

STATEMENTS

Introduction

This handbook is prepared to familiarize you with the policies, programs, procedures and regulations of Sacred Heart School. It is the hope of the faculty and the School Council that this handbook can help foster a partnership between the parents and the professional staff.

Mission Statement

The mission of Sacred Heart School is to prepare minds for tomorrow and souls for eternity.

Philosophy

Education is the harmonious development of all the powers and capabilities of the body, mind and soul. This includes spiritual, moral, mental, physical, social, and emotional areas. We, as educators, must aim to develop the whole child for the formation of a complete person; we must direct him/her to make the present life a preparation for the future life.

As teachers, we recognize that each child is an individual; each one has different talents and a distinctive personality; each one is a child of God. We must not only realize this; we must inspire in the child a realization of his/her own dignity, ability, and responsibility.

A child can do wonderful things, and we can bring out potential by helping him/her develop proper attitudes and relationships in prayer life, school life, home life, community life and social life.

The intellectual life of our school is of paramount importance. It is our duty to develop in the pupil those areas of knowledge, skills, interest, powers and ideals which will enable them to develop the utmost of their native mental abilities as well as those of every aspect of their being.

IDEA

Sacred Heart School follows the guideline of IDEA, the Individuals with Disabilities Education Act, by providing education for all children in the least restrictive environment.

Drug Free School

We are a drug free school.

Smoking is not allowed on the school grounds.

FACULTY/STAFF

Pastor

The pastor is the chief administrative officer of the parish school and a member of the School Council and the Diocese of Salina.

Principal

The School Principal is the immediate administrative officer of the school and a member

of the local School Council. The principal executes the policies of the local School Council, the Diocese of Salina, and the regulations of the State Department of Education. The primary goal of the school principal is to promote the Christian educational development of students. As religious leader, the principal announces, witnesses, and shares the Gospel Message. The principal creates a climate for the planning, implementation, and evaluation of the philosophy of Catholic education to which the school subscribes. As educational leader, the principal directs, supports, and encourages all those involved in the educational process.

Faculty

All faculty members of Sacred Heart School are required to have academic degrees and to be certified in the areas they teach or working towards certification in the areas they teach. All teachers will be provided opportunities for spiritual renewal and religious education.

ORGANIZATIONS

School Council

Sacred Heart School Council shall serve in an advisory capacity for the school educational programs in cooperation with the pastor and the school principal. The School Council exists to further the teaching mission of the Church by promoting whatever forms of Christian education will serve the needs of the community. It will follow the policies and regulations of the Diocese of Salina and implement them at the local level.

School Council members shall assist the pastor and principal for the consideration of general policy matters relating to Sacred Heart School. The local school council shall strive to support, strengthen and assure the future of Sacred Heart School.

Home & School Association

The Home and School Association has been formed for the purpose of:

1. Providing a means for effective communication among parents, educational leaders, pastor and students.
2. Promoting mutual understanding between parents and teachers of educational objectives and contributing social factors significant in the learning process.
3. Serving as a fund-raising organization for the purpose of carrying out projects for the school as determined by the Executive Committee (Home-School funds are used primarily for textbooks, workbooks, supplies, and special purpose funds).

All parents are members of the Sacred Heart Home and School Association.

All parents will be required to participate in all fundraising events. Penalties may be enforced for failure to participate.

Every family will be expected to volunteer time and donate items during our annual carnival held the last Sunday in February. We appreciate all volunteers throughout the year. Contact your child's teacher or the office for more ways to help.

GENERAL INFORMATION

Registration and Admissions

In compliance with federal regulations, no individual, on the basis of race, color, national origin, sex, or age, may be excluded from admission to or participate in; denied employment or the benefits of; or be subjected to any discrimination under the programs and activities of the Catholic Schools of the Diocese of Salina. In accordance with Diocesan guidelines, any child regardless of religious affiliation, desiring to be enrolled at Sacred Heart School, shall be admitted according to the school's capacity for additional enrollees. Students are required to have the proper immunization.

No parishioner's child whose parents desire to enroll them in Sacred Heart School will be denied admission for financial reasons.

Children enrolled at Sacred Heart preschool must be three years old before September 1st and potty trained. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should only happen infrequently.

Potty-trained preschool children:

- No longer wear diaper or disposable underwear (pull-ups).
- Can tell the teacher when they need to go to the bathroom.
- Can attend to their hygiene on their own. This includes wiping. Staff does not wipe children.

Children must be five years of age as of September 1 of the present school year to be eligible for enrollment in the kindergarten class. Children must be six years of age as of September 1 of the present school year to be eligible for the first grade or have attended one year of kindergarten in another school system. Proof of age must be given by their birth certificate. Children enrolling in Sacred Heart Parish School for the first time must also provide a birth certificate.

School Tuition & Fees:

Tithing to the church is still *highly encouraged* in addition to Parishioner and Non-Parishioner tuition.

Preschool for 3-year-old: There is a monthly charge of \$80 for two sessions per week from September through May.

Pre-kindergarten for 4-year-old: There is a monthly charge of \$110 for three sessions per week from September through May.

Parishioners: Kindergarten-5
Tuition \$1050 per student

Non-Parishioners: Since the parish supports the school, non-parishioners will be charged a fee of \$1550 for grades K, 1, 2, 3, 4, and 5.

There will be a \$30 (thirty) charge for all returned checks.

Daily Schedule

Classes begin at **7:55 a.m.**

When children arrive, they are to enter through the main doors and either walk outside or sit by their classrooms depending on the weather.

Children who are late for school must report to the office.

All students will be dismissed at 3:30 p.m. Children should leave the school grounds immediately after dismissal. We ask that all vehicles dropping off and picking up students please face east on 6th street and do not leave vehicles unattended. If you are getting out of your vehicle, please do not park facing east on 6th street.

Four-year-old preschool is held three times per week from 8:00 a.m. until 11:00 a.m. or from 12:30 p.m. until 3:30 p.m. Three-year-old preschool is held twice a week from 8:00 a.m. until 11:00 a.m. or 12:30 p.m. until 3:30 p.m. The days of the week will be determined by enrollment needs.

To aid in the formation of the student's prayer life, Mass is held for K-5 students, parishioners and parents two days a week at 8:00 a.m. Each class will take turns preparing and carrying out the various ministries of reading, song leading, serving, etc.

Attendance

Compulsory attendance in Kansas is a statutory requirement for children between 7 and 16 years of age. Students are therefore expected to be on time to school and classes. If a student arrives late to school, the student is to report to the office before proceeding to the classroom. (This is primarily for lunch count purposes.)

If a student comes to school after attendance has been turned in or goes home during the day, the student should go through the office. A student will be counted tardy prior to 10:00 a.m. A student who comes in after 10:00 a.m. and before 1:30 p.m. will be counted one-half day absent. A student arriving after 1:30 p.m. will be counted absent a full day. A student who leaves after 2:30 p.m. will not be counted absent. Students will be considered one of the following: Present a full day, absent a full day, absent a half-day, or tardy.

When students are ill or unable to attend school, parents or guardians are asked to call the office by 8:30 a.m. with the reason for the absence. If no one contacts the school about a child's absence, the school may, upon discretion, investigate the cause of the absence. Chronic cases of absence or other unexcused absences will be handled in accordance with the truancy laws of Kansas, KSA 72-1113 that declares:

“Whenever a child is required by law to attend school and such child is inexcusably absent there from on either three (3) consecutive days or five (5) or more days in any semester, such child is truant. A child is inexcusable absent from school without a valid excuse acceptable to the school employee designated by the school council to have responsibility for the school attendance of such child.”

Students in grades K-5 will be given three excused tardies during a semester. The fourth and subsequent tardies will be considered unexcused. Parents will be contacted to address the problem.

At Sacred Heart the principal, or his/her designee, is the person responsible for reporting absences and truancy cases to the probate judge and the truancy officer.

Grading System

Key for Kindergarten -1st grade report cards is as follows:

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement
- U - Unacceptable

Grading System for 2nd – 5th grade is as follows:

A - Outstanding Achievement	93-100
B - Above Average	86-92
C - Average	75-85
D - Below Average	70-74
F - Unacceptable	0-69

Excused and Unexcused Absences and Make-up Work

Productive schoolwork and regular attendance at school are closely related. There are times when a student will miss school. Work that is missed because of excused or unexcused absences must be made up. The students will be allowed one school day for each day absent to complete their homework upon their return.

Field Trips

Field trips are a privilege and all students must earn the right to go on them.

Good behavior and completed schoolwork are prerequisites for going on field trips.

PARENTAL PERMISSION SLIPS MUST BE SIGNED AND RETURNED TO ENABLE THE CHILD TO PARTICIPATE.

Lost and Found

Lost and found items are usually turned in at the office. Labels on clothing and supplies are a big help.

Programs and Celebrations

Students will participate in the various school programs such as Christmas, Catholic Schools Week, holidays, etc. that are held during the year. Notices of these are sent home with the children and available on the web site.

Room Mothers/Parents

The head room parent organizes various activities throughout the year. The individual room parents serve an important function in coordinating the parties and working on school programs, transportation and other necessary activities for the students during the year. Room parents confer with the teachers as needed during the year. Activities are planned for Halloween/All Saint's Day, Christmas, Valentine's Day, and Field Day.

Parties

If you and your child wish to share treats with his/her classmates for birthday parties, please schedule this with the classroom teacher in advance. All parties are held at the end of the school day, unless otherwise approved by the principal.

We are a nut free school.

No invitations for home parties are to be given out at school unless every child in the room is included.

School Pictures

School pictures will be taken once a year. Notices will go home prior to the day of pictures so parents can prepare accordingly.

Pets

Pets are not allowed at school unless arrangements have been made with the teacher. All pets must be properly housed and handled at all times. Certain pets are not allowed at School for Health Reasons.

School Visitations

Visitors are encouraged to visit Sacred Heart School at any time. Visitors must check in at the office when you are in the building. Visitors are invited to eat lunch in the school cafeteria with their children, but please let the office know prior to 8:30 a.m.

Pupils may not invite other children as visitors to the school unless a parent has gained permission from the teacher in advance.

Special Services

Sacred Heart Students who qualify to participate in special programs will receive these services from USD #315, Colby Public School. USD #315 provides transportation to and from their facilities for the students involved.

Right to Privacy

Parent permission will be obtained in writing before any student's records are shared with any person or agency other than Sacred Heart School.

After School Gym Use

Parishioners and community people that wish to use the Sacred Heart School gym are required to have proof of \$1 million liability insurance, if they do not have liability insurance, they will need to purchase event insurance for each day they wish to use the gym. This insurance needs to be purchased through Catholic Mutual at a cost of \$95. The rental cost of the gym is \$55. All those that are utilizing the gym must sign an indemnity waiver.

COMMUNICATION

ALL COMMUNICATION SHOULD COME THROUGH THE OFFICE. This includes absences, change of plans, appointments, early pick up, and transportation.

Electronic Items/Cell Phones

Student cell phones, smart watches, or any other device that can send or receive communication will remain in **backpacks and be turned off** while on school premises. At no time is a student to use one of these devices while on school premises. Students are responsible for their own devices. All student outgoing phone calls placed during school hours must be done through the school office. Devices will be confiscated if they are being used during school hours.

No radios or video games (IPODS, DVD players, Gaming Systems) may be brought to school unless the teacher has given consent. Students are responsible for any electronic equipment brought to school. If such articles are brought without consent, they will be collected and sent to the office. Parents may collect them.

Telephone

When wishing to contact a teacher by telephone, call the office and leave your name and phone number so the teacher can call back at a convenient time. Messages will be taken for teachers and students who are in class and delivered at appropriate times. Please avoid calling and texting the staffs' personal cell phones.

Parent Concerns and Communication

In the course of our daily activities there is always the possibility of misunderstandings and miscommunication. In the event of a misunderstanding or need for clarification,

- 1. Go first to the person you have the concern with. If there is not adequate satisfaction;**
- 2. Then go to the principal;**
- 3. Then to the pastor.**

Family Message Envelopes

At Sacred Heart School we use a family message envelope system for K-5. The oldest family member in attendance is responsible for bringing this envelope home and returning it on the next school day.

We also utilize electronic communication which includes PowerSchool, Sacred Heart website which is sacredheartcolby.com, Flocknote text alerts, and the Sacred Heart School Facebook page.

Children Being Dismissed at Times Other Than Regular Dismissal Times.

Parents needing children to be dismissed at an irregular time must come to the office, identify themselves, and have the children come to the office to meet them. If a child is to be dismissed early without the parent picking him/her up, a signed note from the parent must be received at the office.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled during the first quarter and third quarters. The time for each conference is limited; so, if you need more time, schedule another meeting rather than having the next parent wait.

Healthy Environment

In order to provide a healthy environment in your child's classroom, we ask that you utilize the following guidelines in determining when to keep your child home due to illness. If your child has any of the following symptoms upon awakening or in the time span indicated, please allow him/her to stay home until the problem is resolved.

1. A fever of 100 or above. Please check your child's temperature if he/she shows signs of not feeling well before school. A child must be free of an elevated temperature for *24 hours* before returning to school.
2. Vomiting or other signs of illness within the past *24 hours*.
3. Loose or diarrhea stools within the past *24 hours* (more than one loose stool in this time span).
4. Frequent coughing of an unusual nature. Deep "seal-like" coughs usually indicate an infection in the lungs.
5. Head lice must be removed before the child is permitted to return to the classroom.
6. Any unusual rashes or outbreaks on the skin.
7. Breathing difficulties.

It is essential that the school have a current emergency telephone number on file.

If a child comes to school with a disability or injury that prevents them from participating in daily activities including recess a note should be brought from the parents.

STUDENTS

Student Records

All parents and legal guardians have the right to see their child's records. You are strongly encouraged to review your child's records in conference with the teacher. Since this type of conference does take some time, parents are encouraged to call to set an appointment for this purpose.

Report cards are issued four times a year at nine-week intervals. Any time you have a question concerning your child's development, please set up an appointment with the

classroom teacher. Grades may be viewed on PowerSchool.

SACRED HEART SCHOOL DRESS CODE

Dress Code Policy - please see attached page.

Consequences for Being out of Uniform:

If students are out of uniform, parents must bring appropriate dress for the student.

The administration makes final determinations.

Homework

Class assignments “homework” is the norm at Sacred Heart School. Since all students do not work at the same speed, students may not complete their assignments in school. Thus, their assignments will need to be completed at home. Most students will have assignments to complete at home during the school year. Homework is not used as punishment.

After School Detention

Children may be kept after school under certain conditions. The parent will be notified whenever a child is not dismissed at his/her usual time.

Promotion and Retention

Students who demonstrate satisfactory achievement of instructional objectives and appear to be ready to progress to the next grade will be promoted annually. Sacred Heart School knows that any exceptions must be considered individually. The normal grade level progression will be altered by retention or acceleration when evidence of student performance and professional judgment indicate that doing so will benefit a student.

Water Bottles

Water bottles are encouraged but they must close tightly to prevent spills.

RULES AND PROCEDURES

Student Discipline

Teachers are encouraged to believe the following:

- 1. No child will keep me from teaching.**
- 2. No child will keep another child from learning.**

When discipline problems arise, the teacher will handle the problem on an individual basis. If the problem continues or depending on the severity of the offense, students will be sent to the office where the problem will be discussed, parents notified and/or in-school suspension period served by the student.

The students are obligated to follow the rules that their teacher and the school have established and to obey the instructions of any teacher. Students are responsible for living the Gospel values of faith, hope and love. Since Sacred Heart School believes what Jesus taught, we follow these rules and responsibilities:

- 1. Respect people and property**
- 2. Be fair and courteous**
- 3. Accept responsibility for your behavior.**
- 4. Be on time.**
- 5. Be on task and complete work as directed**
- 6. Ask for help when needed.**
- 7. Act in a safe manner at all times.**

Since we are disciples of Jesus, we are:

- 1. Prepared to learn.**
- 2. Problem solvers.**
- 3. Cooperative and share with others.**
- 4. Happy and a relaxed learner.**

The teacher's desk is provided for the private use of the teacher and unless given explicit permission by the teacher, is not to be entered or used by the students.

Students are under the disciplinary control of school authorities in the following situations:

- 1. While on school premises.**
- 2. While in the proximity of school premises and to and from school**
- 3. While on school buses.**
- 4. While engaged in school related activities.**

Before School Begins (Prior to 7:55 a.m.)

1. The students will enter through main doors and will either walk outside or sit by their classroom doors depending on the weather.
2. They must follow the instructions of the staff on duty.

Hallways

Walking only (no running, sliding, etc.)

Give right of way to class going to activity.

Students must use appropriate behavior in halls - minimal talking, no touching, shoving, skipping, no touching the walls, etc.

Playground

The staff will monitor all playground activities.

Students on playground are expected to follow instructions from **ANY** teacher or aide.

All equipment should be used safely for its intended use.

During bad weather, students must wear waterproof boots and have an extra pair of shoes in order to go in snow. All others must stay on dry areas.

On bad weather days when students can't go outside for recess they will be in the classroom. Students can bring board games, reading books, or talk quietly only: no running around.

When bell rings or whistle blows, all play stops. Students should immediately line up in designated areas; talking will cease.

Students should walk to and from playground at all times.

Students should not tamper with bicycles or cars at any time.

NO FIGHTING OR WRESTLING AT ALL

Fighting

Fighting is never an acceptable way to solve problems. Anyone fighting may be held in detention after school, or in certain cases, be placed in in-school suspension.

After School Detention

Children may be kept after school under certain conditions. The parent will be notified whenever a child is not dismissed at his/her usual time. Detention may result from:

1. Need of pupil to complete some phase of schoolwork.
2. An infraction of a school policy.
3. The need of individual help from the teacher that school hours do not allow.

The student will be dismissed no later than 4:00 p.m. unless other arrangements have been made. Detentions should not be confused with extra help sessions that teachers might offer students needing additional academic assistance.

Suspension

Suspension is a temporary withholding of the privilege of attending class/school. Suspension may be in school suspension in which the student is admitted to school but not to class, or the suspension may be out of school suspension.

Grounds for Suspension

A student may be suspended or expelled for:

1. Willful violation of any published regulation for student conduct adopted and approved by the school administration.
2. Conduct that disrupts, impedes, or interferes with the operation of the school.
3. Conduct that infringes upon or invades the rights of others.
4. Disobedience of an order of a teacher, school security officer or other school authority, when such disobedience can be anticipated to result in disorder, disruption, or interference with the operation of the school.
5. Grave immoral conduct.

6. Continual conduct contrary to the official teachings of the Catholic Church.

Out of School Suspension and Procedure

A suspension may be imposed on a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing. However, if the presence of the student endangers other persons, or property, or substantially disrupts, impedes, or interferes with the operation of the school, the principal in consultation with the pastor may suspend the student forthwith without a hearing for a term not to exceed five (5) school days. A written notice and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four (24) hours from the time of the suspension. A hearing shall be afforded the student no later than seventy-two (72) hours after the suspension has been imposed. Included in the notice of suspension should be the date, time and place of the hearing.

The hearing specified herein shall be conducted by the school principal and/or pastor or designee and should include the student, parent or legal guardian and counselor whenever possible.

Expulsion

Expulsion is the termination of enrollment for the remainder of the current school year. Formal hearings may be conducted by the local school council members or appropriate persons appointed by the pastor. The pastor shall make the final determination.

Expulsion of Pupils - Weapons Possession

In accord with KSA 72-89a02, it shall be the policy of all Catholic Schools in the Diocese of Salina to expel from school, for a period of not less than one year, any student determined to be in possession of a weapon:

1. at school;
2. on school property;
3. at any school supervised activity.

Should the pupil be an exceptional child as defined in KSA 72-962, the expulsion requirement may be modified in a manner specified by the State Board.

Expulsion and Procedure

Expulsion shall be imposed only after the student has been afforded an opportunity for a formal hearing. In all cases where a student might be expelled, he/she shall be suspended first for a term not to exceed five (5) school days. A written notice of intent to expel and the charges upon which the expulsion is based shall be given to the student's parents or legal guardians within seventy-two (72) hours of the student being suspended. The notice shall also contain the date, time and place that the student will be afforded a formal hearing. This date shall be no later than the last day of the five (5) school day suspension.

Notice of Suspension or Expulsion

Whenever any written notice is sent to the parents or guardians of a student, it shall be sufficient if the notice is sent by registered mail to the address on file in the school records.

In lieu of mailing such a written notice, the notice may be personally delivered.

Unscheduled Closing of School

Sacred Heart School will follow the established practice for weather related closing as used by the Colby USD #315. Announcements of school closing in the mornings will be given over the local stations and Flocknote.

In the event School will be dismissed early because of severe weather:

- a. Children will be taken to “town addresses”, or
- b. Buses will travel on storm routes only.

An announcement will be made on the local radio as soon as the decisions have been made.

If there is not an announcement on the local radio, school will be in session. If in doubt, parents can check with the bus garage at **785-460-5020**.

HEALTH & SAFETY

Accidents

The school should always have parent’s correct address and telephone numbers for both home and work. If both parents work, the school should be informed as to how to contact them in case of an emergency. No school nurse is available to handle school accidents. The parents will be contacted and necessary medical attention obtained as soon as possible. However, the school will not administer medication.

Safety

Safety education is the responsibility of both parents and teachers. Please help your child to know the safest way to and from school. Children should be taught to:

1. Look both ways before crossing a street.
2. Use designated school crossings or cross the street only at street corners.
3. Observe and obey traffic lights and traffic rules.
4. Stay on the sidewalks, avoiding lawns, vacant lots, gutters, alleys and private drives.
5. Refuse all gifts, invitations or rides from strangers.
6. Go directly home from school.

The safest way to load or unload a child is from the passenger side of the car next to the curb in front of the school entrances. We ask that all vehicles dropping off and picking up students please face east on 6th street and do not leave vehicles unattended. If you are getting out of your vehicle, please do not park facing east on 6th street. Please have family name sign visible on your visor during pick-up.

During school time, no child is permitted to leave the playground without the permission of a parent, teacher or the principal.

Emergency Preparedness Drills

Fire, tornado, and crisis management drills are held annually per state requirements. Crisis Management and Response procedures have been adopted and are posted in classrooms. Teachers will review these procedures with students on the first day of the school year.

While school is in session, all visitors will be required to use the camera/intercom system to gain entry into the building. School staff will make a visual and verbal determination prior to granting building access. Parents will receive a Flocknote notification if an actual emergency/lockdown situation occurs.

Child Abuse

Under federal law, and Kansas law as well, school personnel are required to report suspected cases of child abuse and neglect. Investigations of suspected child abuse and neglect are to be conducted by the Department of Children and Family Services and law enforcement officers.

Sexual Harassment

Sexual harassment, in any form, is prohibited in the Catholic schools of the Diocese of Salina and Sacred Heart School. Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, pastor or another certified staff member. If the matter is not resolved to the satisfaction of the student or parent in the meeting, the student or parent may refer to the next higher level, the pastor or bishop.

Human Sexuality and AIDS Education

The State Board of Education approved accreditation regulation 6.12.3.9 requiring all accredited school systems to provide elementary and secondary programs in human sexuality and AIDS education. The role of educating young people about human sexuality remains primarily the responsibility of the parents. The school should not be the sole educator. The human sexuality curriculum is intended to improve communication skills, enhance self-esteem, increase the knowledge level about human sexuality, improve decision making skills and improve the quality of life for all students.

At Sacred Heart School we teach the Catholic Christian and moral issues involved with human sexuality and AIDS. Parents are notified when these subject matters will be taught. Parents or guardians wishing to have a child excused from the program will be requested to review the goals and objectives of the human sexuality curriculum with their child's classroom teacher. After previewing the curriculum, parents/guardians have the option of requesting, in writing, that their child be excluded from all or part of the instruction.

Hearing & Vision Screenings

Hearing and vision screenings are done in the fall of the year for preschool through the fifth grade. If there is a problem noted at the time of the screenings parents/guardians will be notified. If there is no problem, no notification will be sent.

Medical Regulations

Regarding all Prescription and Over-the-Counter Drugs **Catholic school personnel shall not provide students any medication.**

Sacred Heart School does not have certified personnel available to dispense medication.

All over the counter and prescribed medications will not be administered or stored by school personnel. Parents or their designated person will be required to administer all medication.

Health Requirements

All students and any student new to the state of Kansas through age eight MUST have the following health forms completed:

1. Child Health Assessment – a form to be completed by the family physician, nurse practitioner or registered nurse certified by the state, stating the health history and present health status of the child.

Forms must be completed and submitted to the school office BEFORE school starts. Parents of students who transfer to Sacred Heart School from other schools must complete a release of information form so that health and academic records may be transferred. A parent/guardian has ninety (90) days from the day the student enrolls in school to comply with the policy. If no statement or certification is produced, the student shall not be admitted to classes until the documents are produced. Forms can be obtained by writing:

Kansas Department of Health and Environment
Bureau of Epidemiology
Topeka, KS 66612

Diocesan Immunization Policy

Any pupil entering a Catholic school for the first time in Kansas shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that he/she received, or is in the process of receiving, immunization against poliomyelitis (IPV/OPV), mumps, measles, rubella, diphtheria, tetanus, pertussis (DTaP), varicella (chicken pox), Hepatitis A and B, Haemophilus influenzae type b (Hib) and Pneumococcal conjugate (PCV) by such means of immunization as are approved by the Kansas State Board of Health, or in the alternative shall present to the appropriate school authorities:

1. Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the student's life or health,

In the event that this exception is claimed, parents must execute and deliver a declaration assuming full responsibility for their children. The declaration must include an agreement on the part of the parents that allows the Catholic school to exclude the non-immunized student from classes in the event a disease for which immunization has been declined is present in the Catholic school and which waives the right to privacy of student and medical records and information for any actual or implied release of protected information which occurs as a result of removal of non-immunized student from classes.

COMMUNICABLE OR CONTAGIOUS DISEASES

According to Kansas State Law (K.S.A. 65-122) no person afflicted with an infectious or contagious disease dangerous to the public health shall be permitted to any public, parochial or private school or licensed childcare facility.

Below are some guidelines for re-entry into school after exclusion:

1. Bacterial conjunctivitis (pink eye). May return 24 hours after treatment has been initiated.
2. Chicken Pox (varicella). May return after all lesions are scabbed over or six days after onset of rash, whichever is first.
3. Diphtheria. May return after 14 days.
4. E. Coli 05157:H7. May return after diarrhea has resolves.
5. Hand, foot, and mouth syndrome. May return to school if not running a fever (less than 100 degrees).
6. Hepatitis A. May return to school one week after the onset of illness. Food handlers are restricted for two weeks after the onset of symptoms.
7. Lice: Students may return to school with permission of the principal or his/her designee after treatment with an anti-parasitic drug has been initiated and all head lice removed. Treatment must be completed in 10-14 days.
8. Measles (Rubella). May return at least four days after onset of rash. If measles occurs in a school, persons who cannot provide documentation of measles immunity, and who are not vaccinated within 72 hours of exposure, should be excluded until at least two weeks after the onset of rash in the last case of measles.
9. Haemophilus Meningitis. May return 48 hours after starting treatment. Immunization is the best control of Haemophilus Meningitis.
10. Meningococcal Meningitis. May return 24 hours after initiation of effective treatment.
11. Mumps. May return nine days after the onset of swelling in the neck.
12. Pertussis (Whooping Cough). May return after they have received five days of appropriate antibiotic treatment.
13. Poliomyelitis. Not accurately known; cases are most infectious during the first few days before and after onset of symptoms.

14. Ringworm. May attend school if receiving treatment, but should not participate in athletic activities involving skin-to-skin contact until skin lesions are completely healed.
15. Rubella (German Measles). May return to school seven days after rash appears.
16. Salmonellosis. May return to school when symptoms (diarrhea, fever and abdominal pain) subside.
17. Scabies. May return to school after proper treatment has begun.
18. Shigellosis. May return to school after diarrhea and fever subsides. Infected food handlers may not return to work until two negative stool cultures are obtained at least 24 hours apart and no sooner than 48 hours following discontinuation of antibiotics.
19. Shingles. Routine exclusion from school is not indicated unless lesions cannot be covered. Lesions need to be covered until crusted over completely.
20. Impetigo. May return to school after receiving medical treatment. Open wounds should be covered.
21. Streptococcal Infection (Group A). May return 24 hours after starting treatment and must be afebrile.
22. Tuberculosis. Isolation of active cases is required until sputum is negative by microscopic examination or until the patient has been on appropriate medication for 2-3 weeks.

The above information has been taken from:

Kansas Classroom Handbook of Communicable Diseases. 2016

BUS

Bus Permits and Transportation

Sacred Heart School is furnished country bus transportation by the Colby USD #315 bus system. Occasionally a child wishes to ride a school bus with a friend. A child who does not regularly ride a bus or wishes to ride a different bus must have a note or phone call from the parent before a bus permit will be issued. The request is granted provided there is room on the bus. Bus permits are issued in the school office.

The bus system strives to get the students to their proper destination when possible, and when it is safe and practical to do so. Their main concern, of course, is for the safety and wellbeing of the students transported. There are times, due to either adverse weather or road conditions, or both, that it is not possible, safe or advisable to try to operate buses on some of the roads in the district. Conditions can also, and many times do, change from morning to evening or vice versa. Therefore, decisions as to the advisability of sending buses must at times be made twice daily. Hasty or last minute decisions as to school bus operations will be avoided whenever possible, but a sudden blizzard or storm could cause a change in operations very quickly.

Announcements will be made over local radio and television stations, school website, and through text alerts for those who sign up for them.

The following policy will be in effect if an emergency makes it necessary to keep the buses in town on the evening trips:

All students who live outside the city limits of Colby will be delivered to the addresses as noted on their **Bus Pupil's Data Card** within the city limits of Colby. Buses will not run the rural routes the following morning. Students will be picked up at their city addresses.

EXCEPTION:

1. If buses are kept in town on a Friday afternoon, the buses will run on the following Monday morning if conditions permit regular rural routes.
2. All students from the same family must have one delivery address. They will be delivered to this address in their own regular bus; they will not be taken to any other place other than the address on their **Bus Pupil's Data Card**.
3. If parents wish to pick their children up at school, this information should be included on the Bus Pupil's Data Card so they may be kept at school until called for.
4. If you have any questions, please call the **Director of Transportation at 460-5020**.

Bus Rules

The Public School System offers their bus services as a gesture of goodwill. With assistance from the School Council, the following discipline plan will be administered.

The first offense: students will be warned and parents notified.

Second offense: students will lose bus privileges for a week and parents will be notified.

Third offense: students will lose bus privileges for the rest of the school year.

VISITATION

With the efforts of providing a safe environment for students and staff, a security camera and intercom has been installed at the main entrance to the school. We encourage parent visitations in the classrooms and wish you to feel welcome.

All visitors are required to report to the school office. Visits must be scheduled through the office. Should a concern develop as a result of the school visit, the parent(s) should initially discuss the concern with the teacher and inform the principal.

While school is in session, all visitors will be required to use the camera/intercom system to gain entry into the building. School staff will make a determination prior to granting building access.

All student visitors must be cleared through the office the day prior to the visitation. (Bringing friends or out-of-town guests to school is discouraged.) Parent visits to the

classroom must be prearranged with the teacher and/or principal before the visitation.

Visitors are expected to follow all Sacred Heart rules and regulations.

LUNCHROOM

Lunchroom Rules

Students will be expected to remain quiet during quiet time.

No running around, students must sit in chair and talk with soft voices.

SACRED HEART IS A NUT FREE SCHOOL

Lunches

Lunches are provided every school day at a cost of \$4.50. **Guests are welcome for lunch any day provided you notify the school office by 9:30 a.m.**

Please stop by the office and pay \$7.00 before you go to the lunchroom.

Lunch fees are paid in advance to the school and checks should be made out to Sacred Heart School. Lunch fees can be paid by the year or month. Lunch notices are sent home stating the amount of lunch money needed. If payment has not been received, the parent will be contacted to correct the matter. Sack lunches are permitted for those who need them.

Pop will not be allowed. If you bring fast food to eat with your child, please bring it in a plain sack so it is not a distraction for other students. Milk can be purchased for \$0.50.

Students may not use the lounge refrigerator for sack lunches.

Reduced and free meals will be given to those children whose parents have made proper application with the school office, and their application has been approved.