removed upon entering the building and placed in the backpack/locker until the end of the school day.**

Pants & Shorts: Black pants (Schoolbelles, or other brands identical to Schoolbelles uniform are allowed). Baggy and low hanging (below the waist) pants are not allowed. No elastic waist pants except for grades PreK-2. No cargo pockets are allowed. No jeans, athletic pants, or joggers. No leggings may be worn as pants.

Pants should be tailored (fitting at the waistline) and at an appropriate length (no ankles showing). Pants must have belt loops (exception of K, 1, and 2) and must be worn with a black belt. Belt length must be in belt loops and be free of trim.

Black walking length shorts (no more than 2 inches above the knee) may be worn during the months of August, September, April, and May. Shorts must have belt loops (exception of K, 1, and 2) and must be worn with a black belt. Belt length must be in belt loops and be free of trim.

Footwear

Socks: Socks must be black, gray or white only. Socks should cover the ankle and be without embellishments.

Shoes: Low or medium cut athletic shoes. Shoes should be mostly white or black. There should be no embellishments, cartoon designs, light-ups, or sparkly shoes. No platform shoes. No

wheel on shoes. Open back, sandals, flip-flops, moccasins, and crocs are not allowed. No “Hey Dude” style shoes are allowed.

Dress shoes, leather, or canvas are allowed. Must be solid, brown, or black. No heels taller than 1 inch. If the students elect to wear dress shoes, they must bring athletic shoes to change into on PE days.

During inclement weather, students may change from boots to regular shoes once in the classroom.

Girls Grades K-5

Plaid jumpers purchased from Schoolbelles that **MUST** touch the floor when kneeling.

Maroon polos purchased from Schoolbelles to maintain color, shade and buttons. No white polos. Polos must always be tucked in.

Girls **MUST** always wear black or grey shorts under their jumpers. On cold days, girls may wear black leggings or black tights with no holes, designs or cutouts. Leggings need to be ankle length and cannot be flared.

Girls Grades 6-8

Plaid skirts purchased from Schoolbelles that **MUST** touch the floor when kneeling.

Maroon polos or white blouses purchased from Schoolbelles to maintain color, shade, and style. No white polos are allowed. Shirts/polos must be always tucked in.

Girls **MUST** always wear black or grey shorts under their jumpers. On cold days, girls may wear black leggings or black tights with no holes, designs or cutouts. Leggings need to be ankle length and cannot be flared.

General Factors for all Girls

Hair, Make-Up and Nails

No extreme or distracting hairstyles. Hair must be a natural color. Hair must be kept out of the eyes. When serving Mass, hair should be pulled

back, so it is not a distraction. Ombre and balayage are considered distracting colors. No hair attachments or extensions. No animal ear or glitter headbands. Girls may wear bows, clips or headbands in black, white, maroon or plaid from the jumpers and skirts. All SchoolBelle purchased hair accessories are approved. Extravagant hair accessories are not allowed.

No cosmetics, including colored nail polish, blush, lip and eye colors, are allowed. No artificial nails or nail tips are allowed. No eye liner and no makeup allowed. Clear nail polish only. No French manicures or fake nails.

Jewelry and Accessories

Only prescription eyewear may be worn to school.

Earrings should be posts that do not cover the entirety of the ear lobe or a small hoop earring that does not dangle. No dangling earrings of any type. Girls may wear one necklace, one bracelet and one ring per hand, simple in style.

Watches are allowed but may not connect to the internet. No smartwatches, Apple watches, Fitbits, etc.

Tattoos are strictly prohibited, as well as body piercings with the exception of one earring per ear. This includes temporary tattoos.

Boys Grades K-5

Black pants or shorts, slack style with belt loops. An exception is made for preschool through second grade. Boys in these classes may wear pull-on elastic style pants. For additional details regarding pants and shorts, see general factors for all students.

Maroon polos purchased from Schoolbelles to maintain color, shade and buttons. No white polos. Polos must always be tucked in.

Boys Grades 6-8

Black pants or shorts, slack style with belt loops. For additional details regarding pants and shorts, see general factors for all students.

Maroon polos or white oxfords with a button-down collar. Polos must be purchased from Schoolbelles to maintain color, shade, and style. No white polos are allowed. Shirts/polos must always be tucked in.

General Factors for all Boys

Hair and Nails

Hair should be modest in style. No longer than the top of the ears on the sides, the top of the collar in the back. Hair must be kept out of the eyes. No tails, mohawks, spiked hair, or unusual cuts are allowed. No shaved heads. No designs shaved into the hair. Hair must be a natural hair color. All boys must be clean shaven.

Nails must be trimmed and clean.

Jewelry and Accessories

Only prescription eyewear may be worn to school.

Boys may wear religious necklaces or bracelets. Only one each is allowed.

Watches are allowed but may not connect to the internet. No smartwatches, Apple watches, FitBits, etc.

Tattoos are strictly prohibited, as well as body piercing. This includes temporary tattoos.

Dress Code for Special Days

Spirit Days

Students may wear school-approved spirit wear that can be purchased two times a year and jeans that do not have embellishments, holes, or are frayed. No skinny or tight jeans. No leggings. No shorts.

Students may also wear school-approved sweatshirts purchased from Schoolbelles on these days. Eighth graders may wear their school-approved class shirts.

Dress code for hair, makeup, nails and jewelry must be followed on these days as well. Any type of athletic shoe is allowed.

If a student chooses not to wear spirit wear, they will follow the uniform dress code.

Free Dress Days

Students may have a free dress day on the day that they celebrate their birthday at school. There are also times throughout the school year when students may earn a free dress day, and on Mondays for the Katherine Drexel campaign.

Free dress days follow the same guidelines as Spirit Days except other appropriate shirts may be worn. Dress pants are also acceptable. Girls may wear skirts or dresses that are at least knee length. No shorts. No open-toed shoes, shoes with a heel more than one inch, slippers, or sandals may be worn. Boots and shoes with simple, school-appropriate patterns are allowed. Shirts must have sleeves. For modesty, tank tops, low-neck styles, tight-fitting shirts, short/cropped shirts, shirts with see-through lace, and shirts with shoulder cut-outs are not allowed. No costumes, onesies or pajamas.

NO SWEATS. NO LEGGINGS.

Hats are not allowed.

Girls may wear colored accessories in their hair but no animal ear headbands. Dress code for makeup, nails, and jewelry must be followed on these days.

Picture Days

Fall Picture Day: Students will wear their uniforms.

Spring Picture Day: Students may follow the dress code for free dress day or wear their uniform.

Purchasing Uniforms

Schoolbelles

2021 N Amidon
Suite 125
Wichita, KS 67203

Online: www.schoolbelles.com

School code: S2793

TECHNOLOGY

Expectations and Responsibilities

Students are expected to use all school-issued technology responsibly, respectfully, and for educational purposes only. School-issued laptops, iPads, chargers, cases, and accessories remain the property of the school and are to always be treated with care.

Students are not permitted to personalize school-issued technology in any way. This includes, but is not limited to:

- Placing stickers, decals, or markings on devices or cases
- Changing backgrounds, wallpapers, screensavers, or device settings
- Using devices for personal entertainment or non-school-related activities
- Accessing or using social media platforms such as TikTok, Instagram, Facebook, Snapchat, X (Twitter), etc.
- Using personal email accounts
- Uploading personal photos, videos, or files
- Downloading unauthorized apps, games, or programs

School technology is intended solely for educational use and school-related assignments.

If students are permitted to take devices home, parents/guardians are responsible for ensuring that all technology expectations and rules continue to be followed outside of school hours. Other family members are not allowed to use school-issued devices.

Families are expected to:

- Supervise appropriate use of the device
- Ensure no food or drinks are used near the technology
- Return the device to school daily in good working condition

- Ensure all accompanying items (charger, case, laptop bag, etc.) are returned with the device

Failure to follow technology expectations may result in disciplinary action and/or loss of technology privileges.

Damage to Technology

If damage occurs on any school-issued device, the family may be responsible for partial or full cost of repair/replacement.

Please note: The school reserves the right to determine whether damage resulted from negligence, misuse, intentional harm, or failure to follow school expectations. In such cases, families may be held financially responsible for the full cost of repair or replacement.

At the beginning of every school year, a technology agreement/policy form will be sent home by your child's classroom teacher. This form must be signed and dated by both the student and parent/guardian before a laptop or iPad will be distributed to, or used by, the student.

Failure to follow technology expectations may result in disciplinary action and/or loss of technology privileges.

Gmail Accounts

Students in grades K-8 are issued a school Gmail account, for academic purposes, which is monitored by the school. Students are permitted to utilize the email account when assigned by a teacher; for example: sharing a document. Student-to-student email communication using the school-generated email account is prohibited.

Computer Use: Catholic Diocese of Wichita, Kansas Acceptable Use Policy

The Diocese's goal in providing technology is to promote educational excellence by facilitating access to information, resources, tools, and communication. The use of technology is a

privilege, not a right. All employees and students must act responsibly when using technology.

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

All students are bound by the Diocesan *Acceptable Use of Technology Policy for Catholic School Students*. This policy must be signed annually by all students. By signing the Acceptable Use of Technology agreement, students and families attest that they have read, understand, and will abide by the agreement.

Terms and Conditions

1. Security requires the use of strong passwords that contain at least eight characters (recommended 12) that are combinations of number, symbols and upper- and lower-case letters (should not contain any common words or proper names of five or more letters). Keep passwords secure.
2. Use of technology shall be in support of education and research, consistent with the moral and educational standards of the Catholic Church, the Catholic Diocese of Wichita, and the Catholic school system.
3. Use of any information obtained via the Internet is at the user's own risk. The Catholic Diocese of Wichita specifically denies responsibility for the accuracy or quality of information obtained through the Internet. The Diocese does not guarantee the protection of privacy while using Diocesan technology, and

there is no right of privacy for employees, students or volunteers using Diocesan equipment. The Catholic Diocese of Wichita reserves the right and the responsibility to monitor usage of Diocesan technology resources at any time and without prior notice.

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

- Anything that violates Catholic morals, human dignity, or any state or federal law or regulation, or municipal ordinance, such as accessing or transmitting pornography or offensive messages of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials, using obscene or offensive language, possession, viewing, sending, or sharing sexually explicit pictures in any digital format, or insulting or harassing another person or entity;
- Circumvention of security protocols, procedures, or passwords, or in any way gaining unauthorized access to local, network, or internet resources, such as by hacking, using unapproved devices, utilizing another's password, leaving PowerSchool open and unattended when it is not in use;
- Use of and/or sharing of passwords or accounts with anyone other than a network administrator for any reason other than troubleshooting purposes;
- Alteration or attempt at alteration of resources in a manner inconsistent with their proper and primary use;
- Intentionally introducing false or incorrect personal data into resources;
- Accessing websites that are inappropriate and/or not part of an assigned lesson, or part of a student's academic duties;
- Using another student's name, an employee's name, or the Catholic Diocese of Wichita on any internet site without administrative approval;
- Using any unauthorized storage device (for questions regarding authorized devices, contact school administration);
- Selling or purchasing any illegal items or substances;
- Creating, acquiring, or using unauthorized, illegal, or pirated software;
- Obtaining and/or using anonymous e-mail sites, software known to be malicious (i.e., "free" file and music sharing software or websites, spamming, blogging (except as part of class project), spreading viruses / spyware / malware / ransomware;
- Causing harm to others or damaging their property such as; 1) Cyberbullying, using profane, abusive or impolite language, threatening, harassing or making damaging or false statements about others, or accessing, transmitting or downloading offensive, harassing, or disparaging materials or sexually explicit; 2) Deleting, copying, modifying or forging other's names, e-mails, files, or data; disguising one's identity, impersonating other users, or sending anonymous communications; 3) Damaging technology equipment, files, data or the network in any way including intentionally accessing, transmitting or downloading computer viruses, other harmful files or programs, or disrupting any computer system performance; 4) Using any Diocesan technology or equipment to pursue hacking, internal or external to the Diocese, or attempting to access information protected by privacy laws; or 5) Accessing, transmitting, or downloading bandwidth intensive activities such as games, music or video files including chain letters or any type of pyramid schemes;
- Unauthorized use of any technology device such as cell phones, media players, or cameras;
- Any other use of technology, whether owned by the Diocese or not, which violates the Diocesan Code of Conduct,

Safe Environment policy, or policies against harassment; or

- Violating the intellectual property or privacy rights of others.

5. Social Media Policy:

- It is prohibited to friend the personal account of a teacher, Diocesan employee or youth leader.
- Social media may not be utilized for personal, non-school-related correspondence with teachers or Diocesan employees.
- When social media is used for sending ministry-related information, correspondence between adults and minors (including texting, IM/chat or messaging), should always include the minor's or student's parent or guardian. The correspondence with parents does not need to be via the same technology (i.e., if a minor receives a reminder via Twitter, parents can receive it in a printed form or by an e-mail list). When communicating with youth via electronic communication, the primary purpose shall be to provide information related to a ministry or event and not for socialization or other personal interaction. Counseling of youth through such communication methods is prohibited.
- Acceptable hours for communication with teachers or Diocesan employees via electronic communications are between 8:00 a.m. and 9:00 p.m. (with the exception of posting game results). Communication outside of the acceptable hours may be used only in emergency situations or to communicate time sensitive information related to the ministry or ministry-related event.

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

- Loss of access to technology or equipment provided by the Diocese;

- Confiscation and searching of any unauthorized storage device or cell phones;
- Disciplinary action of a student according to the school's and/or Diocese's code of discipline up to and including expulsion;
- Contacting of the police and/or DCF (Department of Children and Families)
- Legal action, if appropriate, to include liability for damages;
- Suspected violations of federal, state, or local law will be referred to the proper legal authorities for disposition. Listed below are a couple of sites for parents to learn more about the Internet and how to guide your child if you are interested.

<http://www.safekids.com>

<http://www.NetSmartz.org>

Student Technology Agreement- Grades K-2

I promise:

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

I will not:

- Use technology to be unkind to others.
- Look at or search for materials that do not follow the teachings of the Catholic Church.

- Ask others to share their passwords with me.
- Make changes to the devices that I am using.
- Download anything without a teacher's permission.
- Use someone else's username or password.
- Damage the school's equipment, and if I accidentally do, I will inform a teacher immediately.

Student Technology Agreement- Grades 3-8

- I accept this policy as part of the agreement to use technology provided by the Catholic Diocese of Wichita, its parishes, and schools. I will use technology/computers in accordance with this policy.
- As a student at the Catholic Schools of the Diocese, I understand that all use of technology, especially internet use on Diocesan computers, must be in accordance with the teachings of the Catholic Church and the policies of the Catholic Diocese of Wichita.
- I understand that any personal use of the computer must be in accord with these guidelines, may not interfere with my academic studies, and must be approved by the school's administration.
- I will use Diocesan technology and equipment for academic purposes or as part of an approved academic lesson.
- I accept responsibility to protect Diocesan technology, whether accessed through Diocesan or personal resources.
- I understand that, unless specifically authorized by the school's administration, blogging and other public internet communications are not permitted at any time while using Diocesan equipment or connections.
- I understand that social networking sites or apps may not be utilized to socialize with teachers, staff members,

or Diocesan employees and that correspondence with the same must always include my parent or guardian and should not be posted on a social networking site.

- I understand that I am personally responsible for material I post on a blog or website and that I could be held responsible for content posted by third parties on my personal blogs or website.
- I understand that if I receive a sexually explicit picture, I will show it only to an administrator immediately.
- I accept responsibility for any damages or loss of data that may be caused by use of my personal device in accessing Diocesan resources.
- While individuals retain intellectual rights to their products, I understand that any student work created on Diocesan equipment is subject to review by the Diocese

Cell Phone Use & Other Electronic Devices

As per Kansas House Bill 2299, electronic devices that interrupt the educational process, such as cell phones, and other smart devices, smart watches, headphones, earbuds, etc., may not be used or accessible to students from bell to bell, and are not allowed on school or church property Monday-Friday from 7:00 am-5:30 pm. This includes passing periods, lunch period, in restrooms, in locker rooms, and during assemblies. Students are asked to leave phones at home or in their vehicles. Students may not have these devices in the backpack or locker.

The exception to this policy would be for a student with a verified medical condition, such as a monitoring device approved by the principal. In this case, there must be a medical form signed by a physician on file in the school office.

Violation of this Policy

First Offense: If a student is found to have one of these devices on school or church grounds, the device will be confiscated and held in the

school office until retrieved by a parent or guardian. Middle School students will receive a demerit.

Second Offense: The device will be confiscated and held in the office until the parent or guardian meets with the administration to discuss the issue and implement a plan going forward to ensure that it does not happen again. Middle School students will receive a demerit.

Third Offense: Students may receive detention or possible suspension or expulsion.

DISCIPLINE

Life goals desired for each student:

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

Virtue-Based Restorative Discipline (VBRD)

VBRD is an approach to addressing behavior through the instruction of virtues. The purpose is to restore any harm a student's behavior may have caused. Demerits and suspensions are still part of our discipline policies, but it is hoped that the VBRD approach will help resolve ongoing issues, not just punish them, and, in turn, reduce the use of simply punitive measures.

Diocesan Principles of Discipline

Refer to Diocesan Policy 408

Student Bullying and Harassing

(408b) Bullying and harassing behaviors by students are not acceptable. This conduct should not occur on the school premises or at a school-sponsored event to come within the jurisdiction of the Diocese.

Each school must include in its guidance program periodic training for staff members, volunteers, and students about bullying, harassment, social alienation, and the consequences of such behavior. Students who

are determined to have engaged in such behavior will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school's handbook.

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

Verbal/Physical assault, threat, or harassment of a school employee and/or damage and/or theft of private property belonging to or under control of a school employee

(408c) A student shall not intentionally cause or attempt to cause physical injury to a school employee or intentionally behave verbally in such a way as could reasonably be interpreted as a threat of physical violence to a school employee. A student shall not intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of any school employee. A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent, or obscene at or toward any school employee

1. on the school grounds during, before, or after school hours;
2. on the school grounds at any other time when the school is being used by a school group;
3. off the school grounds at a school activity, function, or event;
4. off the school grounds during, before, or after school hours, provided the act is a direct result of school employees performing his/her duties. Violation of any provision of this behavior code may result in suspension and/or expulsion from school.

Threats of Violence/Suicide

The entire school staff has an interest in providing all pupils and staff with an educational environment that is safe, peaceful, and secure. Therefore, threats of violence by a student, adult, or teacher must be taken seriously and acted upon by school officials. In the event of a threat to the life of a student or staff member, the threat to bring a weapon to school, or other serious threat by a student, the following procedures are recommended in Diocesan Policy 418: (The order of the procedures may vary depending on the circumstances of the situation).

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

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

1. she/he presents a written recommendation from a psychologist/psychiatrist approved by the administrator, assessing that it is safe for the 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 an automatic expulsion.

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

1. such time as the adult complies with all conditions set by the administration; and
2. the administrator, at his or her discretion, believes that the adult is no longer a threat to the school, its employees, its families, and its students.

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

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

Classroom Rules

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

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

The discipline policy of St. Cecilia Catholic School applies to students during the school day, before and after school, and at school events. Misbehavior will be categorized in one of two ways; Minor Offenses and Major Offenses.

Minor Offense

This is any act where the student fails in his or her responsibility as a student.

The following are examples of minor offenses: Tardiness to class, dress code violations, disruptive noise or language, excessive talking, minor acts of disrespect, cafeteria or playground problems, leaving playground without permission, unprepared for class, having food,

gum, or drinks at inappropriate times (gum is never allowed).

Consequence

When a student commits a minor offense, the teacher has the choice to give a demerit or some other appropriate consequence (such as losing recess time).

Major Offense

This is a blatant act of disrespect displayed toward another student, teacher or staff member, volunteer, visitor, property, rules or teachings of the Catholic Church. It is an offense that can occur on school/church property during the school day or at a school-sponsored event.

The following are examples of a major offense: Cheating, lying, fighting, unexcused absence, vandalism, physical or verbal abuse including “bullying”, use or possession of tobacco, alcohol or other illegal substances or drug paraphernalia. Any acts of serious disrespect toward the Catholic faith. Any other misbehavior deemed serious by the administration.

Consequence

The consequences for a major offense can range from detention to an Out-of-School Suspension, depending upon the severity of the offense.

Demerit Cards

Demerit cards are issued for the school year. Choosing to disregard the school rules may result in a demerit. For every five demerits earned, incremental consequences will be given. In addition to the consequences printed on the demerit card, if a student earns ten demerits, he/she owes three hours of community service back to the school or parish. A student owes five hours of community service for fifteen demerits. If twenty demerits are earned, the student and his/her parents will meet with the Principal and/or Pastor.

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

Teacher-Assigned Detention (Grades 6-8)

In addition to demerits, a teacher may deem it necessary to assign detention to a student to help correct a behavioral issue.

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

Detentions are served over the lunch period. The student will eat lunch alone and not be allowed to participate in recess activities for that lunch period.

After two detentions, another completed demerit card results in an In-School Suspension (ISS).

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

In-School Suspension

In-School Suspension results from the accumulation of two detentions and a third completed demerit card, infractions such as extremely disruptive behavior, fighting, damaging school property, or extreme disrespect for adults. ISS is served in isolation from peers. The student is given all the class work for the day and is expected to have a book to read once the work is done. Interaction with other students is not permitted. Work completed during ISS may only receive partial credit.

Out-of-School Suspension

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

of-school suspension, the principal will notify the parents, and the parents will be required to meet with the administration. During this meeting, it will be determined whether the student may return to school. Three out-of-school suspensions will result in an automatic expulsion from St. Cecilia Catholic School.

8th Grade Suspension

Any 8th grade student who serves an in-school or out-of-school suspension will automatically receive a 1 ranking for behavior on the Grade School Recommendation Form to be sent to Bishop Carroll or Kapaun during the application process. A ranking of 1 or below in any category results in a deferral from acceptance until the end of the school year, at which time an additional Recommendation Form is completed and sent to Bishop Carroll or Kapaun to determine if the appropriate necessary improvements have been made.

Expulsion

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

Violence Prevention Policy

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

Cheating

Cheating is defined as dishonestly earning credit for work. Some examples of cheating include but are not limited to: work completed with the use of unauthorized notes, work completed with the use of unauthorized open books, copying from another student, submitting or taking credit for work completed by someone else, or copying information from the Internet or reference books without citing the source. Use of AI to complete an assignment is considered cheating.

Cheating will not be tolerated. Students found to be cheating will receive a failing grade on that assignment, and an automatic detention. In subsequent instances, the student may be suspended for up to three days. Reentry into the school will be the decision of the principal.

Playground Rules

The classroom teacher will explain the rules for the playground to the students. Students are expected to follow all directions. No student may leave the playground without permission from staff or a playground volunteer.

Vandalism

Our school and school equipment are parish property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid before a student is allowed to return to class. If a student accidentally causes damage, they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

HEALTH

General

The School Secretary and Principal are your primary contacts for your health concerns within the school setting. If you have any health concerns for your child that may impact their educational experience, please do not hesitate to contact your school principal. Also, please call or visit your family physician or other healthcare providers concerning your child's health issues. Parents will be asked to sign a release of responsibility upon registration.

Children enjoy school more and learn better when they feel well and are healthy. Teachers can be most effective when they understand the health status and needs of their students and can adapt to instructional programs accordingly.

Please keep children who are obviously ill at home. If your child is found to be running a fever greater than 100.3 at school, you will be

called to pick your child up. Illnesses are considered most contagious at the beginning. Children with fever, vomiting, or diarrhea should not be sent to school. Students being sent home due to illness or injury are dismissed from the health room to the parent or designated adult. Students who have been ill should remain at home for at least 24 hours after their temperature has returned to normal. If the child is vomiting and/or has diarrhea, the child must be symptom free for 48 hours before the child can return to school.

Diocesan Immunization Policy

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

Exemptions for Immunization in the State of Kansas

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

Exemption for Immunization: Catholic Diocese of Wichita

Medical Exemption: If a medical exemption is warranted, an annual KCI-FORM B Medical Exemption Form must be completed and signed by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.). Annual medical exemptions shall be documented on this form and attached to the student's Kansas Certificate of Immunizations (KCI) form. Annual medical exemptions must be completed as long as the medical exemption is warranted. Students with medical exemptions shall be permitted to attend

school except in the case of a vaccine-preventable disease outbreak in the school.

Religious Exemption: Although the Catholic Church supports and encourages vaccinations, it is not a moral obligation imposed on every member of the Church. It must be voluntary, and not obligatory by mandate. The Diocese supports the rights of the parents to make informed medical decisions for their children. Therefore, the Catholic Diocese of Wichita grants the religious exemption to parents who choose not to vaccinate their children. This decision is based both on respecting the rights of parents in making health care decisions for their children and respecting the right for them to act according to their consciences. Annual religious exemption shall be documented on the official form for the Catholic Diocese. Students with religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school.

Catholic Diocese of Wichita Complete Statement on Immunization Exemptions

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

In recent years, there has been growing resistance on the part of some parents to have their children immunized. Reasons for this resistance typically fall into two categories: 1) Medical concerns and 2) Conscience concerns.

Resistance for medical concerns, with some individual exceptions, generally is focused on concerns related to potential harmful effects of the vaccines and/or desires to minimize the use of pharmaceuticals as a matter of course.

Conscience concerns are focused on the fact that certain vaccines are still derived from tissues of aborted babies, and/or in some circumstances

those derived without a connection to abortion still test those vaccines with tainted lines.

The Church's Position on Medical Concerns

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

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

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

The Church has grave concerns regarding the origins of certain vaccines. In particular, the Rubella and Chicken Pox vaccines are extremely problematic due to the fact that they were developed using material from aborted babies. However, Vatican and United States theologians have concluded that Catholics may licitly accept vaccination for themselves and their children using a vaccine based on tissue from abortion, or may refuse the vaccine "if it can be done without causing children, and indirectly the population as a whole, to undergo significant risks to their health." (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions,

Secretariat of Pro-life Activities, Released April 2007, Updated April 2015).

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

The Church strongly urges those individuals who do accept such vaccines to do so "under protest", by actively voicing objection to the manufacture of such vaccine, and also actively lobbying for the production of morally derived products. The Church also teaches that, presuming a properly formed conscience, "...man is obligated to follow faithfully what he knows to be just and right." (CCC #1778). Thus, the Catholic Diocese of Wichita grants the religious exemption to parents who choose not to vaccinate on the basis of honoring the conscience right of parents. The exemption is in keeping with the recommendations of the Secretariat of Pro-life Activities of the United States Conference of Catholic Bishops that states, "...diocesan institutions show a willingness to grant the exemption along the lines recommended by the Vatican Pontifical Academy for Life. In particular, in an area where public schools are granting a conscience exemption, based on the view of public health authorities that doing so does not pose a serious risk to the population, Catholic institutions should be willing to do so as well." (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions).

Exclusion from School due to Vaccine-Preventable Disease Outbreak

Under Section 72-6262 of the Kansas Statute, children with medical exemptions or religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school or exposure to a

vaccine-preventable disease. Students excluded from school will not be able to return to school until the danger of the outbreak has passed, as determined by local public health officials, or the student has been immunized. Exclusion Periods for Common Vaccine-Preventable Diseases ranges from twenty-one days to twenty-eight days.

Communicable Disease Regulations

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

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

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

- **Chickenpox (varicella):** Each person with varicella, unless actively seeking medical care, shall remain in home isolation until vesicles become dry and crusted. Each susceptible contact not age-appropriately vaccinated within 72 hours of first exposure to an infectious case shall be excluded from attending or working in a school for 21 days from the last exposure to an infectious case.
- **Hepatitis A:** Infected person shall be excluded 14 days after the onset of the illness.
- **Tuberculosis, latent infection:** These persons have a positive skin test, and a normal chest x-ray, and therapy is encouraged to prevent them from progressing on to disease. They are not

infectious, even though they may or may not be placed on preventive therapy.

- **Tuberculosis, active disease:** These persons are ill with the disease. Active disease cases usually exhibit symptoms such as coughing, coughing up blood, fatigue, fever, loss of appetite, and weight loss. Active disease requires tests including chest x-ray, skin tests, and other diagnostic tests as indicated. Treatment is for at least 6 months, and therapy must be observed. These persons must be excluded until further direction from Health Department TB staff.

The following diseases do not necessarily need to be reported to the Sedgwick County Health Department, but infected person must be excluded for the duration listed:

- **Impetigo:** Infected person shall be excluded until 24 hrs. after starting antibiotic treatment.
- **Pinkeye (bacterial conjunctivitis):** Infected person should be allowed to remain in school once any prescribed therapy is implemented, unless their behavior is such that close contact with other students cannot be avoided.
- **Ringworm of the skin and scalp:** Infected person shall be excluded until beginning treatment provided by a health care provider.
- **Scabies:** Excluded until 24 hours after treatment has begun.
- **Streptococcal disease, including strep throat:** Infected person shall remain in isolation for 10 days if untreated, or for 24 hours following initiation of antibiotic therapy. A child may be excluded for an additional period of time if the principal or other school personnel feel it is necessary for the child's protection or for the protection of the other children.

A child excluded from school because of any contagious disease shall not attend day care, stores, movies, parties, public gatherings, or be in contact with other children. If a child is excluded because of a suspected communicable disease, certification by a licensed provider is required for readmittance.

Leaving School Due to Illness/Injury

In case of illness or injury in which it does not seem advisable for the student to remain in the classroom, parents will be notified by the school secretary or principal to come to school to pick up their student. When the parent is not available by phone, the emergency numbers provided by the parents will be used, and that person will be asked to pick up the student. If neither the parent nor emergency designee can be contacted, the student will remain at school and return home by regular means at dismissal time. If the school determines that medical help is needed immediately, an ambulance will be called at the parent's expense, and the child will be sent to the emergency room at once.

Medications

Prescription Medications: A written note signed by a doctor or dentist requesting that medication be given during school hours must accompany all medications and include the following: name of student, name of medication, reason for medication, dosage amount and time to be given, and anticipated number of days medication will be taken at school.

In addition to a doctor's note, a written request for medication to be given at school, signed by the parent, must accompany all medication. The medication must come in an official prescription container. It is the parent's responsibility to supply the medication and ensure that the medication is the same as identified on the label.

Non-prescription Medications: Over-the-counter medication/treatments including nasal spray, sunscreen, ointments, and cough drops can be administered by the school staff with a written note signed by a parent that includes

specific instructions for administration and dosing. These medications must also be in the original packaging.

The only way a student can be excused from physical education classes is by obtaining a note signed by a physician. This note must be on file with the school office.

All medications, including cough drops, are to be kept in the health room.

Physical Examinations

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

Screenings

A hearing screening will be provided for grades K, 3, 6, all new students, and students who failed the screening the previous year.

A vision screening will be provided for grades PreK, K, 1, 2, 3, 5, 7, all new students, and students who failed the screening the previous year in accordance with requirements set by the State of Kansas.

Parents will be notified if the child fails a screening. Referrals will be sent if indicated.

In addition, every effort will be made to provide dental checks. State law K.S.A 72-6251 requires school districts to provide free dental inspections annually for all school-attending students, except those who hold a certificate from a legally qualified dentist showing that an examination has been made within the previous three months.

Drinks, Gum, Candy, Pop

Pop and fast food are not allowed in the lunchroom. Water bottle refill stations are available throughout the school. Students may bring a reusable water bottle, but no glass containers are allowed. A squirt bottle is not permitted. Electrolyte packets and flavoring are prohibited. Students should not bring gum or candy to school. Parents, please do not send gum as a party treat.

Substance Abuse, Alcohol, Drugs, and Weapons

Please refer to Diocesan Policies 408a and 412.

In accordance with our Catholic mission of reverence for life, prevention of substance abuse is part of the curriculum in every grade. Intervention goes into effect when a student is found to be in possession of or attempting to obtain an illegal item/substance, and/or under the influence of an illegal item/substance.

The possession and/or sale of alcohol, drugs, and/or any other controlled substance, or weapons (simulated or real), or explosive device on the school grounds, or at a school activity, is strictly forbidden. **Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies.**

Should a student be found to be in possession of, under the influence of, or attempting to obtain an illegal item/substance, the student is required to have an evaluation by a licensed counselor. The student is not allowed to attend classes until the evaluation has been completed, and a school official has spoken to the counselor.

The use of tobacco products in any diocesan school building/property/church grounds is prohibited.

Wellness Policy

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

- A. Meals served through the National School Lunch program, as well as all à la carte and vended food or beverage items sold by the school or served at school-sponsored activities and events, shall meet at least the minimum wellness guidelines set by state and federal law.
- B. All students shall participate in nutrition education as outlined in the diocesan physical education and health standards.
- C. Each school shall develop a staff wellness plan and implement activities to improve school staff wellness.
- D. All students will have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis. All schools will have a physical education program that complies with the diocesan physical education curriculum guide.
- E. Families will be encouraged to incorporate physical activity into the lives of all household members.

Human Sexuality

Per 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."

Gender Dysphoria

Per Diocesan Policy 413a

"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."

Pregnancy Policy

Per Diocesan Policy 413c

"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...and the school administration, in consultation with the Superintendent, to determine the appropriate response in each instance."

SAFETY & PROTECTION OF OUR CHILDREN

School Security

The safety and protection of all our children is of paramount importance. All doors into the school are locked during school hours. Anyone wishing to make entry into the school (volunteers, visitors, etc.) **MUST** enter through

the main doors to the school by using the intercom system.

Our school is equipped with multiple security cameras that monitor and document activity in order to help maintain a safe and secure learning environment.

Crisis Response

In the event of a crisis, the school has emergency response procedures that must be followed. These procedures are practiced during the school year. In the event of an all-school emergency, no student will be allowed to leave the school/church grounds without being formally released by the administration.

Threats of Violence

If a threat of violence occurs, Diocesan Policy 418 will be followed. Law enforcement will be contacted to ensure the safety and security of the school.

If the threat comes from a student, that student will be dismissed until a mental health specialist can verify the student is no longer a threat to harm self or others. After thorough evaluation, the superintendent and pastor have been notified, and the student has been determined as safe by a mental health specialist, then it is the prerogative of the pastor and administrator to determine whether the student may return to school.

Cancelling School Due to Emergencies

The Diocesan Superintendent of Schools or the Parish School Principal is authorized to call off school because of bad weather or other emergencies. For school cancellation announcements, check the television channels (3, 10, 12) and/or their websites. Communication will also come from the school, delivered via text, email and Facebook post.

Safety Drills

Intruder and other safety drills are held several times a year. Various scenarios are presented to

enable teachers and students to be prepared in case of a crisis. Fire drills are held four times a year. At the sound of the fire bell, students and teachers move quickly and quietly to their designated exit and assigned outside area. A diagram by each classroom door shows the designated exit routes. Tornado drills are to be held at least three times each school year. At the sound of the tornado bell, students and teacher move quickly and quietly to the storm shelter in the 7th & 8th grade classrooms. Students sit on the floor.

Emergency Information

In case of an emergency, each student is required to have on file in the school office the following information:

- Parent names (both custodial and non-custodial), or guardian name(s).
- Complete and up-to-date address.
- Home phone numbers, day phone numbers, cell phone numbers, and parent/guardian work phone numbers.
- Emergency phone number of a friend or relative in the local area.
- Physician's name and phone number.
- Medical alert information.

Child Abuse Reporting

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

VIRTUS Training

All priests, employees, and volunteers who have contact with youth are required to attend VIRTUS training. It is imperative that all those

who work with our youth have an awareness of the issue of child abuse and what steps may be taken to monitor and prevent abuse. Employees and volunteers are asked to read and sign both the Policy on Suspected Abuse of Children and the Code of Ethical Standards which stresses human dignity and respect for all people.

Beginning with the 2026–2027 school year, all parents/guardians of students enrolled at St. Cecilia Catholic School are required to be VIRTUS trained. No exceptions will be made. In addition, all volunteers must complete VIRTUS training, read and acknowledge the Diocese of Wichita Policy on Suspected Abuse of Children, and sign the Code of Ethical Standards.

ANYONE WHO HAS CONTACT WITH YOUTH MUST BE VIRTUS TRAINED.

VIRTUS classes are offered throughout the Diocese of Wichita, and individuals may attend any of these three-hour sessions at a parish within the diocese. Additionally, our parish VIRTUS coordinator makes every effort to host a class here in the school building toward the beginning of the school year.

Adult Registered Sex Offender

Per Diocesan Policy 416

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

Any individual who is listed on the National Sex Offender Public Registry is prohibited from volunteering with or being employed by the school. An offender must be accompanied to school events by an adult approved or appointed by the school, which may include a family member. This adult must be VIRTUS certified, meet the offender at his/her car, supervise the offender during the event, and walk back to the

car with him/her. The adult must ensure that the offender does not interact alone with any children.

An offender may be allowed to attend school events when children are not present. This must be scheduled in advance by contacting the principal. If the offender is the only person available to transport his/her child to and from school, the offender will have a restricted time and place, must remain in his/her car, and must avoid communicating with any youth who is not his/her child.

Principals, pastors, and high school presidents will inform school staff, and parents with a student in the same grade of an offender’s status. Refusal to abide by this policy could lead to appropriate action being taken, including the request not to be allowed on school property.”

School Students Who Are Registered Sex Offenders

Per Diocesan Policy 416a

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

VOLUNTEERS/VISITORS

Volunteering

There are numerous ways to volunteer, and there are numerous needs for assistance. A volunteer form is given out at registration. This form provides information about the many areas for volunteering. Volunteers are asked not to bring preschool children to school with them.

Visitors and Checking In

Parents are most welcome to visit the classrooms. So as not to disrupt the classroom activities, prior notification of the visit should be made to the respective teacher. Parents must be sure to check in at the office and obtain a name tag before visiting a class.

For security reasons, all doors in the school are locked during school hours. Visitors and volunteers MUST enter through the main doors to the school by using the intercom system. Upon entering ALL visitors and volunteers MUST go to the office. These guidelines are essential to maintain a professional, educational environment and optimum security of the school.

FIELD TRIPS

General Information

Classes go on field trips each year to complement the academic program. A permission form for each trip is sent home to be signed and returned to school. Field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements as set by the teacher. During field trips, students are expected to respond immediately to directions from their teachers and accompanying adults. Polite and respectful behavior are a must.

State law K.S.A. 8-1344 requires that children under the age of 8 who weigh less than 80 lbs, or who are less than 4 feet 9 inches tall, be transported in a federally approved child passenger restraining system, commonly known as a “booster seat”. When students under the age of 8 who fall into any of the above categories are transported for field trips in a passenger vehicle, they will be required to bring a booster seat to school in order to attend the field trip.

Guidelines for Field Trip Drivers

1. There is one seat belt per child.
2. Booster seats must be secured by a seat belt for children required to use them.
3. Cell phone use by employees and volunteers is prohibited while transporting students or diocesan employees.
4. Drivers should expect students to follow directions and use good manners.

5. Students are assigned vehicles & drivers for going both to and from an event. The driver is given a list of assigned students.
6. Each vehicle proceeds directly to the site of the field trip and returns directly to school with no side trips or stops at fast food restaurants or convenience stores.
7. Drivers are contacted in advance of the field trip. Drivers must transport students from the school who are attending the field trip. Unapproved passengers may not accompany drivers on field trips. This policy has been implemented for liability and safety reasons.
8. Drivers are required to fill out a Field Trip Waiver Form, which includes driver's license number and insurance policy number.
9. Drivers for field trips (even if only driving their own child) are also required to have completed VIRTUS training and have read and signed both a Diocese of Wichita Abuse Policy on Suspected Abuse of Children and a Code of Ethical Standards.
10. Drivers should not allow the viewing of movies in the vehicle.

Diocesan Policy for Cell Phone Use for Drivers

Per Diocesan Policy 421, “Catholic school employees and volunteers are expected to use good judgment when operating a motor vehicle. Research has demonstrated that using a cell phone while driving creates a greater chance of being involved in a motor vehicle accident than other drivers. Therefore, cell phone use by employees and volunteers while operating a motor vehicle is prohibited while transporting students or diocesan employees.”

SPECIAL CELEBRATIONS

Classroom Parties

A Fall Party is scheduled for all classrooms on or near November 1st. A Valentine's Day Party is scheduled for grades K-5 near February 14th. Grades 6-8 will celebrate Mardi Gras. These parties are planned and conducted by the room helpers and take place in the school gym at the end of the school day beginning at 2:00 pm.

All adults attending parties must be VIRTUS trained.

Birthdays

Many parents send treats on their child's birthday. The treats are passed out at the end of the day. Healthy snacks are preferred. The snacks should be individual items. No drinks, cakes, or items that an adult would be required to slice and serve, please. Students are permitted to wear free dress on their birthday. Typically, we recognize June birthdays in January, July birthdays in February, and August birthdays (up to school beginning) in March. Treats that are brought to the school are to be delivered to the office. Students do not pass out invitations or exchange gifts at school. We strongly discourage parents from sending gifts to school for their children, such as flowers or balloon arrangements. Gifts brought to the office for birthdays may be picked up by the student at the end of the day.

LUNCH PROGRAM

"Crusader Cafe"

St. Cecilia Catholic School participates in the National School Lunch Program.

The lunch staff works hard to fix nutritious and appealing meals for students who purchase hot lunches. State guidelines are carefully followed.

Food allergies or other health issues

Children who are to be excused from particular foods because of allergies or other health reasons are required to have a written, dated statement from their doctor to be on file at school. Changes or substitutions will not be

made without a doctor's statement, which needs to be updated annually.

Fast Food and Pop Not Allowed

Students, volunteers and guests are not allowed to bring food or beverages from any outside restaurant or have it brought to them. Fast food and pop are not permitted. Even students who bring their own lunch cannot have pop. Guests cannot have pop. Additional food from home to supplement a hot lunch is allowed with permission.

Hot Lunch Fees

Student Lunch: \$4.00

Adult or Guest Lunch: \$6.00.

Milk is included in the price of the meal. When purchased without a meal, it will cost **\$0.50**.

When sending money for your child's lunch account, **please put it in an envelope with their name(s) & grade on the front and the amount that is to be deposited into each child's account.** You may send one check for all the children in the family.

Our school notifies families periodically if there is less than \$7.00 in an account. This information can also be accessed via PowerSchool, and we encourage families to stay up-to-date on their child(ren)'s lunch balance.

Free & Reduced

Applications for free or reduced meals are available throughout the school year in the office. If you think you may qualify for these services, please fill out the application, put it in an envelope with Lunch program on the front and send it to school. You may apply at any time during the school year. All information is kept confidential. Applications are available online.

Sack Lunches

Those who do not participate in the hot lunch program and bring sack lunches may purchase milk. Students who bring sack lunches should

pack their own plastic utensils. Students do not have access to a microwave or refrigerator.

Visitors to the Lunchroom

We welcome the many parents and guests who come to lunch. Come as often as you can. You and your child will sit at the 'guest table'. This is an opportunity for you and your child(ren) to enjoy lunch together. Classmates should not be joining parents/students at the guest table. If you desire to eat a hot lunch, notification must be made to the school office by 8:30 a.m. Guests are to call in to make a lunch reservation. (Students cannot add parents to the lunch count.)

Parents may bring in a lunch from home for their child(ren) only. (Do not bring in a meal for anyone who is not your child.)

When arriving for lunch, check in at the school office. Parents do not pay separately, rather their meal is charged to the family's food service account. Again, parents/guests are asked not to bring pop or any restaurant food for themselves or their child when they come to school for lunch. Parents are strongly discouraged from taking their child out of the building for lunch.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

Participating in athletics and extracurricular activities such as band, religion, scholar's bowl, and other clubs is a privilege and is secondary to the spiritual and academic progress that a student maintains in school.

Rules and guidelines are given to participants and are expected to be followed. All extracurricular, school-related activities must first be cleared through the principal.

Eligibility

The Catholic Schools Activities League (CSAL) oversees the middle school athletics program and Scholars Bowl and Battle of the Books

competitions. To be eligible, student participants (from all the Wichita Catholic schools in CSAL) are required to meet the following standards of attendance, scholarship, and behavior:

1. Students must attend school for the entire day to participate in practice/games that day. If the game is on Saturday, students must attend school for the entire day on Friday. Exceptions to this may include appointments such as dental, orthodontics, and optometrists.
2. Students who are failing classes due to lack of effort, positive participation, or incomplete assignments are not allowed to participate. Teachers will monitor and check student grades each week during the season. During a nine-week period, if a student has a cumulative grade of "F" in any subject area, she/he will be ruled ineligible for at least a week (starting on Monday through the weekend). After one week, if the failing grade persists, the period of ineligibility continues. If a student receives a second "F" grade at any time after this first ineligibility period, she/he will be ineligible for the remainder of that sport season. While ineligible, students may not attend or participate in any practices, games, or contests which they would otherwise be eligible to participate in. The student is responsible for showing parents the written ineligibility notice.
3. Students who are suspended in or out of school will not be allowed to participate in practices, games, or contests on the days of the suspension. Also, schools may place students on an ineligible list for not complying with school behavior policies. A second ineligible period for behavior problems results in the student being ineligible for the remainder of the sport season.
4. Principals may limit, suspend or prohibit students from participation in

athletic practice or games for academic or behavior problems if necessary.

Participants must submit completed KSHSAA Pre-Participation Physical Evaluation paperwork in order to be eligible.

Sportsmanship

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

Sports Offered by CSAL (Catholic Schools Activities League)

- Volleyball: 6th-8th girls
- Cross Country: 6th-8th girls and boys
- Football: 7th-8th boys
- Basketball: 6th-8th girls and boys
- Track: 6th-8th girls and boys
- Wrestling: 6th -8th boys and girls
- Cheerleading: 8th grade girls

There is a fee for participation. Please note that cheerleading is guided by the same eligibility policy as all other CSAL sports. Contact the school office or the school athletic director with any questions about CSAL.

Band

Students interested in participating in instrumental music have the opportunity to join the Combined Saints Band Program, an after-school band program offered through Bishop Carroll Catholic High School. This program is available to students attending Catholic schools within the Diocese of Wichita that do not offer a band or orchestra program during the school day.

The Combined Saints Band Program provides students with the opportunity to develop their musical talents, receive instrumental instruction, and perform as part of a larger ensemble with fellow Catholic school students from across the diocese. Information regarding registration, schedules, fees, and performance opportunities will be communicated to families as it becomes available.

Battle of the Books

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

Scholars Bowl & Religion Bowl

Students in grades 7-8 compete in area contests. Students can try out for the teams.

County Spelling Bee/Diocesan Spelling Bee

Each year, during Catholic Schools Week, classroom grades 3-8 compete in a schoolwide spelling bee. The school winner advances to the county/diocesan competition.

MISCELLANEOUS

Fidget Tools

Only teacher-approved fidget tools can be utilized by students in the classroom. No other fidget tools can be brought to school.

Lost & Found

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

supplies, lunchboxes, water bottles, and other items with a permanent marker.

Advertising and Commercial Solicitation

Personal businesses may not be advertised or promoted on school property or through school communication channels. Students, teachers, staff, and parents may not use the school to advertise, solicit, sell, or distribute products or services for personal businesses.

Textbooks, Library Books, School Property

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

Unauthorized Articles

Common sense and consideration are the best guide in determining whether to bring personal possessions to school. In general, students should not bring toys or unusual items unless the teacher has granted prior permission.

TREASURY OF PRAYERS

Act of Contrition: *Mastered at Grade 2*

My God, I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against You, whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen.

Act of Faith: *Mastered at Grade 4*

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

Act of Hope: *Mastered at Grade 4*

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

Act of Love: *Mastered at Grade 4*

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

Angel of God: *Mastered at Kindergarten*

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

Angelus: *Mastered at Grade 7*

V. The angel of the Lord declared unto Mary.
R. And she conceived of the Holy Spirit. Hail Mary...
V. Behold the handmaid of the Lord.
R. Be it done to me according to thy word. Hail Mary...
V. (genuflect) And the word was made flesh.
R. And dwelt among us. Hail Mary ...
V. Pray for us, O Holy Mother of God,
R. That we may be made worthy of the promises of Christ.
Let us pray. *All:* Pour forth, we beseech You, O Lord, Thy grace into our hearts that we to whom the incarnation of Christ, Your Son, was made known by the message of an angel, may by His passion and

cross be brought to the glory of His resurrection, through the same Christ our Lord. Amen.

Apostles' Creed: *Mastered at Grade 3*

I believe in God, the Father almighty, Creator of heaven and earth and in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit and born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; He descended into hell; on the third day He rose again from the dead; He ascended into heaven and is seated at the right hand of God, the Father Almighty; from there He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

The Beatitudes: *Mastered at Grade 7*

Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the land.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the clean of heart, for they will see God.

Blessed are the peacemakers, for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.

Come Holy Spirit: *Mastered at Grade 6*

V. Come, Holy Spirit, fill the hearts of your faithful,
R. and kindle in them the fire of your love.

V. Send forth your spirit, and they shall be created,
R. and You shall renew the face of the earth. Amen

Fatima Prayer: *Mastered at Grade 4*

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

Grace After Meals: *Mastered at Grade 1*

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

Grace Before Meals: *Mastered at Kindergarten*

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

Glory Be: *Mastered at Kindergarten*

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

Gloria: *Mastered at Grade 7*

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

Hail Holy Queen: *Mastered at Grade 3*

Hail, Holy Queen, Mother of Mercy; hail our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, O most gracious advocate, thine eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. (Pray for us O Holy Mother of God, that we may be made worthy of the promises of Christ).

Hail Mary: *Mastered at Grade 1*

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

Lord's Prayer (Our Father): *Mastered at Grade 1*

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day, our daily bread, and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.

The Magnificat: *Mastered at Grade 8*

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior for He has looked with favor on His lowly servant. From this day all generations will call me blessed: The Almighty has done great things for me, and holy is His name. He has mercy on those who fear Him in every generation. He has shown the strength of His arm, He has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has

lifted up the lowly. He has filled the hungry with good things, and the rich He has sent away empty. He has come to the help of His servant Israel for He has remembered His promise of mercy, the promise He made to our fathers, to Abraham and his children forever.

Memorare: *Mastered at Grade 5*

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

Morning Offering: *Mastered at Grade 2*

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day, in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, the reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops, and all Apostles of Prayer, and in particular, for those recommended by our Holy Father for this month. Amen.

Rosary: Order of Prayers: *Mastered at Grade 3*

Sign of the Cross

2. Apostles' Creed

3. Our Father

4. Three Hail Marys

5. Glory Be

6. For each decade; announce the mystery, 1 Our Father, 10 Hail Marys, 1 Glory Be, and the Fatima Prayer.

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

Mysteries of the Rosary: *Mastered at Grade 5*

Joyful Mysteries

(Mondays, Saturdays, and Sundays during Christmas)

1. Annunciation

2. Visitation

3. Nativity (Birth) of Jesus

4. Presentation of Jesus in the Temple

5. Finding of Jesus in the Temple

Luminous Mysteries

(Thursdays)

1. Baptism of Our Lord

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

Sorrowful Mysteries

(Tuesdays, Fridays, and Sundays during Lent)

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

Glorious Mysteries

(Wednesdays, Sundays)

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

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

Nicene Creed: Mastered at Grade 7

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through Him all things were made. For us men and for our salvation He came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake He was crucified under Pontius Pilate, He suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, and who has spoken through the prophets. I believe in one, holy, catholic, and apostolic Church. I confess one Baptism for the forgiveness of sins and I look

forward to the resurrection of the dead, and the life of the world to come. Amen.

Penitential Rite/Confiteor: Mastered at Grade 7

I confess to almighty God and to you, my brothers and sisters, that I have greatly sinned, in my thoughts and in my words, in what I have done and in what I have failed to do, through my fault, through my fault, through my most grievous fault; Therefore, I ask blessed Mary ever-virgin, all the Angels and Saints, and you, my brothers and sisters, to pray for me to the Lord our God.

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

St. Michael the Archangel, defend us in battle. Be our safeguard against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do Thou, O Prince of the Heavenly Host, by the power of God, cast into hell Satan and the other evil spirits who prowl through the world seeking the ruin of souls. Amen.

Precepts of the Church: Mastered at Grade 6

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

Regina Caeli (Queen of Heaven): Mastered at Grade 5

Pray during Easter Season instead of the Angelus

V. Queen of Heaven rejoice! Alleluia.

R. For He whom you did merit to bear. Alleluia.

V. Has risen as He said. Alleluia.

R. Pray for us to God. Alleluia.

V. Rejoice and be glad, O Virgin Mary. Alleluia.

R. For the Lord is truly risen. Alleluia.

V. Let us pray:

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

Sign of the Cross: *Mastered in Kindergarten*

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

Stations of the Cross: *Mastered at Grade 4*

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

The Ten Commandments: *Mastered at Grade 4*

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

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

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

Spiritual:

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

