



MOST PURE HEART OF MARY
Catholic School

Family Handbook

2023-2024



Accreditation	7
Principle of Subsidiary	7
Age Requirement	8
Placement Status	8
Admissions Process for All New Students	8
Nondiscrimination Policy	9
Cumulative Records	11
OUR SCHOOL DAY	11
Hours	11
Morning Procedures	11
Afternoon Procedures	11
After School Care	11
Pre-School / Day Care	11
ATTENDANCE	11
Absence	12
Tardy	12
Excessive Absence Policy	12
HEALTH	12
Counseling Services	13
Sick Child	13
Health Assessment	13
Hearing/Vision Screenings	13
Immunization Policy	13
Medication Dispensing	13
Parental Consent and Release Form	13
Prescription	14
Non Prescription	14
Food Allergies and Other Dietary Restrictions	14
Child Abuse	14
PARENTS	16
Parental Expectations	16
Stewardship is a Way of Life	16

Parent Teacher Ministry (PTM)	16
Archdiocesan Guidelines for School Fundraising	16
School Council	17
Child Custody	17
Child Protection - VIRTUS Training for Adults and Volunteers	17
RELIGIOUS EDUCATION	18
Mass	18
Prayer	18
Child Protection – Virtus Training for Students	18
ACADEMICS	18
Academic Expectations	18
Required Subjects in Elementary Schools	18
Field Trips	19
Transportation for Field Trips	19
Homework	19
Grades	20
Letter grades and numerical equivalents for the plus/minus grading scale.	20
Academic Probation for Grades 6,7 & 8	20
Retention of Students for Academic/Social/Emotional Reasons	20
Graduation	20
Social Events After Graduation	21
Classroom Teaching Assistants	21
Special Needs	21
Financial Limitations	21
Instruction for Students with Special Needs	21
Individual Education Plans (IEP)	21
Catholic School Student Support Plans in compliance with Section 504	22
Gifted Services	22
TECHNOLOGY & MEDIA	22
Academic Expectations	22
Acceptable Use of Technological Resources	22
Scope Of Use	22
Goal	23
Responsibilities Of User	23
TECHNOLOGY USE GUIDELINES	23
Parameters for Acceptable Use of Technological Resources in Catholic Schools	23
Examples of Unacceptable Uses - Users are not to:	24
Acceptable Use of Non-School Technological Resources	25

Reporting	25
Administrative Rights	25
Personal Use of Social Media	25
Policy Violations	26
Library	26
Book Care	26
Check-Out Limits	26
Fines	26
Overdue Books	26
STUDENT ACTIVITIES	27
Student Council / Ambassadors	27
Assemblies	27
Band	27
Classroom Parties and Treats	27
Deliveries	27
Parties Outside of School	27
Co-curricular and Extracurricular Activities	27
Participation Forms and Transportation for Co-curricular and Extracurricular Activities	28
Supervision for Co-curricular and Extracurricular Activities	28
Sports - Topkea Parochial League	29
Athletic Eligibility	29
Academic Ineligibility	29
Incomplete or Missing Assignments Ineligibility	29
Behavior Ineligibility	29
Hayden Events	29
FINANCING OUR CATHOLIC SCHOOL MISSION	30
Registered, active members of the parish	30
Most Pure Heart of Mary Family Registration and fees:	30
Tuition and Fees:	30
Fees may be paid using one of the following plans	30
Members of other Catholic Parishes Registration and fees	30
Non-Catholic Student Registration and fees	30
Tuition / Fees Refund Policy	31
FOOD SERVICE POLICIES	31
DRESS CODE	31
CONDUCT	33
School Discipline	33

Discipline Agreement	34
Discipline Levels Guidelines	35
Discipline in Classroom	36
Rules	37
Bully-Behavior Policy - Bully Prevention	37
Report MPHM School Safety Concern or Bully-Behavior	37
Guidelines for Bully Behavior Consequences	39
Emergency Safety Interventions	40
Behavior Expectations As Related To The Following	41
Cell Phones – Electronic Devices	41
Valuables	41
Before and After School	41
Recess	41
Lunch	41
Vandalism	41
Referrals	41
Disciplinary Steps Beyond Classroom Consequences	42
Long Term Suspension or Expulsion	42
Weapon Possession	42
Parent or Student Concerns	42
COMMUNICATION	43
Confidentiality	43
Telephones	43
Report Cards	43
Parent/Teacher/Student Conferences	43
Electronic Communication	43
SCHOOL SAFETY	43
AM and PM Traffic Plan	43
Door Security	45
Safety Plans	46
Inspection	46
Visitors	46
Use of School Grounds	46
Use of Student Pictures and Information	46
Weather Closing-Snow and Ice	46
Asbestos Notification as Required by Federal Law	46

Welcome to Most Pure Heart of Mary School

On behalf of our faculty and staff, I extend a warm welcome with great expectations for a year of academic and spiritual growth in a Catholic community where students strive to act more like Christ and seek to do His will in their lives.

Parents are the primary educators of their children and we look forward to serving as your partners in the education and formation of your child.

It is the goal of the teachers and staff at Most Pure Heart of Mary School to help each child maximize their God-given potential. This handbook will serve as your guide to the expectations and policies that will support our efforts in creating an academically excellent and faith-filled school year.

Thank you for sharing your child with us!

In His mission of education,

Mr. Eric White
Principal

Following are policies and procedures to guide our endeavors of the shared responsibilities of school and home. The policies contained in this handbook are in accordance with those of the Archdiocesan School Office. Not all incidents and issues that may arise are addressed in this handbook. Therefore, the administration will handle individually those issues not specifically addressed. The administration retains the right to amend this handbook at any time. Any such amendments will be provided to parents in writing prior to implementation.

Mission Statement of Archdiocese

To grow as disciples of Jesus – To make disciples for Jesus, who is the reason for our Schools, the unseen but ever present Teacher in our classes, the Model of our faculty, the inspiration of Our Students.

Mission Statement of MPMH School

Our Most Pure Heart of Mary School community believes that each student is a child of God. Students, teachers and families are dedicated to growing in the fullness of our Catholic faith, helping all learners achieve academic success, and strengthening our personal relationships with Jesus.

Vision Statement

Most Pure Heart of Mary School is dedicated to teaching and nurturing a learning community rich in the Roman Catholic traditions. We value innovation in education with the goal of our students becoming Christian Stewards and lifelong learners.

Guiding Principles

The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture dignity (See the document, "Church Teaching on Special Issues of Concern" for a greater explanation of the dignity of the human person.) and the potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas.

Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus.

Admissions, as well as continuing enrollment, policies must reflect the beliefs and principles outlined here and in the "Church Teaching on Special Issues of Concern" document. (Series 7000, page 52, #7200, Archdiocesan Policy)

Accreditation

Most Pure Heart of Mary School is accredited by the Kansas State Department of Education and Cognia. All classroom teachers are certified by the Kansas Department of Education. MPHM is also a member of the National Catholic Educational Association.

The Cognia model involves a 5-year, school improvement process based on research-based standards of school performance. At the conclusion of this cycle, the ER (External Review) team evaluates the five standards and provides commendations and recommendations, and improvement priorities. (Series, 9000, #9000, Archdiocesan Policy).

Equal Opportunity

Because all staff in Catholic Schools are called to bear witness to Jesus in both their life and teaching, the Catholic Schools in the Archdiocese of Kansas City in Kansas hire practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure. School leaders, i.e. Presidents of Secondary Schools and Principals of both secondary and elementary schools, must be practicing Catholics. Teachers, except in extreme and unusual circumstances, must be practicing Catholics. However, in the event that there are non-Catholic teachers employed in a school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards (particularly that are described in the Catechism of the Catholic Church, various documents from the Vatican and United States Conference of Catholic Bishops, as well as in the document, "Church Teaching on Special Issues of Concern." (See Appendix) related to abortion, InVitro Fertilization, artificial insemination, sterilization, contraception, homosexual lifestyle, marriage, transgender issues, chastity, as well as teachings regarding social issues such as racism, care for the poor, religious liberty, and sharing of goods)

Employees in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall not be discriminated against on the basis of age, race, color, gender* (unless in conflict with Catholic moral teachings), disability or national origin. (Series 1000, page 8, #1020, Archdiocesan Policy)

Principle of Subsidiary

The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for Most Pure Heart of Mary School rests with the pastor. (Series 3000, page 14, #3000, Archdiocesan Policy)

Age Requirement

Except in unique and unusual circumstances, Most Pure Heart of Mary School follows the age requirements for entrance into school that are established by the State of Kansas. Any child who attains the age of five (5) years on or before August 31 shall be eligible to enter kindergarten. Any child who attains the age of six (6) years on or before August 31 of any school year shall be eligible to enter grade one. Any child who has completed kindergarten in an accredited school district shall be eligible to enter first grade regardless of age. Exceptions to these age requirements can only be made after the principal consults with the Superintendent of Schools. (Series 7000, page 53-54, #7040, Archdiocesan Policy)

ADMISSION PROTOCOL

Placement Status

Children who apply for admission to Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas by transfer from nonpublic schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children who apply for admission to the Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas who have been homeschooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Every child in Kansas is to be given a Home Language Survey. The survey asks, "What is the primary language spoken in the home?" If a language other than English is provided on the survey, students in grades K-12 should be assessed for English Language proficiency. The Title III Coordinator for the public school district in which the Catholic school is located should be contacted for detailed instructions on how to proceed with the English language proficiency assessment. For additional information, contact the Associate Superintendent for Student Services/Perfect Wings Coordinator.

-Most Pure Heart of Mary School does not typically accept transfers within the city, during the school year. (Series 7000, page 52, #7010, Archdiocesan Policy)

Admissions Process for All New Students

- Formal application is received
- Student and family are interviewed by the Principal or designee.
- Report card and latest test scores are reviewed (testing administered where needed) Acceptance is based on the family's ability to:
 - Meet academic admission standards
 - Meet behavioral standards
 - Accept and practice the faith values that are an integral part of the Catholic School Community
 - Agree to comply with the school philosophy and policies
 - Candidates will be chosen for admission based on demonstrated academic performance and the potential to be successful at Most Pure Heart of Mary School.

School Identification and Priority of Admission

Most Pure Heart of Mary School is a **Catholic School** established to serve the children of families living within the boundaries or registered as parishioners of Most Pure Heart of Mary Parish. Students from families living outside the parish may be admitted according to the space available at the time of registration.

New students are accepted in the following order as openings occur:

- Children whose parents are registered, participating parishioners and those who have siblings currently enrolled at MPHM.
 - Children whose parents are registered, participating parishioners enrolling their children for the first time.
 - Children of Catholic non-parishioners whose parish does not have a school.
 - Children of non-Catholic parishioners enrolling for the first time.
 - Children from non-Catholics living outside the parish boundary.
1. Children of parents who are active, registered members of MPHM, whose applications are received in the school office at the time of the April 1st pre registration, shall receive priority as new applicants and for continuation in the next successive grade. Kindergarten roundup will usually be scheduled in March.
 2. **The principal may deny admission to anyone for good and sufficient reason.**

If the class applied for would be full, priority would be given to:

- a. Parish families of students already enrolled in K-8
- b. Parishioners with children not already enrolled in K-8
- c. Non Parishioner Catholic families of students already enrolled
- d. Non-parishioner Catholics according to time on waiting list
- e. Non-Catholics according to time on the waiting list.

A waiting list is maintained in the school office of applicants who have not been enrolled but wish to be. Applicants on the waiting list shall be dated as to date received.

- a. Names will be accepted September 1st or later for the waiting list for the following school year.
- b. If two or more parishioners apply on the same date, but not all can be accepted, priority will be given to parishioners registered the longest in the parish.
- c. Students who are not enrolled because of full classes must again call the office on or after September 1st to keep their name on the list.

Nondiscrimination Policy

Most Pure Heart of Mary admits students of any sex, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, color, national, or ethnic origin in the administration of its educational, admission, scholarship, athletic, and other school administered programs. (Series 9000, page 98, #9210, Archdiocesan Policy)

Acceptance requirements

- ✓ Completed acceptance application
- ✓ Parent Questionnaire
- ✓ Copy of birth certificate
- ✓ Copy of baptismal certificate (Catholic)
- ✓ Adoption or custody verification (if applicable)
- ✓ Health Assessment
- ✓ Immunization record

- ✓ Complete the “Records Request” form (Including IEPs, 504s, Student Accommodation Plans); we will submit this to the previously attended school.
- ✓ Agreement to school code of conduct
- ✓ Parish membership and current stewardship commitment card. (If you are/will be a member of MPHM.)

Conditional Acceptance

All newly accepted students are probationary for the first year. Most Pure Heart of Mary School is a Religious, private non-profit school and abides by all rules and requirements to which it is subject in that status. While every entering child is viewed as a valued child of God, Most Pure Heart of Mary may not be able to serve all needs of every child as well as would an alternative placement. Students must demonstrate academic and behavioral success in their placement at Most Pure Heart of Mary School. New students who do not maintain acceptable grades, attendance or behavior may be asked to leave as soon as a below-average pattern appears established within the first quarter, or at the end of either of the semesters. Continued enrollment for struggling new students is dependent upon multiple factors including effort of the child and the parents, placement options elsewhere, and likelihood for success in the future here. Final decisions are made at the discretion of the Principal.

Student and Parent Philosophy of Educational Accountability

When parents register their children with Most Pure Heart of Mary School, all children are accepted with the understanding that this school is the most appropriate placement for each, and that the student intends to complete his/her education in earnest, and integrity in this Catholic environment. A student and his parents will therefore exhibit effort and conduct that bears out this presumption at all times. Failure to make proper use of the opportunities given to succeed appropriately in academic progress or in conduct at Most Pure Heart of Mary School should lead to consequences which include curtailment or withdrawal of any or all privileges of enrollment here. Each student and parent/guardian commit to familiarizing themselves with the parent handbook, and to adhere to all rules and requirements contained in it. All will adhere to any regulations adopted and announced by the Administration of the school in the course of the school year as having the same force as those printed in this handbook (and supersede it). All commit themselves to positive engagement of disputes. Recourse to any dispute resolution shall be first with the teacher, then the principal and then the pastor of the parish, and done in the context of Christian charity.

Continued Enrollment of All Students

Acceptance for any continuing student for the following year may be granted if:

- The student receives passing grades in all major subjects
- The student maintains demonstrates acceptable behavior and effort
- Attendance meets the requirements set forth by the State of Kansas.
- All financial debts are cleared (such as tuition, fees, after-school care bills)
- There is evidence of parental support and cooperation with the school
- The student is clearly benefiting from placement at Most Pure Heart of Mary School
- The school is benefiting from its relationship with the student and the family

Placement Policy

Class lists for the next school year are prepared by the current grade level teachers. A deliberate plan is made by the present teachers to vary the homeroom groups so that students have the opportunity to be with other members of her/his class. Consideration is also given to groupings of previous years and to the balance of students with special academic, social or other needs.

Cumulative Records

Schools shall maintain a cumulative record for each pupil. This record extends from his/her entrance into school through the twelfth grade. The cumulative record includes the following:

- data including certification of name and date of birth; current legal guardian/s/custody orders
- standardized test data
- medical reports
- all achievement records
- information regarding sacraments received

All material in each cumulative record shall be treated as confidential and accessible only to the professional staff of the school and to the student's parents and/or guardian. Elementary schools should keep student records for 8 years past students' 8th grade completion. (Elementary schools that do not offer 8th grade should keep records for the same number of years as if the school did offer 8th grade.) High schools should keep student records indefinitely. (Series 7000, page 79, #7500, Archdiocesan Policy)

OUR SCHOOL DAY

Hours

School hours are as follows:

7:45 School day begins

3:05 Dismissal

Morning Procedures

- Our school day begins at 7:45.
- Our doors are open at 7:00. Students may enter the building through the Southwest doors (near the office).
- Students arriving before 7:30 will gather in the gym and then will be dismissed to their classrooms at 7:30.
- Students who arrive after 7:50 are counted tardy.

Afternoon Procedures

- Our school day ends at 3:05.
- Kindergarten students are dismissed at 2:55, parents may meet their students at the east door.
- Students in 1-8th grades are dismissed through the south and west doors.
- Parents may park in the school parking lots or the parish parking lot (across Stove Ave.).
- ***Students should be picked up by 3:15. Any students remaining after that time will be placed in after-school supervision and parents will be invoiced accordingly.***

After School Care

MPHM offers after school care from 3:05-5:45 p.m. Summer care is also available. KCDC director's phone number is 272-4791.

Pre-School / Day Care

MPHM offers preschool / daycare for 3, 4 & 5 year olds during the school year and summer months. Please contact the director at 785-272-4791 for details.

ATTENDANCE

Regular school attendance and punctuality is important to each child's success at school, in addition to instilling those habits which will be essential in high school, college and the workforce. When students are absent, written work can be completed outside of class. However, this is usually the least important instruction component of the day. There is no way to recreate the class presentation or discussions. Students who miss excessive amounts

of school will likely not have had the opportunity to master enough material to be successful at the next grade level.

Absence

- Parents are asked to sign students in and out of the office. The school should be notified by phone on the morning that a child is absent from school, 785-272-4313. Parents are encouraged to communicate (email or phone) in advance for planned absences.
- It is in the student's best interest to attempt to schedule appointments outside of the school day.

Tardy

A student is counted tardy if he/she arrives in his/her classroom anytime after 7:50 a.m. Parents are asked to sign in tardy students at the school office before students go on to their classrooms. Students who arrive after 8:30 will be counted as absent for ½ day. Students who are present for less than three hours of the school day, will be counted as absent for the entire day.

Excessive Absence Policy

Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent. Most Pure Heart of Mary School shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first.

A weekly attendance report will be run for all MPMH students. Any student with five or more absences will be notified at the end of the week. The excessive absence letter will be emailed to the family. *This email will serve as the first official notice of the student's excessive absences.

Once a student has missed three consecutive days in a week, five days in a semester or seven days in a year, an administrative team will meet to determine whether the excessive absences are producing a measurable impact on the student's academic progress and evaluate the nature of the absences.

If the administrative team determines that the excessive absences have had a measurable impact on the student's academic progress, the family will be mailed the statutory letter (via certified mail), and a truancy conference will be scheduled for the family and the student to develop a success plan describing action that the family and student will take to promptly improve school attendance. *This letter serves as the statutory notice of the student's excessive absences from school in violation of KSA 72-1113.

If the family does not attend the scheduled truancy conference and/or the student has any additional unexcused absences, a truancy referral will be sent to Shawnee County District Attorney Office.

HEALTH

Efforts should be made through the school health program, the parents and the community to maintain the highest level of health for the school-age child.

School administration (with the advice and consent of the Pastor), will determine the nature and extent of all clinical services to be made available to the children of the school and advise parents of their availability.

If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents to obtain certain information from a qualified health professional (LCSW, School Counselor, Ph.D.

Child Psychologist, Ph.D. Child Psychiatrist, KSDE Certified School Psychologist) in order to determine how to best address the situation, including how to communicate the situation. Schools may consult with the Superintendent of Schools for assistance. (Series 7000, page 18, #7200, Archdiocesan Policy)

Counseling Services

Most Pure Heart of Mary Catholic School does not employ a certified counselor. Our school resource coordinator or administration will provide referrals for local professional counseling services as needed or requested.

Sick Child

If your child has had a fever (100.4), he/she must be kept home for 24 hours after their temperature has returned to normal **without the use of fever-reducing medications**. Likewise, if your child has vomited, he/she must also be kept home for 24 hours.

Health Assessment

Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the local school office. (Series 7000, page 54, #7050, Archdiocesan Policy)

Hearing/Vision Screenings

Hearing screenings will be conducted each year for students in grades K,1,2,5,and 8. Vision Screenings will be conducted each year for all students.

Immunization Policy

K.A.R. 28-1-20. Immunizations required for school entry. Except as provided in K.S.A. 75-5209(b) and amendments thereto, each child or adolescent shall be required to receive the vaccinations before enrolling in any Kansas School:

- DtaP/DT (diphtheria, tetanus, pertussis) – 5 doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. A single dose of Tdap required at grades 7-12 grade if no previous history of Tdap vaccination regardless of interval since the last Td vaccine.
- IPV (polio) – 4 doses required. One dose required after age 4 regardless of the number of previous doses, with a 6 month minimum interval from the previous dose.
- MMR (measles, mumps, rubella) – 2 doses required
- Hepatitis B - 3 doses required
- Varicella (chickenpox) – 2 two doses required for grades K-12; or history of varicella disease documented by a licensed physician.

Medication Dispensing

All medication, prescription and non-prescription, is to be brought to the school office immediately upon arrival at school. The school office shall keep and dispense medications. Kansas law describes different procedures of self-medication for students being treated for anaphylaxis or asthma. It is the policy of the Archdiocese of Kansas City in Kansas to comply with Kansas law in these matters. (Series 7000, page 66, #7200.1, Archdiocesan Policy)

Parental Consent and Release Form

Each parent or guardian of a student who wishes to self-administer asthma and anaphylaxis medication under this policy shall be required to execute a document containing the information noted in Form #C118. (This form will be provided upon request.) (Series 7000, page 70, #7200.8, Archdiocesan Policy)

Prescription

- If the medication has been prescribed, it must be in a pharmacy container which clearly states the child's name, dosage, prescription number and physician's name.

- All medication must be accompanied by written permission from parents allowing the school to dispense the medication. (Series 7000, page 68, #7200.2, Archdiocesan Policy)

Non Prescription

- Written permission from parents allowing the school to dispense over the counter medications must be provided annually to the school office.
- The medication must be in its original container with the label clearly identifiable. (Series 7000, page 68-69, #7200.3, Archdiocesan Policy)

THE ABOVE CONDITIONS MUST BE MET IN ORDER FOR THE SCHOOL TO DISPENSE MEDICATION TO A STUDENT.
THE SCHOOL RESERVES THE RIGHT TO REFUSE TO ADMINISTER OVER THE COUNTER MEDICATION.

Food Allergies and Other Dietary Restrictions

Any student diagnosed with a serious allergy must have an Action Plan, provided by the student's physician, to assist school personnel in recognizing and providing appropriate reaction prevention and intervention strategies for the student. Prior to beginning every school year, the school administrator will review with the student's parents/guardians the Food Allergy Assessment form (submitted by the parents/guardians; Appendix Form C146) and the Action Plan (provided by the physician) and will update student health information and school plan as needed.

Schools will monitor for allergens; however, an allergy free environment cannot be guaranteed. Staff, students, and parents/guardians have a responsibility to help ensure the safety of students with serious allergies. (Series 7000, page 71, #7205 Archdiocesan Policy)

Child Abuse

Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall report such belief to and consult with the Principal as soon as practical. Kansas Law requires a teacher, principal, or other employee of a school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect or sexual abuse report the matter promptly to the State Department of Child Protection Services (CPS), or appropriate law enforcement agency, if the CPS office is not open for business. Such a report may be made orally or, on request of CPS, in writing.

For incidents of suspected sexual abuse of a child by an employee, affiliate or volunteer of the Archdiocese, all requirements of the Archdiocesan Policies and Procedures concerning sexual misconduct shall be followed.

STATEMENT OF UNDERSTANDING,

ACKNOWLEDGMENT OF RISKS AND AGREEMENT TO PARTICIPATE IN MODIFIED SCHOOL ACTIVITIES FOR

Most Pure Heart of Mary Catholic School

For the 2023-24 Academic Year

As we are all well aware, the novel coronavirus, COVID-19, has been a worldwide pandemic and is extremely contagious. Our Federal, State and Local Leaders and Health Organizations, as well as our Catholic Schools Office and the Staff and Administration of this school continue to dedicate tremendous time and resources to creating and implementing plans and strategies to allow for our children, teachers and all other individuals who might enter our buildings to return to school for the 2023-24 academic year in as safe a manner as possible.

As a result, in order to resume school activities, plans including alternate class schedules, distance learning, social distancing, mask use, handwashing and other hygiene measures, room and equipment sanitizing and other essential safety measures have been established. As the understanding of this virus increases, still other measures are likely to be implemented at a later time. Our School has put these preventative measures in place in an effort to reduce the spread of COVID-19 at School and at School activities.

NOTICES AND ACKNOWLEDGEMENTS:

RISKS ASSOCIATED WITH CORONAVIRUS/COVID-19:

Despite the above noted precautions, the risks associated with transmission of COVID-19 remain high. Even with the implementation of these safety protocols, the School cannot guarantee that you or your child(ren) will not become infected with COVID-19 and attendance at School and/or participation in School activities could increase your risk and/or your child(ren)'s risk of contracting COVID-19.

OBLIGATION TO MONITOR FAMILY HEALTH:

School families must understand and agree that, in the event a child or other member of the family develops symptoms or suspected symptoms of COVID-19, they must contact the school and follow the appropriate protocols as directed by the school. Families must also understand and affirm that the School and School staff have discretion to determine whether a student is ill, or potentially contagious, and whether it is in the best interests of the student, student body, teachers, and School staff, to mandate that a child/student be picked up from school at the time of that determination.

POSSIBLE SCHOOL SCHEDULE MODIFICATIONS, INCLUDING CLOSURE: The operation of our school is subject to lawful orders of the Federal, State and local governments and agencies, and changes to the operational status of the school could occur. These changes could include modified schedules, limitation on building occupancy levels and complete closure. Depending on the conditions and timing of any necessary modifications, in-person classroom time may be reduced or eliminated completely, and replaced or augmented with a variety of options for virtual learning.

ACKNOWLEDGEMENT OF ONGOING FINANCIAL COMMITMENT:

The costs associated with these enhanced health and safety measures, as well as the additional resources necessary to facilitate the necessary changes to class sizes, schedules, staffing and other changes have and will continue to be significant. All school families must be aware of this reality, and as such, by their enrollment in our school for this academic year, school families are understood to have acknowledged and committed to their ongoing support through their required tuition and fee agreements. This commitment will be ongoing, and refunds or credits for tuition and fees will not be given in the event that it becomes necessary for classes to be administered via distance or other virtual learning arrangements, or other modifications that result from the ongoing pandemic.

ACKNOWLEDGEMENT OF OBLIGATION TO PARTICIPATE AS AN ACTIVELY ENGAGED SCHOOL FAMILY:

It is impossible in advance to specify all known and unknown conditions and risks that may arise in the coming year. It must be understood and acknowledged by all students and school families that the challenges before the school now and those that will likely arise in the weeks and months to come will require an increase in everyone's dedication, volunteerism, patience, understanding and most importantly, prayers to help our students and entire school community have a successful and safe school year.

PARENTS

Parental Expectations

Parents shall:

- model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- support the efforts of the schools in the education of their child(ren);
- share talent, time and treasure with their parishes and schools;
- as their child(ren)'s first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of school work at home;
- maintain Christian decorum in all manner of communication with school personnel and other members of the school community;
- ensure home environments that do not create conflict between home and school experiences as described in policy #6000.

Stewardship is a Way of Life

Being a good steward starts with gratitude for all we have been given.

Most Pure Heart of Mary Parish is committed to assist its member families in the education and training of the children and young people in the Catholic way of life, both at Most Pure Heart of Mary School and Hayden High School.

Parent Teacher Ministry (PTM)

The Most Pure Heart of Mary Parent-Teacher Ministry is designed to assist with community building and stewardship efforts. To this end, PTM usually plans social activities for school families and coordinates volunteer efforts for both in-and-out-of-school service programs. In addition, the organization may be called upon to assist with fundraising events and activities. However, fundraising is not the primary function or responsibility of the organization.

Archdiocesan Guidelines for School Fundraising

Fundraising activities/events should be in keeping with the doctrine of the Catholic Church and accepted legal practices. Activities that require students to solicit from strangers are not appropriate. Approval of the Principal and/or Pastor must be obtained before fundraising activities are conducted and before any monies generated from fundraising efforts are dispersed. Since MPHMH does not have the available resources to research the practices of charities, all school fundraisers must benefit our parish/school or Catholic organizations.

Funds will be maintained in an approved school account, under the control of the Principal. At the end of the fiscal year, any funds in excess of an amount predetermined by the Principal/Pastor should be deposited into the school's general fund. An independent review of finances with regard to fund-raising shall be conducted annually by an independent reviewer with the appropriate expertise. (Series 9000, page 97, #9020, Archdiocesan Policy)

School Council

“School Advisory Councils exist at the discretion of the Pastor and Principal and are designed to be of a strictly consultative nature. The Council is designed to serve as a sounding board to the Principal. When called upon, the Council gives feedback to the Principal and Pastor regarding policy and standards for the school. Administrators are responsible for developing methods and programs to implement policy. Matters involving curriculum, personnel, and individual student concerns of a confidential nature are solely the purview of administrators and pastors and are not appropriate topics for school council consideration. School council members are appointed by the pastor in consultation with the principal.”

- Archdiocese Catholic School Policies 2010

Most Pure Heart of Mary has an active School Council that meets once a month. Council members include the pastor, principal, teacher member, PTM chairperson, and parent members. Parent members are appointed to 3-year terms. Those interested in serving in this ministry should select *“School Council”* on their parish stewardship card and an application will be mailed to you as openings occur. (Typically two each year.)

Child Custody

In cases in which a student’s parents are divorced, it is the responsibility of the parents to provide to the school copies of the most recent custody agreements. The school will abide by such agreements and will not deviate from any specified procedures unless both parents indicate (in writing) agreement to a change (e.g. the school will only release a child to the parent whom the custody orders designate unless both parents authorize a change in writing).

Most Pure Heart of Mary School will be diligent in remaining neutral in child custody situations. The school will not become involved in volatile or conflict situations between parents. Unless otherwise specified by court documents, Most Pure Heart of Mary School will communicate with both parents regarding matters involving the child. (Series 7000, page 77, #7350, Archdiocesan Policy)

In addition, in difficult custody situations, school administrators should refer parents to their pastors for pastoral care and/or alert pastors to the family situation.

Child Protection - VIRTUS Training for Adults and Volunteers

The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained. (Series 9000, page 99, #9060, Archdiocesan Policy)

Pre-registration

It is necessary to pre-register for a training session at www.virtusonline.org.

Contact Parish Virtus Coordinator or

Maura Dodson

913-647-0367

email: mdodson@archkck.org

RELIGIOUS EDUCATION

It is believed that when students attend Mass or other prayer experiences, a greater appreciation and understanding of their faith takes place. We welcome and encourage parents to join in our Eucharistic Celebrations and other special prayer celebrations. A designated teacher and the Pastor teach sacramental programs to students who are to receive the sacraments of Reconciliation, First Communion, and Confirmation. However, we encourage parental participation, especially in programs for the reception of the Sacraments. The children are required by Church law to have a basic understanding of these Sacraments before being permitted to receive them. It is expected that all families will attend Sunday Mass and Holy Days and participate in other parish activities. We ask parents to be faithful to their responsibility as the primary religious educators of their children. Students of all faiths are expected to attend all religious activities with their class. Our students also participate in service programs. You will be notified when your child's class models this Gospel value.

Mass

Students will attend Mass one day per week alternating monthly between either Tuesday or Friday at 8:00 daily Mass. "All-school" Masses are generally the first Friday of each month at 9:30 and Holy Days of Obligation at 9:30. All students wear uniform pants to all-school Masses. Families are invited to attend any of our school Masses.

Prayer

Prayer shall be an integral part of each school day at Most Pure Heart of Mary. It will be the responsibility of the Principal to design and implement a plan for frequent and regular prayer activities for students and faculty/staff. (Series 9000, page 104, #9260, Archdiocesan Policy)

Child Protection – Virtus Training for Students

Catholic Schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught. (Series 9000, page 99, #9070, Archdiocesan Policy)

ACADEMICS

Academic Expectations

Most Pure Heart of Mary School will provide appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. These outcomes may be viewed for all grade levels/subjects at the Archdiocese of Kansas City Catholic Schools website: archkckcs.org.

Required Subjects in Elementary Schools

Every accredited elementary school shall teach reading, writing, arithmetic, geography, spelling, English grammar and composition, U.S. history, Kansas history, civil government and the duties of citizenship, health and hygiene, and any other subjects that may be required by the State Board of Education. (K.S.A. 72-1101).

In addition, each school shall maintain an organized physical education program. (Article 6, Section 2(a) of the KS Constitution).

Each school shall provide a comprehensive education program in human sexuality that is consistent with Catholic Church teachings standards and values, including information about sexually transmitted infections, especially acquired immune deficiency syndrome (AIDS). (KS Accreditation Regulation 91-31-20). (See Policy #8010). The Archdiocesan Office of Catholic Schools as well as the Archdiocesan consultant for Family Life can provide assistance re: choosing approved materials. N.B. Catholic schools shall teach the virtues (e.g. chastity, modesty, respect) associated with the Church's teaching on human sexuality but shall respect the right and responsibility

of parents to be their children's first teachers regarding the biological aspects of sexuality. (Series 8000, page 85, #8030.1, Archdiocesan Policy)

Field Trips

Field trips are school-sponsored events that should be extensions of the instructional/formation process. The Archdiocese of Kansas City in Kansas recognizes the importance and value of trips for educational and formation purposes and appreciates that visits to places of cultural, educational, or religious significance can further enrich the lessons of the classroom. This policy permits principals and/or assistants/vice principals to approve of field trips. The following parameters should be taken into consideration when any field trips are being planned. They are as follows:

- the field trip shall have stated educational outcomes
- the students shall be prepared for the observations they will make on the trip
- the students shall participate in a follow-up assignment which will help them assimilate the knowledge they have gained from the trip
- all applicable Archdiocesan policies are followed
- instructions will be given to volunteers that describe their responsibilities, and volunteers have completed Virtus training and current bulletins.
- Proper insurance for students, personnel, and equipment as indicated on Form C115e.
- Inclusion of a proper first aid kit and fire extinguisher.
- Permission in a written form from each student's parent or legal guardian.
- If a fee is charged for the field trip, a contingency should be made for any student who cannot afford the trip. Ideally, a student(s) should not be excluded because of a lack of funds.

Finally, whenever possible, the teacher should make an advance visit to the site of the field trip so that any and all unforeseen circumstance, situation, and/or events could be properly planned for, so that any difficulties would be minimized. (Series 8000, page 86, #8040, Archdiocesan Policy)

Transportation for Field Trips

The use of buses for transportation of students for field trips is strongly recommended. Contracted transportation must provide proof of insurance. If private vehicles must be used, only those personally owned vehicles, whose owners carry liability insurance for a minimum of \$100,000/\$300,000 shall be used. Confirmation of this insurance should be on file in the principal's office. Drivers must be 21 years of age or older and have a valid driver's license. (See Appendix Form #C115e). (Series 8000, page 85, #8040.3, Archdiocesan Policy)

Homework

The following is a "rule-of-thumb" for the amount of time a student should spend on homework each night:

Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grades 6-8	60-90 minutes

Students who miss school because of illness, vacation or other excused absences should pick up their homework on the day they come back to school. They will be given three school days to have their homework completed and turned in to their teachers.

Grades

Letter grades are an indication of the level a student is mastering material. 3rd-8th Parents may view their students' grades on-line with a code that is provided to each parent.

Letter grades and numerical equivalents for the plus/minus grading scale.

100- 94	A
93-87	B
86-73	C
74-68	D
below	F

Kindergarten – 2nd Grade

An outcomes-based grade card will be used to communicate student progress.

Academic Probation for Grades 6,7 & 8

1. Student grades are reviewed weekly. At this time, any student who has 2 Ds or an F in any subject will be ineligible to participate in Topeka Parochial League Athletics, including all practices and games, until the grades improve to an allowable level.
2. Students who have missing assignments or need extra help mastering a concept should make arrangements to visit that teacher's classroom during the study hall period at the end of the day.
3. Progress reports are sent out after the fifth week of every quarter and grade cards are distributed every quarter. If a student has three or more Fs a conference will be held with the student, parents, teachers and administration to discuss a plan to improve academic success. This could include: private tutoring, student improvement plan, receiving help after school, etc. If it is determined that Most Pure Heart of Mary School is not able to meet the student's needs, alternative placement is possible.

Retention of Students for Academic/Social/Emotional Reasons

No child should be retained unless there is sufficient data and evidence that he/she will profit academically and suffer no emotional strain from being retained. Retention should only be considered in exceptional circumstances where there is strong evidence that it is in the best interest of the student. The decision for retention must involve the Student Intervention Team and the team may ask for input from the Associate Superintendent for Student Services. This consultation and evaluation process should take place within an acceptable time line to allow all parties sufficient time to consider the decision. When considering if a student might be retained, the principal and teacher must consult with the parent(s) with the final decision being made by the parent. Research demonstrates the potential for negative effects consistently outweighs the potential for positive outcomes with respect to student retention. Accordingly, educational practices have shifted to the almost exclusive use of promotion with intervention for students who are at academic risk.

See John Hattie's research on retention: Hattie, J. (2009). Visible Learning: A Synthesis of Over 800 Meta-Analyses Relating to Achievement. New York: Routledge. (Series 7000, page 80, #7520, Archdiocesan Policy)

Graduation

Students are eligible to receive a diploma from the Archdiocese of Kansas City in Kansas and Most Pure Heart of Mary Parish after a satisfactory completion of the required studies and after all tuition and fee obligations to the school have been met. (Series 7000, page 78, #7400, Archdiocesan Policy)

Social Events After Graduation

Archdiocesan schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they are the responsibility of the parents. (Series 7000. page 78, #7400.1, Archdiocesan Policy)

Classroom Teaching Assistants

Most Pure Heart of Mary School recognizes that Teacher Assistants are a valuable asset to the school to help the Classroom Teachers in fulfilling their function and duties.

The principal shall assign and allocate Teacher Assistants to classrooms as his discretion shall dictate, considering such factors as classroom size, the age of the class, and any special needs of the class. The principal may consider any other factors which he/she may deem appropriate.

Special Needs

Most Pure Heart of Mary School is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources.

Financial Limitations

Most Pure Heart of Mary School is not able to financially support costly accommodations such as para-professional educators or technology devices/programs to individual students with educational or physical disabilities.

Instruction for Students with Special Needs

The Catholic Schools in the Archdiocese of Kansas City in Kansas are committed to the goal of meeting the needs of students with disabilities. Students with special needs can be supported on a variety of levels: home, instructional interventions, minor adjustments in classroom and school setting, and potentially in partnership with the local public school district where the student resides if the student meets the criteria for an Individualized Education Program (IEP) through the public school district. The Teaching All God's Children Intervention Circle (see appendix) is a chart that represents the support of students with special needs provided by the Archdiocese of Kansas City in Kansas. See below for specific services provided by Perfect Wings to assist schools in serving students with special needs.

While Catholic schools strive to support students with special needs, Catholic schools may not be able to provide a comprehensive special education program that mirrors what is offered in public schools for students with disabilities. In the event the learning center or resource center at the Catholic school becomes the primary educational setting for the student with special needs, the student's placement in Catholic school must be reevaluated. The goal for providing support for students with special needs is for the student to become as independent as possible. Any individual working with students and/or staff must do so in accordance with policy #3220.1 and #3220.2.

Perfect Wings offers the following services to support schools in serving students with special needs:

- Professional Development
- On-site consultation and transition planning
- Perfect Wings newsletter
- Link to community and state resources
- Mission focus (Series 8000, page 89-90, #8130, Archdiocesan Policy)

Individual Education Plans (IEP)

Catholic Schools may provide learning support services to students with special needs. However, if a student meets the criteria, a student may be provided an IEP from the public school district where the student resides. The public school district is responsible for the creation and implementation of the IEP. The Catholic Schools in the Archdiocese of Kansas City in Kansas will make every reasonable effort to support the student's IEP in the Catholic School setting. However, special education services (e.g. specialized instruction, occupational therapy, speech therapy, physical therapy) are provided by the public school district responsible for implementing the IEP.

Concerns regarding the creation or implementation of the IEP must be directed to the public school district. (Series 8000, page 90, #8130.1, Archdiocesan Policy)

Catholic School Student Support Plans in compliance with Section 504

Section 504 is a Civil Rights Statute prohibiting discrimination on the basis of disability. According to 104.39(a) of Section 504, "A recipient that provides private elementary or secondary education may not, on the basis of handicap, exclude a qualified handicapped person if the person can, with minor adjustments, be provided an appropriate education..." Catholic Schools will provide Student Support Plans in compliance with Section 504 for Private Schools to qualifying students.

The following are required elements of serving students with Student Support Plans in compliance with Section 504 for private schools:

- Parent must receive a notice of a Student Support Plan meeting
- Copies of the Student Support Plan must be provided to all staff working with the student
- Student Support Plans must be reviewed and updated annually
- Dispute Resolution Process must be established

Gifted Services

Students identified for gifted education in grades 1-5, may have their IEP implemented (receive services) at a designated public school. Transportation is typically provided by the district for those residing in USD 501 boundaries.

TECHNOLOGY & MEDIA

Academic Expectations

Schools will provide students with appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. Technology offers unique learning opportunities if used appropriately. Each school shall establish its expectations, policies, and procedures with regard to technology and learning. (Series 8000, page 89, #8100, Archdiocesan Policy)

Acceptable Use of Technological Resources

Technology is a valuable and real world educational tool. Most Pure Heart of Mary School is committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

Scope Of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming, harassing or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

The types of electronic and digital communications referenced in this policy include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over internet protocol (VOIP), chat

rooms and instant messaging.

Goal

Most Pure Heart of Mary School's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology based tools and related technology skills

Responsibilities Of User

Our school will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

At Most Pure Heart of Mary School, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- 1) **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- 2) **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people. (This includes "follow, Friend, Like, Retweet" in a bystander role.)
- 3) **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- 4) **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- 5) **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Privilege: The use of the Internet is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal, and his/her decision is final.

Parameters for Acceptable Use of Technological Resources in Catholic Schools

The following are to be followed by all schools of the Archdiocese of Kansas City in Kansas.

Schools technological resources are provided for use by students, faculty, staff and other authorized users of the School. All users are responsible for using these resources in an ethical, moral and lawful manner.

The following outlines the use of School technological resources:

1. The technological resources of the School are the property of the School. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked by the President or Principal of the School or designee without prior notice.
2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources.
3. No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges)
4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges)
5. The School is not responsible for damages to any party arising from the use of any School technological resource.
6. All student access to technological resources is subject to the School's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the School.
7. Usage of technological resources for unacceptable and/or, non-School approved purposes is prohibited.
8. The School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited.
9. The School's technological resources may not be used to advance or endorse any candidate for elective public office.
10. The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion.
11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secrets.
12. It is the responsibility of all parents, students and employees of the School to become familiar with these guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate School authority.
13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines.

The Archdiocesan Office of Catholic Schools will review and amend this policy when necessary. (Series 9000, page 110-111, #9340.1, Archdiocesan Policy)

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. (includes "follow, Friend, Like, Retweet" in a bystander role.)
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Use a social media presence (i.e. Facebook, Twitter, SnapChat, etc) to harass, bully, create a likeness, image, photograph, video or personally identifiable information about any employee, student,

- parent, or parishioner is prohibited, except in the express permission of the principal.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy CD-ROMs or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Use another's password or account.
- Use pseudonyms or anonymous sign-ons.
- Harm the goodwill and reputation of the school or system in the community.
- Damage computers, computer systems, files, programs or networks.
- Vandalize or damage the property of another individual, including data files.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.)

Acceptable Use of Non-School Technological Resources

Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers, other school employees and students are expected to be a witness to the faith by conducting themselves at all times, in and out of school, in a manner consistent with the teachings of the Catholic Church. This applies to the use of both school and non-school technological resources. Because such use is not considered private, schools may become aware of use and/or content related to non-school technological resources. If this occurs, schools reserve the right to address, in a manner consistent with the parameters specified in policy #9340.1 any inappropriate content or use. (Series 9000, page 111, #9340.2, Archdiocesan Policy)

Reporting

Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights

The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, Most Pure Heart of Mary School reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to, Facebook, Twitter, Youtube and SnapChat.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers is forbidden on a teacher's personal social networking site.

Personal tweets and posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications directed at students, staff, parishioners, Most Pure Heart of Mary School and Church.

Policy Violations

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may

result in any or all of the following:

Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system. Issuance of conduct referrals/detentions/suspensions/expulsion, if applicable.

Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Library

Our school library takes pride in having a quality collection. Titles are within guidelines for age and quality. We regularly go through the books and materials and pull outdated information or titles that are no longer working with our curriculum or meet the needs of students.

Our library is open and available throughout the school day. Students are encouraged to visit often. K-5 classes visit once a week as a class. Grades 6-8 visit every two weeks or as scheduled during their literature class. Classes may schedule additional time in the library as time allows. Students may visit throughout the day with their teacher's permission.

Book Care

- Students should have a place safe from pets and very young children in which to keep materials at home.
- Having books in a special place will help students develop responsibility to return materials to the library on time.
- Help your child learn to treat their books gently and turn pages with care.
- When the weather is bad, students should have a protective bag in which to carry library materials.

Check-Out Limits

- Kindergarten checks out one book for one week. Students must return a book to check out a new one. This helps to develop responsibility to return books in a timely manner. At this level emphasis is also on book care. Second semester students may check out up to two books.
- 1st Grade checks out one book for the first quarter, then two books.
- 2nd Grade checks out two books for the first quarter, then up to three books.
- 3rd Grade checks out up to three books for the first semester, then up to four books.
- 4th-8th Grades checks out up to four books.

Fines

There are no fines for late materials. However, we ask only that items be returned. We do require lost or damaged materials to be replaced.

Overdue Books

- Students will generally be informed during their library visit of any materials that are currently checked out to them.
- When books are more than 2 weeks overdue, notices will go out.
- Parents are notified by email when materials are four weeks overdue.
- Lost or Damaged books must be paid for with the replacement cost of getting a new copy with library binding.
- If students have outstanding over-dues or fees they may not checkout, until parents have been notified. If a lost book is found during the same school year, lost book cost will be refunded. After the end of school we order replacements; therefore, no refunds after the school year has ended.

STUDENT ACTIVITIES

Student Council / Ambassadors

The Most Pure Heart of Mary Student Council will consist of students from grades 5 through 8 . Student membership will be appointed through an application and interview process. The focus of the student council will be to enhance student involvement in the programming offered by Most Pure Heart of Mary School, especially in the areas of hospitality, prayer, stewardship and faith formation.

Assemblies

During assemblies students are expected:

1. to be polite and attentive
2. to enter and leave the assembly in an orderly fashion
3. to maintain a quiet atmosphere during the entire assembly.

Band

Students in grades 5-8 may choose to enroll in and. There is a Band fee of \$45.00 per student. (If there are multiple siblings enrolled in Band, the second, third, etc. students pay a reduced Band fee of \$25.00.) Band options include: Beginning Band (5th grade), Advanced Band (6-8th grades) and Jazz Band. (Students must be enrolled in Advanced Band to participate in Jazz Band.)

Classroom Parties and Treats

- If a holiday such as Halloween, or Valentine's Day falls on a school day, teachers may have a short party at the end of the day and request Room Parents to provide a treat.
- The Christmas Party is usually held at the end of the day before dismissal for vacation. The Room Parents provide a drink, cookies, ice cream, or the like.
- Please schedule any birthday or other special treats with the classroom teacher.
- Party treats may not take the place of school lunch.

Deliveries

Flowers, balloons and other deliveries to recognize children on birthdays or other special occasions will be kept in the office until the 2:55 announcements.

Parties Outside of School

In accordance with Archdiocesan recommendations and the recommendations of the Topeka Parochial School Principals, it is suggested that parents neither sponsor or permit their children to attend mixed (boy/girl) parties, particularly in the upper grades, until after eighth grade graduation. Many problems experienced in the school, which hinder student progress, such as unhealthy competition, cliquishness, pettiness and other undesirable habits, appear to have an origin in mixed parties.

Parents are never allowed to distribute private party invitations through their students at school.

Co-curricular and Extracurricular Activities

Participation in co-curricular and extracurricular activities can enhance the development of students and help them realize their human potential. Thus, schools are encouraged to provide such opportunities. Any co-curricular activities must be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teaching of the Catholic Church, which may or may not be consistent with societal trends.

Certain school sponsored activities should not be scheduled on Sundays. Sundays have always been accorded a special place in the life of the Church. In addition to worshiping God through the Sunday Eucharist and providing

space for cultivating family life, the Church recognizes that this is a day that can also foster cultural, social and religious life. As long as activities are celebratory, communal and occasional, they would be in accord with the way we are called to live out Sundays. In the case of school sponsored activities that do not clearly fit within these criteria, the Pastor of the parish school (in the case of single parish elementary schools) or the Pastors on the board (in the case of high schools and consolidated elementary schools) in consultation with priests in the pastoral region, will make the decision to allow or disallow the activity in question. [This policy is taken from the policy statement Appendix P in the Archdiocesan Handbook for Priests.]

In providing co-curricular and extracurricular opportunities for students, schools must be highly sensitive to the rights and dignity of all students, male and female. In the context of Catholic athletics, schools will abide by the applicable civil laws.

Catholic Church teachings regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural conditioning but are part of human nature. God created men and women to be equal yet different, so that through their complementarity they would reflect His image (cf. Gen. 1:26-28). In writing about the “ecology of man,” Pope Francis states that “valuing one’s own body in its femininity or masculinity is necessary...It is not a healthy attitude which would seek to cancel out sexual differences because it no longer knows how to confront it.” (Laudato Si)

Consequently, there may be some sports/activities that in a Catholic school will be restricted to like-sex participation, regardless of what is accepted by the Kansas State High School Activities Association (KSHSAA). (One such example of an activity that is inappropriate for mixed sex competition is wrestling.) The Superintendent of Schools, with direction from the Archbishop or his designee, will determine on an as-needed, case- by- case basis what other athletics/activities besides wrestling also should be so restricted.

In addition, Church teachings dictate that proper attire and decorum be maintained at all events and activities. Uniforms must be modest, and programs (e.g. music selections, play selections, dance routines, cheers, debate arguments, etc.) must be consistent with Gospel values and Catholic Church teachings. School principals may reserve the right to judge appropriateness and to restrict participation in an athletic event or other activity if there are issues regarding what is acceptable attire and decorum. (Series 8000, page 87-88, #8050, Archdiocesan Policy)

Participation Forms and Transportation for Co-curricular and Extracurricular Activities

All schools must have a Transportation Policy for co-curricular and extracurricular programs that is communicated in writing to parents. Parents will acknowledge in writing that they have read this statement. For school sponsored activities held in a location other than the school grounds, the school will attempt to provide transportation for players, participants, coaches, and sponsors. The school will communicate in writing to parents when transportation is not provided.

In those situations where transportation is not provided, a participation and transportation release must be on file. (See Appendix Form #C115f). (Series 8000, page 88, #8050.1, Archdiocesan Policy)

Supervision for Co-curricular and Extracurricular Activities

Students will be supervised at all times by certified staff. The Principal shall determine the appropriate number of adults for adequate supervision as well as the responsibilities of the certified staff. Volunteers shall be instructed as to the expectations regarding their duties and responsibilities as well as the responsibilities of the certified staff. Applicable policies, if any, contained in the Archdiocesan Policies and Procedures Concerning Sexual Misconduct will be followed. (Series 8000, page 88, #8050.0, Archdiocesan Policy)

Sports - Topeka Parochial League

- Most Pure Heart of Mary 6-8th grade students may participate in Topeka Parochial League (TPL) sports.

Fall: boys' and girls' soccer, girls' volleyball, boys' football

Winter: boys' and girls' basketball

Spring: boys' and girls' track

- Soccer, Volleyball and Basketball fees are \$20.00. Track will be \$15.00. Fee payment is due before the first practice.
- All students playing in the sports program are required to have insurance. Forms must be turned in by September 1st.
- All students playing in the Topeka Parochial League sports program must also have a release signed by the student and parents before the student begins the first day of practice.
- All students must have an *AFFIDAVIT OF CONSENT FOR TREATMENT* form signed. Students playing TPL sports must have the form signed before the student begins the first day of practice.
- All students who participate in the Topeka Parochial League Athletic Programs must have certification of passing a physical examination by a doctor. Forms may be picked up from school. The deadline for these physicals is before the first day of practice. If you have been given a physical examination during the past four months, it will be considered valid; but you must have the proper form filled out by your doctor.
- NOTE: Most Pure Heart of Mary offers an evening opportunity for students to receive physicals at a discounted price. This event is held in August.

Athletic Eligibility

Students participating in the school sports program are expected to maintain acceptable behavioral and academic standards.

Academic Ineligibility

Student grades are reviewed weekly. Any student who has 2 Ds or an F in any subject will be ineligible to participate in Topeka Parochial League Athletics. This includes all practices and games until the grades improve to an allowable level.

Incomplete or Missing Assignments Ineligibility

Three incomplete or missing assignments for the teacher of any one subject will result in ineligibility for TPL sports for one week. Each time the student misses an assignment or hands in an incomplete assignment it counts toward their ineligibility. If the student becomes ineligible, he or she will be notified and the notification will be sent home to the parents. The student will be ineligible for Topeka Parochial League sports including practices until the assignments are turned in.

Behavior Ineligibility

The student can be deemed ineligible for either disruptive or unacceptable behavior. Students serving 3 or more after school referrals during a school year will be ineligible for sports for one week, Monday through Sunday. Each succeeding after school referral will result again in one week of ineligibility.

The notification form will be signed by the teacher, student, Athletic Director, and the principal and as stated above sent home with the student.

Hayden Events

The five elementary schools in Topeka form a close unit with Hayden High School and are the main sources of Hayden's future population. In order to develop a healthy faith community, participation in Hayden events is encouraged. Parents are encouraged to accompany their students to football and basketball games and other school functions and to remain with them at these activities for proper supervision. Neither Hayden nor the elementary schools approve of sending elementary students to these events without having the parents remain to supervise. This will allow everyone the comfort of enjoying the events without worrying about students who are misbehaving, talking during the national anthem, throwing concessions on the audience, shooting water

guns, using alcohol, hanging around in areas where they are not supposed to be, and other similar misbehaviors. Together we can help our children present themselves as good examples to our community.

FINANCING OUR CATHOLIC SCHOOL MISSION

Registered, active members of the parish

- Commit time to God through
 - † Attending Mass every Sunday and Holy Days
 - † Spending time daily in personal and family prayer
- Share their gifts and talents with the parish family through active involvement in parish ministries.
- Live out their vocational call from God.
- Strive to be good Catholics at home and in the workplace.
- Make a financial commitment to support the Church.
 - Prayerfully consider tithing (or working towards tithing) at the following levels:
 - o Pledge 5% of your income to Most Pure Heart of Mary
 - o Pledge 1% of your income to Archdiocese
 - o Pledge 4% of your income to other charities of your choice

Most Pure Heart of Mary Family Registration and fees:

Most Pure Heart of Mary strives for a funding matrix of 60% family paid, 30% parish paid and 10% fundraising paid.

Tuition and Fees:

Our annual family tuition and registration fees are set each year in the spring.

Fees may be paid using one of the following plans

1. Payment in full by August 15th
2. ½ payment by August 15th and ½ payment by December 15th
3. Monthly: 11, 10, or 9 month payment plan processed via ACH through our school's bank.

Members of other Catholic Parishes Registration and fees

Catholic families who belong to other parishes will pay the same fees as Most Pure Heart of Mary families pending approval by their home parish priest. Generally, it is the responsibility of the home parish to subsidize the difference between the cost per pupil and the family fee schedule. Priests may work out other agreements between parishes.

Non-Catholic Student Registration and fees

- Students who are not of the Catholic faith are welcome at Most Pure Heart of Mary School. However, since the Catholic school curriculum and activities are designed to teach the Catholic faith, promote the Catholic mission and support community-building, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayer services (with the exception of the receiving of sacraments, open only to members of the Catholic faith) and are not exempted from religion class requirements.
- Non-parishioners will be charged based on the full cost of education per student of \$5500. (Non Catholic families are also eligible for financial assistance and may request an application from the school office.)

Tuition / Fees Refund Policy

Application / Registration Fee of \$200 per family is non-refundable.

Resource Fees (Text/Technology Subscription / Consumables) of \$200 per student are non-fundable. (Both registration and resource fees are included as part of the “total tuition” amount.) Tuition (excluding fees) is refundable at a rate proportionate to the percent of the school year completed at MPHMH.

*Please remember that as good Christian stewards, our budget is tight and your payment of debts owed is very important to our school’s proper functioning for everyone. Note that failure to maintain prompt payment of outstanding bills could result in suspension from academic participation in class (including all final testing) and therefore withholding of final grading until the program can be completed (resulting in incomplete grades on the child’s transcript).

FOOD SERVICE POLICIES

- Student hot lunch prices are listed on the lunch menu on the school website.

Meals include choices of an entree, vegetables/salad bar, fruit, and milk (Students must have at least 3 food groups on their plate to be considered a meal.)

Ala carte items are available for purchase too. Prices are listed on the lunch menu on the school website.

Lunch accounts need to maintain a positive balance. Money can be placed on your family lunch account by sending a check to the school. You may also make a payment via our school website at mphmschool.com. (If you send cash, please make sure it is very clear on the envelope whose account and that it is for the lunch account.)

- Students and parents will not be allowed to bring in pop or meals from outside establishments. (e.g. Pizza Hut or McDonald’s) We appreciate your cooperation with this policy. You may take your child out for lunch; remember to sign him/her out at the office.



School Policy does not allow
parents and students to bring in pop
or meals from outside establishments.
(For Example Pizza Hut or McDonald’s)
We appreciate your cooperation with
this policy.

- Parents are welcome to join their student(s) for lunch beginning September 1st. (This gives us a few weeks to establish routines.)
- Friends or sibling guests must be accompanied by an adult.

DRESS CODE

Approved MPHMH Uniform Vendor:
Class Act Uniforms
301 SW Gage Blvd, Topeka, KS 66606
(785) 273-0551

Note: Be careful purchasing from other sources. The clothing articles should be indistinguishable from the approved uniform, especially in regard to visible branding logos such as: Under Armour, Nike, Polo, etc.

The purpose of the Most Pure Heart of Mary School dress code is to foster self-respect, modesty and appropriate behavior which enhances a positive Christian image. Students are required to wear the adopted school uniform for its intended purpose. All clothing items must be neat, clean, fit appropriately, and in good repair. Regulations specific to uniforms include the following:

Pants / Shorts:

Students may wear navy/khaki shorts and slacks. (*Shorts no shorter than 5 inch inseam.*)
May be purchased at Class Act or at any store where uniform pants are available. (No “logoed” brand names may be worn, e.g. Polo, Dockers.)
Girls may wear plaid walking shorts purchased at Class Act.

* **Note regarding cold weather attire:** We ***strongly*** encourage parents to help students decide when it is too cold for shorts. When the weather is 20 degrees or above, we will be going outside for recess - providing there is no precipitation. (If wearing shorts in cold weather becomes an issue, we may amend our dress code policy restricting shorts to non-winter months.)

Skirts / Skorts / Jumpers / Capris

Girls may wear a uniform plaid skirt/skort (grades K-8), plaid or solid jumper (grades K-2) *no shorter than 2 inches above the knee.*
Girls may wear navy/khaki or plaid skorts. (Must be purchased from Class Act.) *Skirt/skorts no shorter than 2 inches above the knee.*

Shirts

Students may wear short or long-sleeved navy blue, sky blue, or white polo shirts. Shirts must have the approved uniform MPHM logo.

Students may wear long-sleeved navy crew sweatshirts or navy hooded sweatshirts with the MPHM logo. Sweatshirts must have MPHM logos and be worn with a collared uniform shirt underneath. (A white t-shirt underneath is acceptable provided the sweatshirt is not removed during the school day.)

Students may wear navy fleece jackets, sweaters, pullovers, pocket cardigans, or sweater vests with the MPHM logo. (Hoods/hats are not to be worn indoors.)

- All shirts must be tucked in
- Undershirts must be white or navy, without wording or logos showing through. Long sleeved undershirts are permitted during inclement weather. Undershirt sleeves must not extend beyond or be visible beyond the uniform shirt sleeve.

Shoes

- All students must wear shoes with closed toes that have backs/straps (for safety). Socks are required for sanitary reasons.
- Clogs, sandals, Crocs, and shoes with wheels are not appropriate for school (due to safety concerns with running and playing during recess and PE).
- Tennis shoes must be worn on days when students attend PE class.

Hair

- Hair should be well-groomed, styled/combed, and ready for the day.
- Hair should be kept out of the student's face.
- No extreme hairstyles are allowed (writing, signs, emblems, mohawks, significantly unnatural colors, etc.)
- Boys must be clean-shaven.
- Hair should not be a distraction to learning or teaching. Teachers or administrators will address any distraction issues individually.

Jewelry and Make-up

- Earrings are not allowed for boys. Pierced jewelry is not allowed except for earrings for girls.
- It is preferred that students do not wear makeup, as it often becomes a distraction to learning. However, if the parent permits, make-up may be worn modestly in 7th/8th grades. Teachers or administrators will address any distraction issues individually.
- Tattoos (including temporary and pen-drawn) are not permitted

Exceptions

- Cub Scouts and Scouting BSA uniforms may be worn on meeting days.
- The administration may designate spirit and non-uniform days.
- Students in grades 6-8 participating in Topeka Parochial League Sports or grades 7/8 Saints Football/Cheerleading may wear their uniform jersey/jacket on game days or the day prior if school is not scheduled for the game day.

The classroom teachers enforce our Dress Code. Parents will be notified by referral if the child is not in conformity.

Any clothing that might be removed during the day, such as sweaters, sweatshirts, or hair bows should be labeled with the student's name for identification. The school is not responsible for lost clothing.

Spirit-Wear and Non-Uniform Days:

MPHM Spirit wear days are specially designated times to "sport" our school pride. Our PTM sells spirit wear through an online store. We love to see our Hayden Catholic High School spirit wear too.

★ Note: Spiritwear is not part of our normal uniform.

Non-Uniform Days are announced from time-to-time as rewards, celebrations or as service fund-raisers.

- Students may wear jeans or uniform bottoms. (Skin should not be visible through rips or holes in the jeans.)
- Shirts are sometimes suggested themes and sometimes free choice, but should always be modest and appropriate (not contradictory to our Christian morals/values).

CONDUCT

School Discipline

"Human virtues are firm attitudes, stable dispositions, habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith. They make possible ease, self-mastery, and joy in leading a morally good life" (Catechism of the Catholic Church 1805). Extreme caution should be exercised in disciplining children. Schools should implement a school-wide Virtuous Behavior Formation Program to routinely teach and recognize students demonstrating virtuous behavior. Every attempt

should be made to discover the cause of the student discipline problem. When disciplinary action is required it should be geared to help the student grow in understanding of himself/herself and of his/her Christian responsibilities to others. Extreme and unusual forms of punishment are not permitted. In addition, practices such as withholding recess, and/or having students “walk the line” or walk laps during recess, etc. are unacceptable and not considered best practice (unless those would be considered a natural consequence to poor behavior of a student that occurred during recess). Corporal punishment is not allowed under any circumstances.

Most Pure Heart of Mary believes that parents and teachers share the responsibility for the development of positive behavior in the spirit of Christian principles. The best discipline is self-discipline. Students are expected at all times to conduct themselves in keeping with the expectations of a Catholic school. MPHM School reserves the right to address student behavior that does not comply with expectations, regardless of whether that behavior occurs in or out of school.

Most Pure Heart of Mary faculty members are known for their integrity and understanding of students. **Thus, when a problem arises, contact is made with the parents so that remediation of behavior may take place.**

Parents are expected to cooperate fully with discipline policies. Lack of cooperation undermines the effectiveness of these policies.

Schools may reserve the right to inspect student property or individuals if student behavior indicates a need for such inspection. School leaders determine the need for inspection. (Series 7000, page 57, #7105, Archdiocesan Policy)

The administration is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Discipline Agreement

Student: As a student of Most Pure Heart of Mary School, I agree to the following:

1. I will come to school ready to learn.
2. I will have each day's homework completed and ready to hand in.
3. I will work to reach the highest expectations.
4. I will respect both people and property and everyone's right to learn.
5. I will not endanger myself or others.
6. I will respect those in authority and will not criticize them.
7. I will comply with all classroom and school rules.

School: As a school, in order to give students every opportunity to be successful, we agree to the following:

1. We will make every effort to provide you with a safe environment.
2. We will offer you challenging instruction in a respectful environment.
3. We will notify your parents whenever there is an unusual situation involving you.
4. We will give you and your parents respect.

Behavior Expectations and Forming Disciples for Life

There are 100 reasons parents may send their children to MPHM School. However, Most Pure Heart of Mary School exists for only one reason...to “Form Disciples for Life.” In that effort, the following virtue-base behavior model will be taught and practiced to help foster virtuous development and maintain an environment conducive to achieving that purpose.



**MPHM School:
Forming Disciples for Life**

Most Pure Heart of Mary School students and staff desire to grow in the fullness of our Catholic Faith and discipleship of Jesus Christ. We respect others and ourselves through the following actions:	...In Our Church	...In Our Classrooms	...In Our Hallways	...In Our Restrooms	...In Our Lunchroom	...On Our Playground / In Our Gym	...At Home (examples)
...Be Reverent	We participate in all spoken and sung prayers, responses and hymns.	Our classroom is sacred ground and we take care of it. We respect the teacher, other students and ourselves as part of the Body of Christ.	We are quiet in the halls so we do not interrupt the opportunities of others to grow in faith and knowledge.	We respect the privacy of others.	We participate in our before-meal prayer. We welcome everyone to our table.	We include everyone in our activities, and treat others in Christ-like ways.	I treat my family members with respect and kindness.
...Demonstrate Trustworthiness	We enter and exit the church quietly.	We tell the truth. We complete our assignments. We have needed materials for class.	We always walk, and go promptly to our destination.	We quietly use the restroom, wash our hands, and leave immediately.	We use good manners and do not interfere with others who are eating their lunch.	We use our equipment properly. We return equipment when finished.	I follow our family rules.
...Exhibit Self Control	We are prayerful and quiet during Mass.	We wear the appropriate uniform and follow classroom rules.	We keep our voices quiet, and travel orderly through the halls.	We limit the trips/time in the restroom in order to protect our learning time.	We are mindful of our voice level as we eat our lunch.	We follow the rules for all games, and promptly comply with the teacher's instructions.	I wait until others are done speaking before I begin.
...Display Positive Attitudes	We make eye contact and smile when we offer the sign of peace to friends, teachers and other parishioners.	We use positive and encouraging words, and we respect all students' right to learn.	We greet and smile at adults in the hallway.	We are respectful of the restroom equipment and materials.	We say please and thank you to the lunchroom workers.	We display good sportsmanship at all times.	I do not argue with my parents.
...Offer Service to Others	We return kneelers and hymnals to their proper positions before we leave the church. We cheerfully participate in Mass as altar servers, lectors and/or song leaders.	We keep our work area and the classroom tidy.	We keep our hallways safe and welcoming; we pick up/dispose of trash.	We work to keep the restroom clean, and place our used paper towels in the trashcan.	We leave our space in the cafeteria cleaned and ready for the next person who will eat there.	We try to include students who may have been left out, and report bully-behaviors to the supervisor.	I complete my chores without needing to be reminded, and anticipate the needs of others.

[**MPHM School: Forming Disciples for Life \(link\)**](#)

“Good judgment is the result of experience and experience is the result of bad judgment.” - Mark Twain

While we strive for good student decisions, poor choices are an opportunity to learn and grow as well. As a guide, the administration refers to the following:

Discipline Levels Guidelines

LEVEL 1

Productive Personal Environment

Behaviors that occur in the classroom and affect only the disruptive student.

- i.e.
- Not having appropriate equipment and materials
 - Sleeping
 - Being off task, but not disrupting others
 - Failing to turn in homework
 - Failing to complete assignments
 - Chewing gum

Dress code violation
Tardiness

Minimum consequence: Student has an opportunity to correct/improve the situation.

Maximum consequence: parental contact (repeated infractions may be considered as disobeying, resulting in a conduct referral.)

LEVEL II

Orderly Environment

Behaviors outside the classroom that are not physically threatening, are not illegal, and do not interfere with teaching and learning, but do negatively affect an orderly environment

- i.e. Disruptive behaviors in hallway
- Disruptive behaviors in the restrooms
- Disruptive behaviors in cafeteria
- Disruptive behaviors at a school activity
- Disruptive behaviors at recess and before and after school

Minimum consequence: Addressing the situation with the student

Maximum consequence: Conduct referral

LEVEL III

Productive Classroom Environment

Behaviors that occur in the classroom and interfere with the learning of others.

- i.e. Disobeying
- Continued disruptive behavior
- Disrespectful behavior
- Endangering self or others
- Vandalism
- Cheating
- Making fun of others

Minimum consequence: Addressing the situation with the student and/or students

Maximum consequence: In-school suspension

LEVEL IV

Safe Environment

Behavior that is physically threatening to others and/or is illegal.

- i.e. Weapons
- Drugs
- Fighting (intentionally being physical with another)

Minimum consequence: CARE TEAM / Disciplinary Team Meeting Referral

Maximum consequence: Expulsion

Discipline in Classroom

Individual classroom discipline is handled by the teacher through:

- positive action planning
- positive reinforcement of appropriate behavior
- time-out practices
- keeping students before or after school
- student-teacher conferences
- parent-teacher communications

referral to the principal

Each class has its own list of rules and consequences in addition to general school rules. Both class and school rules must be obeyed. The individual student is to be guided in developing self-discipline.

For students whose behavior is inappropriate and to help teachers provide a more positive learning environment, classroom teachers have the option to keep students before or after school. Also, in order to help students be more successful, teachers will have the option to keep students before or after school who are behind in their work. Parents will be notified by 2:00 p.m. on the day a child will be kept after school.

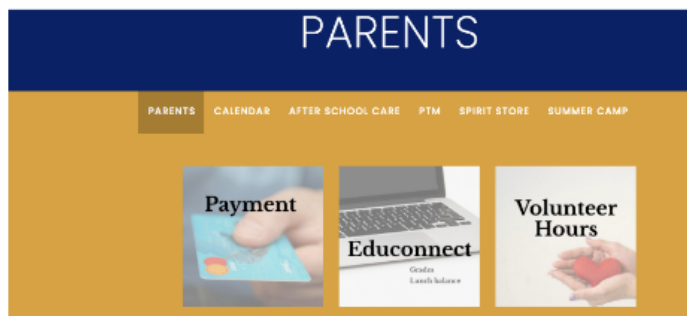
Rules

1. Respect and obey school personnel.
2. Keep hands, feet, and all objects to yourself.
3. Be kind with words and actions.
4. Do not talk back, argue, or show disrespect to the teacher.
5. Walk quietly down hallways.
6. Keep quiet in bathrooms.
7. Take proper care of all property.
8. Obey classroom, lunchroom, and playground rules.
9. Follow the dress code.
10. Do not chew gum or eat candy on school and church property.
11. Do not bring such items as pocket knives, lighters, aerosol cans, firecrackers, or other potentially hazardous items

Bully-Behavior Policy - Bully Prevention

Bully-Behaviors or other safety concerns can be reported from our school website or by using this link:

Report MPHM School Safety Concern or Bully-Behavior



SCHOOL HANDBOOK

SCHOOL SUPPLY LIST

SPORTS PHYSICAL FORM

VIRTUS TRAINING

REPORT MPHM SCHOOL SAFETY CONCERN OR BULLY-BEHAVIOR



Adopted August 1, 2011

All persons have inherent human dignity and thus are deserving of innate respect as a person. Bullying, harassment, or threats or acts of violence against any student will not be tolerated.* Catholic schools in the Archdiocese of Kansas City in Kansas shall implement Anti-Bullying policies grounded in the Gospel message of Jesus Christ. (series 7000, page 60, #7130.1, Archdiocesan Policy)

Most Pure Heart of Mary School uses Gospel values as well as curriculum through Committee For Children to help students learn to recognize, refuse, and report bullying, be assertive, and build friendships.

Bullying is a widespread and serious problem that can happen anywhere. It is not a phase children have to go through, it is not "just messing around." Bullying can cause serious and lasting harm and will not be tolerated at Most Pure Heart of Mary School.

"Bullying" means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- *Harming a student or staff member, whether physically or mentally*
- *Damaging a student's or staff member's property*
- *Placing a student or staff member in reasonable fear of harm to the student or staff member*
- *Placing a student or staff member in reasonable fear of damage to the student's or staff member's property*

Although definitions of bullying vary, most agree that bullying involves:

- **Imbalance of Power:** people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves
- **Intent to Cause Harm:** actions done by accident are not bullying; the person bullying has a goal to cause harm
- **Repetition:** incidents of bullying happen to the same the person over and over by the same person or group, but may also include a one-time occurrence

Bullying can take many forms. Examples include

- **Verbal:** name-calling, teasing
- **Social:** spreading rumors, leaving people out on purpose, breaking up friendships
- **Physical:** hitting, punching, shoving
- **Cyberbullying:** using the Internet, mobile phones or other digital technologies to harm or harass others. This includes posting harassing comments on social media sites, "liking" harassing posts on social media sites, or following twitter accounts created for the purpose of harassing others.
- An act of bullying may fit into more than one of these groups.

When an act of bully-behavior occurs

- ✓ We encourage immediate reporting of bully-behaviors. We are not able to help resolve issues when we don't know about them. Reports can be made to any school staff member, calling the school office or by completing a bully report on our school website.
- ✓ Upon receiving a report, our staff immediately assesses the situation for safety and then work to gather information from the bullied student, the student who engaged in the bully-behavior and any bystanders.
- ✓ Anonymity is a priority.

- ✓ Individual coaching and follow-up conversations are initiated with both the student who was bullied and the student who engaged in the bully-behavior.

MPHM Bully-Behavior Protocol

Is it a Bully-Behavior?

Guidelines for Bully Behavior Consequences

Kindergarten – Third

Behavior	1 st Time	2 nd Time	3 rd Time	4 th Time
Teasing Cyber Bullying Harassment Exclusion	<ul style="list-style-type: none"> - Verbal warning - Initiate coaching process - Contact parent if warranted 	<ul style="list-style-type: none"> - Privilege Loss (1 day) - Parent Call 	<ul style="list-style-type: none"> - Privilege Loss (2 days) - Behavior Modification Plan - Conduct Referral - Parent Call 	<ul style="list-style-type: none"> - CARE Team referral - Parent-School conference - Possible In-School Suspension
Physical Bullying (immediate referral to the office)	<ul style="list-style-type: none"> - Verbal reminder - Parent Call - Initiate coaching process 	<ul style="list-style-type: none"> - Privilege Loss (2 days) - Conduct Referral - CARE Team referral - Parent Call 	<ul style="list-style-type: none"> - In-School-Suspension - Parent Call - Conduct Referral - Documentation of counseling required 	<ul style="list-style-type: none"> - Out-of-School Suspension - Reentry plan - Possible Expulsion
Severe Hitting Threats of Serious Violence (immediate referral to the office)	<ul style="list-style-type: none"> - Suspension per policy - Parent-School conference - Possible Police contact 	<ul style="list-style-type: none"> - Suspension per policy - Police Contact - Parent Call - Create Individual Plan - Documentation of counseling required 	<ul style="list-style-type: none"> - Out-of-School Suspension - Reentry Plan - Police Contact - Parent Call - Possible expulsion 	Grounds for expulsion

Grades Fourth-Eighth

Behavior	1 st Time	2 nd Time	3 rd Time	4 th Time
Teasing Cyber Bullying Harassment Exclusion	<ul style="list-style-type: none"> - Verbal or Written Warning - Initiate coaching process - Contact parent if warranted 	<ul style="list-style-type: none"> - Private dining in a designated room (1 day) - Conduct Referral - Parent Call 	<ul style="list-style-type: none"> - Private dining in a designated room (1 week) - Behavior Modification Plan - Conduct Referral - Parent Call 	<ul style="list-style-type: none"> - CARE Team referral - Parent-School conference - Possible In-School Suspension
Physical Bullying	<ul style="list-style-type: none"> - Parent Call - In-school-suspension (remainder of that day and the next) - Initiate coaching process 	<ul style="list-style-type: none"> - Parent-School conference - Student Sent home - In-school suspension (3 days) - CARE Team referral 	<ul style="list-style-type: none"> - Out-of-school Suspension - Documentation of counseling required - Reentry Meeting 	Grounds for Expulsion

Severe Hitting Threats of Serious Violence	<ul style="list-style-type: none"> - Parent-School conference - Possible Police Contact - Immediate Suspension per policy 	- Grounds for Expulsion		
---	--	-------------------------	--	--

Emergency Safety Interventions

Most Pure Heart of Mary School is committed to serving students with a variety of needs. Regardless of identified student needs, any student at some point in time could manifest problem behaviors. Creating a safe and faith filled environment for all our students is our primary concern. Through the implementation of best practices, prevention and de-escalation strategies, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where the student's actions may present an immediate potential for causing harm to persons or property. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Kansas law requires that any learning environment, including non public schools, put into place policies and procedures for the use of Emergency Safety Interventions for all students. The only time the use of seclusion or physical restraint is permitted at Most Pure Heart of Mary School is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed.

Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is PROHIBITED. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is PROHIBITED in the Archdiocese of Kansas City in Kansas Catholic Schools.

Physical restraint does not include physical escort (temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out, for the purpose of inducing the student to walk to a safe location).

Seclusion, when used with a student, means ALL of the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless supervised by a school employee at all times.

Time-out is not seclusion. Time out is defined in the regulations as a behavioral intervention in which the student is temporarily removed from a learning activity without being confined.

In-school suspension is not seclusion. In-school suspension does not involve the student being isolated from adults and peers and thus does not meet the definition of seclusion.

In the event a parent is concerned about the use or implementation of Emergency Safety Interventions on their child, the parent has the right to file a formal complaint with the Principal, Pastor or School President. Upon

receipt of a complaint, the Principal or President will schedule a hearing. (series 7000, page 63, #7131, Archdiocesan Policy)

Behavior Expectations As Related To The Following

Cell Phones – Electronic Devices

Cell phones and smart watches are to remain in backpacks from the time the student enters the school until dismissal. Electronic devices cannot be permitted to disrupt our school day and will be confiscated when they do. If electronic devices are brought to school, they may be used only with specific permission from the student's teacher. Confiscated devices will be held in the school office until a parent has time to retrieve them.

Valuables

Students are asked not to bring toys, trading cards, video games, other valuables or playground equipment to school. Teachers cannot sacrifice instructional or preparation time to sort out traded, broken or missing item issues.

Before and After School

Students arriving between 7:00-7:30 report to the gym. After school, students should go directly to their pick-up location. Playgrounds are closed until 3:20 or until the pick-process is complete (for safety reasons). Biking, skating, skateboarding or the use of wheeled shoes on the school and church property is forbidden. Remain in designated areas. No horseplay.

Recess

Recess should be seen as a learning-lab opportunity for students to develop social and problem solving skills in addition to getting physical activity. At recess students should respect other people's games. Do not run through the games of others. Don't play keep away. Remain in designated play areas. Get permission to go outside the play area. Get involved in an activity and include others in your activity. Use Christian language. Bring in all playground equipment.

Lunch

At lunch take your time and practice good manners. Food should not be wasted or traded. Keep food off the floor and table. Never throw food or other objects. Clean up the area where you sit. Food should not be eaten at other-than-specified times or places. Disposable water bottles may not be taken from the lunch room after lunch is over. Line up quietly and in single file in the hall. Keep the conversation on a low tone in the lunchroom. Stay seated until given permission to line up. Walk at all times. Students are expected to adhere to all school lunch policies.

Vandalism

Students are required to pay costs incurred for any loss/damage, which results from their misbehavior.

Referrals

For extreme situations where the teacher is not able to obtain the cooperation of students in behaving responsibly, the following procedure may be used:

1. The teacher may complete a conduct referral form.
2. The teacher assigning the detention must contact the parents and note this on the referral form - this needs to be done before the referral is served.
3. Copies of a notice of conduct referral are given to the principal, to the homeroom teacher, and a third copy is given to the student to take home to the parents.

4. Students in grades K-8 who receive a conduct referral will stay after school from 3:05-3:45 p.m. This time may involve the student completing reflection activities, helpful chores or academic tasks.

All assigned referrals will result in 1 or 2 days of after school. During the last week of school, any unserved after school referrals will be served at the teacher's discretion during an activity time such as Field Day.

Disciplinary Steps Beyond Classroom Consequences

1. Verbal Warning (May result in conduct referral)

2. Parental contact

3. Conduct Referral

Parents will be called and will receive a written referral. Student will stay after school for 1-2 days.

4. In School Suspension

If previous consequences have not improved a misbehavior, or if the misbehavior is of a highly intolerable nature, the student will serve an in-school suspension ranging from 1-5 days (**isolated supervised study**) and may be placed on **disciplinary probation**. A meeting with teachers and parents may be called and a disciplinary plan will be worked out for the student (which may include exclusion from sports, required weekly meetings, weekly reports from teacher or teachers with whom the student is not co-operating, etc.)

5. Out of School Suspension

The out of school suspension may range from 1-5 days. The student is not allowed to attend school or participate in school-sponsored activities. A meeting with teachers and parents may be called and a disciplinary plan will be worked out for the student.

6. Long Term Suspensions (more than 5 days) or Expulsion (removal of student permanently or for rest of school year)

A written notice of any intent to expel will be given to students and parents/guardians. Students will be given the opportunity for a formal hearing. Procedures and due process for suspension and expulsion from school will follow the Archdiocesan Policies #6120 and #6130.

Long Term Suspension or Expulsion

Suspension or expulsion may result immediately for any of the following offenses:

1. Conduct which substantially disrupts, impedes, or interferes with the operation of the school.
2. Conduct which substantially impinges upon or invades the rights of others.
3. Disobedience of an order of a teacher, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school or substantial or material impingement upon or invasion of the rights of others.
4. Possession, sale or use of narcotics or alcoholic beverages.
5. Willful damage or theft of school property, including furniture.
6. Possession or use of tobacco on school grounds.
7. Behavior which endangers the welfare, safety, or morals of others, including fighting.
8. Continued profanity or vulgarity.

The length of a suspension shall be determined by the principal.

Weapon Possession

A Student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity. (Series 7000, page 66, #7140, Archdiocesan Policy)

Parent or Student Concerns

Most Pure Heart of Mary School recognizes that in partnering with families, students or parents may desire to share concerns in matters of school policy, conduct, administration or regulation. Accordingly, it is the policy of the school to afford such an opportunity to be heard so that a prompt and orderly determination of a student's or parent's grievance can be made consistent with due process and fairness to all concerned.

If a concern arises within the classroom, the classroom teacher should be consulted by the parent or student prior to making a report to the administration. If the concern is not able to be improved or resolved at that time, a parent, student or teacher should consult the principal who shall make a reasonably prompt determination of the grievance and advise the interested parties of his determination.

COMMUNICATION

Confidentiality

Teachers and the administrator will keep confidential student information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

Telephones

The teachers and students will not take phone calls during class time unless it is an emergency. If you leave a message, your child may return a call at recess or after school. The telephone will be used only for specific, necessary purposes and the child will remain in the office during all phone calls. The faculty will be available after school from 3:15 p.m. to 3:30 p.m. or by appointment. The principal is available from 7:15 a.m. until 4:00 p.m. Monday through Friday. Please call the school for an appointment.

Report Cards

Report cards are issued each quarter for students. Progress reports are issued at the end of the 5th week of each quarter in grades 3-8. Parents may view grades online through their Educonnect account.

Parent/Teacher/Student Conferences

Each school shall plan to have parent/teacher conferences built into the calendar at least once during the school year. These conferences should provide parents and teachers with the opportunity to discuss and explore various aspects of the student's growth and development.

In addition to evaluating and reporting to parents a pupil's progress in the cognitive domain, it is the responsibility of the school to develop a planned, sequential method of assessing and reporting to parents a pupil's spiritual, affective, social and physical growth. (Series 9000, page 99, #9220, Archdiocesan Policy)

Electronic Communication

Parents are encouraged to use email to set up a time for a phone call or parent/teacher conference. In general, it is best practice for teachers and parents to discuss situations of a confidential nature (i.e. behavior, academic, student conflict issues, etc.) in person instead of by electronic communication.

SCHOOL SAFETY

Playgrounds will be closed from 3:05-3:20 daily. Thank you for helping us keep our dismissal process safe and orderly!

Door Security

Most Pure Heart of Mary School will have its entrance doors secured and locked during the school day for the safety of our children. The school office will be the central area for monitoring and opening doors. Our intent is to secure and lock all entrances to the school and monitor and record everyone who enters. **Visitors must enter the school and report to the office using the west doors nearest the flagpole.**

Safety Plans

Each classroom will have designated routes and directions to follow for fire drills, tornado drills, and other events of immediacy. The students and teachers will practice these on a regular schedule as a provision for total school safety. In the event of needed evacuation, students will be moved to a designated location off campus and parents contacted.

Inspection

In the interest of the health and safety of all students and school maintenance, the principal and faculty may exercise the right to inspect students and their personal belongings. The school will employ every safeguard to protect the well-being of the students. (Series 7000, page 57, #7105, Archdiocesan Policy)

Visitors

Parents are always welcome to visit the school. Other visitors are welcome to visit the school with the knowledge of the teacher. Visitors other than parents should make arrangements with the teacher(s) at least two days prior to their visit. The principal should be aware of visitors in the school. Visitors, please check in at the office and wear a visitor badge.

Use of School Grounds

Permission for use of any school or parish grounds may be granted by contacting the Parish Coordinator to determine approval and scheduling.

Use of Student Pictures and Information

Names and addresses of students and their parents shall not be released to any unauthorized person or agency. Such information may be released only when its release is specifically authorized by the principal or his/her designee.

Directory information shall not be released to individuals/businesses/or other entities who may use it for solicitation purposes. Likewise, directory information should not be used by parents/others for purposes unrelated to school matters.

Student pictures may be used or reproduced for news and editorial purposes in publications, electronic reproductions (social media) and/or brochures with parent consent.

Parents must be given the opportunity to notify the school in writing that they do not wish directory information or photos to be disclosed without their prior written consent. In the absence of such notification, the school may assume consent. (Series 7000, page 79, #7510, Archdiocesan Policy)

Weather Closing-Snow and Ice

- In the case of inclement weather, parents will be notified using our Flocknote parent-notification service. You may also listen for the school closing announcements on the news media.
- **Typically**, if Topeka USD 501 or two of three (Auburn-Washburn, Shawnee Heights, Seaman) are out, Topeka Catholic Schools will also be closed.
- Most Pure Heart of Mary will not dismiss early if the weather becomes inclement while classes are in session. However, parents are invited to pick up students early at their discretion.

Asbestos Notification as Required by Federal Law

Notification to School Employees and Students or their Legal Guardians: As required by 40 CFR Part 763, you are hereby notified of the activities relating to the presence of asbestos containing building materials in your school building. A management plan has been developed which contains the results of these activities. The activities involve inspections, periodic surveillance, reinspections and all actions dealing with the asbestos containing materials. This notification is part of the management plan and will be given to all school employees and students or their legal guardians once each school year. This notification and the management plan are routine documents required by law for all schools and their preparation does not mean that an asbestos problem exists at the school. In accordance with paragraph 763.84 (f), the management plan is available for inspection during regular business hours of the school or the administrative office. Copies of the plan are available at a cost of .25 cents per page. Requests for copies of the management plan shall be made in writing three business days prior

to the date the copy is desired. Written requests must specify which pages are desired or all pages will be copied. Payment in full will be required before the copy is received.

If policy updates are adopted during the course of a school year, Most Pure Heart of Mary Catholic School will implement those changes effective immediately.