



**Manhattan Catholic Schools  
Parent/Student Handbook  
2020-2021**

**MCS Parent Student Handbook:**  
**Changes for 2020-21 School Year** (*Italicized in actual text on pages for easy  
identification*)

Pg. 8: **Administration:** addition of Head Teacher.

Pg. 12: **Attendance Policy:** Truancy is reported the Riley County Attorney's Office added.

Pg. 18: **Child Abuse and Neglect:** the Kansas Protection Report Center at 1-800-922-5330.

Pg. 22: **COE** Update of members and terms.

- **Crisis Team:** Head teacher added

Pg. 23: **Discipline – General Guidelines:** electronic cigarettes or vaping products and paraphernalia added

Pg. 38: **Grades:** Report cards via PowerSchool, only sent upon request from parents. added.

Pg. 50: **NCA:** Update on committee chairs

- **Pandemic Adjustments:** In the event of a pandemic situation, there may be a set of published and shared procedures and protocols that are produced and approved by the administration for the purpose of dealing with the pandemic. These procedures and protocols will supersede conflicting policies contained in this handbook only while the pandemic situation exists. added.

Pg. 57: **Tuition and Fees:** clarification of a title: Pastor Designate

- **Tuition Collection Policy:** annual book and technology fee for each student that **must be paid at registration**, along with the \$10 per family PTO membership dues. added.

Pg. 58: **Water Bottles:** to be labeled with the child's name added

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## **Manhattan Catholic School’s Vision, Mission, Philosophy, and Educational Objectives**

### ***VISION OF THE SCHOOL (Modified 2012)***

The truths of the Gospels, as proclaimed by the Roman Catholic Church, are interwoven into all aspects of Manhattan Catholic Schools, where the principal, teachers, staff, students, parents, and parishioners view each other as brothers and sisters. Ministers of Catholic education provide a rigorous and comprehensive academic program, responding to societal changes within a supportive environment that nurtures values and family unity. Students learn to live the Gospel message as they become productive leaders and contributors, espousing Catholic values.

### ***DIOCESAN SCHOOL VISION STATEMENT (Policy 1020 Adopted 3-98)***

In the fulfillment of this MISSION, it is envisioned that the Catholic Schools of the diocese of Salina strive to:

- create Christian educational communities where human knowledge, enlightened and enlivened by faith, is shared by teachers, students and parents in a spirit of freedom and love;
- relate all human culture to the Good News of Salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life and of humankind;
- offer personal experiences in Christian living and worship through liturgy, sacramental life, prayer, guidance and example;
- provide opportunities and experiences which emphasize Christian involvement and service to others;
- help each student to develop a positive attitude toward lifelong education, including the power to think critically and constructively, to solve problems and to reason independently;
- promote physical fitness and encourage habits which maintain sound spiritual, physical, mental and emotional well-being;
- foster the development of the social skills, aesthetic artistry, and technological mastery necessary to function productively in our global environment;
- provide opportunities for certified personnel to enhance their knowledge and develop skills that will enable them to prepare students for productive citizenship in a global society; and
- allow school personnel to increase knowledge and strengthen skills in their specialized content areas in order to fulfill the needs of their respective positions through systematic performance improvement.

### ***DIOCESAN STATEMENT OF PHILOSOPHY (Policy 1030 Adopted 3-98)***

We believe that Catholic education has a distinct purpose of assisting people to mature in their faith and, thereby, to attain the fullness of the Christian life. This gradual process of what it means to be a fully human person with a strong personal relationship to Christ and to His community

called Church, involves parent, teacher and learner in a process that explores knowledge, culture, history, current events and future possibilities in the light of the message of Jesus to the world. It comes to full flower in the form of total involvement in the sacramental life of the Church.

We believe that Catholic education is an integrated ministry embracing three interlocking dimensions: 1) the message revealed by God and the proclamation of that message; 2) community in the life of the Spirit and the formation of persons in community; and 3) service to the Christian community and the promotion of growth in a commitment of service to the larger human community.

We believe that Catholic education can be neither insulated or isolated from the world around us; it must be part of that world. In today's dynamic, ever-changing global society, the challenge of Catholic education is to foster a Christian environment, and to project that environment into the world of tomorrow which will be inherited and inhabited by our young people of today.

We believe that parents are the first educators of their child and that it is important that they play a vital role in the continued education of their child. It is through honest and sincere communication and cooperative effort between parents and educators that young people will be able to experience a Christian community in which moral and spiritual values, ethical standards of conduct, reverence and respect for others and a sense of personal responsibility are fostered.

We believe that schools exist for children, and that all children have the right and ability to learn, to grow, and to develop into mature, productive, and responsible individuals. We further believe that this is best accomplished through the interrelation of human development with Christian formation, in an environment wherein the experience of learning and living can be fully integrated in the light of the Gospel message of Jesus Christ.

#### ***DIOCESAN SCHOOL MISSION STATEMENT (Policy 1010 Adopted 3-98)***

United with family and Church, the Catholic schools of the Diocese of Salina strive to prepare young people to impact the world for Christ through productive service and responsible Christian leadership.

In union with the family and the Church the Catholic schools of the Diocese of Salina strive to prepare young people to impact the world for Christ and to attain their eternal destiny by providing a Catholic learning environment, based on the values of Jesus Christ, that promotes academic excellence, develops spiritual, physical and emotional well-being, fosters mutual respect, demands moral responsibility, encourages self-growth and nurtures Christian service to others.

#### ***School Mission Statement (Modified 1999, 2010, 2012, 2018)***

Manhattan Catholic Schools works in partnership with families to provide an excellent, traditional Catholic education to prepare our students to be Catholic disciples in a changing world.

#### ***RELIGIOUS INSTRUCTION***

All Christians have become, by rebirth of water and the Holy Spirit, new creatures, so that they should be called children of God. Therefore, they have a right to a Christian education. All students, kindergarten through grade eight, participate in daily prayer and religious instruction, which is enhanced by attending the Holy Sacrifice of the Mass at least once a week. Pre-

Kindergarten (if offered) will participate in daily prayer and religious and sacramental instruction and may attend special occasion masses. A Christian education does not merely strive for the maturing of a human person, but has as its principal purpose this goal: that the baptized, while they are gradually introduced to the knowledge of the mystery of salvation, become ever more aware of the gift of faith they have received and that they learn, in addition, how to worship God, the Father, in spirit and truth.

### ***EDUCATIONAL OBJECTIVES***

In order to develop Christians who will be an asset to their parish and civic community, Manhattan Catholic Schools seeks to help students:

- 1) Develop a healthy self-concept which will put into proper focus their relationship with themselves, with others and with God.
- 2) Acquire intellectual growth as well as proficiency in the practical arts, that enables them to pursue professions of skill according to their talents.
- 3) Develop effective interpersonal communication skills using respectful words and actions.
- 4) Exercise initiative, creativity, critical thinking, and resourcefulness.
- 5) Form healthy relationships with their peers, with teachers and with other adults, realizing that they become fully themselves only with the help of others.
- 6) Form Christian concepts and attitudes regarding authority, freedom, and responsibility.
- 7) Develop a Christian lifestyle that is based on the Beatitudes, and thus become an integral force for change in the secular community.
- 8) Acquire an appreciation of the arts and develop skills and abilities in music and art.
- 9) Encourage students to participate personally and vicariously in athletics to develop healthy habits and appreciate the proper care of the body.
- 10) Develop a social consciousness, recognizing one's obligation to members of the local community as well as to the global community.

### **ADMINISTRATION**

The Manhattan Catholic Schools' Council of Education shall act as a representative body for the Catholic community of Manhattan. The council is a consulting and advisory body, identifying and articulating the educational needs and aspirations of the Manhattan Catholic Schools. Membership includes principal, pastor, parents, and parishioners from both Seven Dolors and St. Thomas More parishes.

The principal has the responsibility of administering the educational program of the school and is responsible to the superintendent/pastor and the council for all matters pertaining to the school.

*The Head Teacher is given administrative responsibilities in assisting the principal in administration of his/her duties, especially when the principal is not in the buildings.*

Please see page 18 for Council of Education members, names, phone numbers, parishes and terms.

### **ADMISSIONS**

The State of Kansas mandates that a child entering kindergarten must be five years of age by August 31<sup>st</sup> of the current school year. The State of Kansas also mandates that a child entering first grade must be six years of age by August 31<sup>st</sup> of the current school year.



The Principal has the authority to admit or deny students to MCS. The principal may call and talk with the principal or counselor of the previous school. Each new student admitted is subject to a 3-month probationary period.

### ***REGISTRATION***

Pre-Registration for Manhattan Catholic Schools will be conducted February 15 – February 28 of each school year. Registration fees will be due each year by February 28 for currently enrolled families. The fee amount will be set by the Finance Council of Manhattan Catholic School and adopted by the Council of Education. Pre-registration fees will be \$100 per student for current families in February and \$200 on or after March 1 of every year. This will be an incentive for our families to enroll early and allow the administration time to plan more effectively. New families will pay a non-refundable \$100 registration fee whenever they register their children at Manhattan Catholic Schools.

Class section assignments for grades 1 through 8 will be made on a first-come, first-served premise based on the date of registration. A section will be considered full with 25 students. After the first 25 students are registered, a waiting list will be created for a new section. Another section may be opened at the discretion of the principal. The number of students in a grade level, break-even cost analysis, teacher and student interactions, and student needs will be considered when opening a new section. Combined classes will be utilized in lieu of waiting lists in certain situations.

Kindergarten enrollment will be administered the same as new families. The non-refundable \$100 registration fee will apply for all new Kindergarten students. Class section assignments will be made on a first-come, first-served premise based on the date of registration. A section will initially be considered full with 20 students. After the first 20 students are registered, a waiting list will be created for a new section. Another section may be opened at the discretion of the principal depending on total enrollment numbers.

Preschool registration for Manhattan Catholic Schools will be a non-refundable \$100. We will register students on a first-come, first served premise based on the date of registration. A maximum of 12 students are allowed for 4 year old preschool students. Waiting lists will apply after each group of 12 students is registered. We can house a total of four sections of preschool. Childcare will be available for families that need all day care for their preschoolers.

Priority for admissions will be given as follows:

1. Currently enrolled students and their siblings who are in good standing, which includes:
  - Being in compliance with all school policies and procedures.
  - Being current on all financial obligations to the school (tuition, fees, etc.).
2. Students of active Seven Dolores/St. Thomas More Parish members, which includes:
  - Family attendance and participation at Mass.
  - A time and talent commitment to at least one parish ministry.
  - Documented financial contributions to the building fund and general parish operations.
3. Students whose parents are active members of other Catholic parishes.
4. Students of non-active registered Seven Dolores/St. Thomas More parishioners.

5. Students of non-active registered parishioners of other Catholic parishes.
6. Students of non-Catholics.

Final enrollment will be conducted in late July each year. Family registration packets will be available at the school office by July 15 each year for new families and those without computer access. Current families with computer access can access online forms to complete and bring to final registration. Completing registration packets early will allow for a smooth registration process in August and allow time to answer questions that may occur.

### ***RECORDS REQUIRED FOR ENROLLMENT***

Before a new student can enter Manhattan Catholic Schools the following are required: present proof of immunizations. Either a shot record or completed Kansas Certificate of Immunization (KCI green form) is necessary.

Required immunizations are diphtheria, pertussis, and tetanus (DPT); polio (OPV); and mumps, measles, and rubella (MMR); Hepatitis B and two Varicella (chicken pox) are required for kindergarten and first grade. For immunizations to be current and up to date, 1 of the battery of 4 DPT shots should have been given **after** the child turned 4 years of age, as well as 1 battery of 3 OPV's. In addition, 2 MMR vaccines are also included in current, up to date immunizations. 1 or 2 immunizations containing measles vaccine alone does not qualify, mumps and rubella must be included.

Exceptions to these requirements can be permitted for documented medical reasons.

A physical examination performed within the 12 months prior to entering completes the required medical procedures for newly entering students. Parents may also choose to include dental examinations as well as hearing and vision screenings.

A state issued (**NOT HOSPITAL ISSUED**) birth certificate and baptismal certificate complete a child's records.

A Home Language Survey is required for all new families (PK-8).

### **ANIMALS IN SCHOOL OR ON THE SCHOOL GROUNDS (ADOPTED JUNE, 2003, C.O.E.)**

Prior approval from the principal is required before any animal can be brought into the school. The principal will have the final decision on whether the action will be allowed but will use the guidelines put out by the Kansas Department of Health and Environment as a resource. It is highly recommended that pets not be on the school grounds. This includes in front of the school before and after school. Visiting animals need verified rabies vaccination and health certificates.

### **ANTI-BULLYING POLICY: Diocesan Policy 5205**

Based on our philosophy that Catholic Schools has been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the anti-bullying policy set forth. The Salina Diocese Catholic Schools views bullying as unchristian behavior, and it will not be tolerated. We define bullying as an act which:

1. repeatedly hurts another individual either
  - a. physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - b. verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
  - c. indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments), etc.
  - d. through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. is deliberate and sustained
3. is intended to isolate, hurt, or humiliate another individual
4. is unprovoked

The goal of Salina Diocese Catholic Schools anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.

2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.

3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).

4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.

5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. **Staff members** of Catholic Schools should:

- a. remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy

- b. report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified

- c. offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed

- d. encourage all students to refrain from bullying behavior, and encourage

reporting of any bullying behaviors they witness

2. **Parents** of Catholic Schools students should:

a. report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in the grievance procedures of the school handbook

b. support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior

3. **Students** of Catholic Schools should:

a. report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident

b. whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior

c. treat others with the respect and dignity that is expected of any Catholic School student.

8-8-08

\*Manhattan Catholic Schools is adopting the Olweus Anti-bullying Program. We will implement the program during the 2014-15 school year. New policies will be put in place when they are completed.

**ATTENDANCE** (modified June 2001, 2004, 2006, 2018 C.O.E.)

Compulsory attendance is a statutory requirement in Kansas for all children who are seven or more years of age, but less than sixteen years of age. Each school through its designated reporting officer shall report any child who is enrolled but not attending school including all cases of unusual and/or habitual absence to the appropriate local authorities.

Before any report is made that a child is not attending school as required by the law, the Principal shall serve written notice thereof, by registered mail, upon the parent or guardian of the child. This notice shall inform the custodial parent or custodial guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official.

School's Implementation:

A letter will be sent home if the following occurs in a 9 weeks' period

Five (5) unexcused tardies (parents have not called)

or

Five (5) Absences

Truancy Response: If excessive absences or tardies continue in the nine week period after a letter is sent home, a report may need to be filed with *Riley County Attorney's Office*.

## Attendance Policy

Procedure: Parents should contact the school before 8:30 a.m. if their child will be absent. Messages can be left on the school's answering machine during non-school hours. Due to reporting regulations, we must have a reason for any absences. For the safety of the child, an attempt will be made to contact the parent if the school has not received notice BY 8:30 AM.

Tardies: All classes begin at 7:40 when the bell rings. It is very important to have students here at 7:40 for prayer, announcements and classroom attendance. If you know your child will be late, please call the school. Children who arrive after 7:50 a.m. will be marked tardy. Children who arrive late must report to the office. Tardies are recorded and monitored. If the parent does not call or come in with the student who arrives late, this will be considered as an unexcused tardy. After 60 minutes, the child's tardy will be recorded as an absence.

Early Dismissals: Permission for the student to leave the school grounds for any reason is to be obtained from the office. This should be done prior to the parent arriving at the school to pick up the student. When a student arrives late to school, they will need to check in at the office to obtain an admit slip. If the student needs to leave school early the parent must come into the office and the office staff will call the student to the office. All notifications must go through the office, not directly to the classroom teacher.

Absences: All absences will be recorded and monitored each nine week period.

### ***CLASS TARDIES FOR GRADES 6-8***

These are tardies for getting late to the next class once you have been in school. Each teacher will keep track of their own and on the third tardy in any class during a nine week grading period may result in a 30-minute detention at the teacher's discretion. These detentions will be served with the classroom teacher.

### ***PERFECT/EXEMPLARY ATTENDANCE (K-8)*** (Updated 2011, 2013)

Perfect attendance, for the purpose of awards **for K-8**, will be defined as any student who has not been absent from school at the end of the year and has been tardy less than six days (a tardy is defined as less than 30 minutes late to school). Exemplary attendance will be defined as any student that has been absent less than 1.0 days **and the number of tardies or partial days are under six.** When entering an absence: ½ - 2 hours gone will be .25 days; 2 - 4 hours gone will be .5 days; 4 - 6 hours gone will be .75 days; and anything over 6 hours will be counted as 1.0 days.

### **ASBESTOS** (Adopted June 2000)

At this time, our school has suspect asbestos containing material in good to excellent repair with no apparent problem areas. This suspect material is primarily in the ceiling and floor tile in our buildings. In the event of any ACM fiber or suspect fiber release, the following steps will be followed:

1. Restrict access to the affected area;

2. Immediately notify a licensed Asbestos Abatement Contractor. Associated Insulation is located in Manhattan less than three miles from the school. The area is to be cleaned per regulations using proper procedures.
3. Notify all students, parents, employees, and visitors of potential fiber release.

A more detail report is available for review in the school office.

### **AUXILIARY GROUP – FUNDRAISING (Adopted 3/13/2002)**

Auxiliary groups, Booster Clubs, individual or parent organizations representing MCS, shall be under the direct supervision of the Principal, Pastor and /or Council of Education. Any solicitation, fundraising, purchases or disbursements of funds must have the prior approval of the principal and/or pastor. The principal and/or pastor may choose to bring these items to the monthly COE meeting for full council approval. It is agreed that funds raised by auxiliary organizations belong to the school system. It is the intent that these funds be spent on projects approved by the organization. A voucher will be signed by the organization approving such expenditures. A change in this intent by the principal and/or pastor would require written or verbal notification to the person(s) in charge of an organization for discussion at the next COE meeting. The principal and pastor must be signatures on all bank accounts held by any of these organizations. Monthly financial reports will be supplied to each organization showing the fund balance of the said organization. Each organization is asked to submit an annual budget to the COE in the first quarter of each fiscal year.

### **BUS TRANSPORTATION**

Only students on bus rosters will be allowed to ride the bus. Students must ride their assigned buses and not change buses or ask to take guests. Buses will drop students off in front of Manhattan Catholic Schools in the morning. After school, students MUST ride buses provided by USD #383 to the east campus of the high school, where they will board their bus to take them home. Bus schedules are published in the local newspaper prior to the beginning of the school year.

From time to time, parents request that their children be permitted to get off the school bus at some place other than their designated stop. The school district policy and Kansas State law for these special situations are as follows:

- 1) Written permission from the student's parent must be received in the transportation office at least one day in advance of the change.
- 2) The stop requested must be a designated stop on an existing route.
- 3) If the request involves the student riding another bus, the request will be granted if there is adequate room for the additional rider.
- 4) These exceptions will only be made for students who already have authorized transportation. Students who are not authorized riders cannot be transported.
- 5) If the student delivers a letter to the driver on the afternoon of the request, the request will be denied.

Bus transportation is available to MCS students who meet the USD #383 distance guidelines. If the parents have questions regarding transportation, they should call the transportation office at 587-2190.

### ***BUS RULES (Modified June, 2009)***

Below you will find the rules and regulations as defined by the Kansas Department of Transportation and Unified School District #383. Parents are expected to review these rules with their children. Violations of these rules will result in suspension of bus riding privileges.

### **Transportation Policies USD # 383**

USD #383 Transportation Services wants to serve all bus riders with safe and dependable service. This is not an easy job and students are expected to participate in having a safe bus.

Those who do not follow the rules will be subject to the following disciplinary measures.

- 1<sup>st</sup>: Phone notice to parents
- 2<sup>nd</sup>: Parental conference with the Discipline Coordinator
- 3<sup>rd</sup>: A one week suspension

Subsequent misconduct will result in a two week suspension. Then the student will be suspended for the remainder of the semester. Should misconduct continue beyond this point the student will lose their riding privileges for the remainder of the year. Of course, any serious incident will result in an immediate suspension of one week.

Please review the following rules with your student:

- The bus driver shall be in charge of all passengers while they are riding, loading, and unloading from the bus.
- The bus driver shall have the authority to assign seats to each passenger.
- Students need to be at their stop location 5 minutes prior to the stop time.
- Students shall not stand in the traveled portion of the roadway while waiting for the bus.
- Students shall not extend any part of their bodies out of the bus windows.
- Students shall not get on or off the bus or move about while the bus is in motion.
- No smoking or chewing of tobacco or lighting matches/lighters on the bus.
- No alcoholic beverages or illegal drugs shall be consumed or carried in the bus.
- Animals or insects shall not be transported on the bus.
- No weapons of any type, knives, guns, tear gas, flammable liquids, or any other object or material that may harm another student shall be carried on the bus.
- No eating or drinking is permitted on the bus.
- No vandalizing of the bus or tampering with its' equipment is permitted.
- Students may not open or close any doors except in case of emergency.

- Students may not disembark except at authorized stops without the written permission of the parent or guardian on file at transportation.

From time to time, parents request that their children be permitted to ride the bus to and/or from some place other than their designated stop. The school district policy and Kansas state law for these situations is as follows:

A note to Transportation Services from a parent or guardian must be received not less than 24 hours in advance.

The stop must be a designated stop on an existing route.

If the request involves a student riding a different bus, the request will only be granted if there is adequate room for the additional student.

Please remember only students who are authorized bus transportation will be allowed to ride. If a note is not received, the request will be denied when the student attempts to board the bus.

Revised 9/6/2005

**MCS students will follow MCS guidelines for behavior and will be disciplined according to the parent-student handbook until they enter the USD 383 bus for home.**

**MCS students will follow the guidelines of USD 383 for any time that they use USD 383 buses.**

### **CAFETERIA (Modified 2006, 2010)**

- 1) A closed lunch is observed.
- 2) Parents wishing to take their children out for lunch must stop by the office and check out and upon return the child must check back in with the office. The student must be returned to his/her afternoon class on time or an arrival tardy will be assigned the child. Children are to only go out to lunch with their parents, any other lunch arrangements must have prior approval from the principal.
- 3) Food items may not be taken out of the dining area. No eating is permitted in the halls or outdoors area.
- 4) All students must report directly to the cafeteria with their teacher unless permission to do otherwise has been received first from the principal's office.
- 5) Students will be responsible for reporting to a designated area to meet their teacher at the end of the lunch period.
- 6) Cutting in line or having someone hold a place is not permitted.
- 7) Inappropriate behavior during lunch may result in a student being assigned a seat for the entire period, or a detention time may be given. In severe cases, the principal will be informed and will determine the consequences.
- 8) Students will return trays and dishes to the dish room when they have finished eating. Paper items will be put in waste containers.
- 9) Students may be required to clean areas of the cafeteria at the discretion of the supervisors.
- 10) Wandering from table to table for social purposes is discouraged. Students may not leave the cafeteria without permission.
- 11) The rules in the school wide discipline policy are in effect in the cafeteria.
- 12) Monthly menus will be sent home the first of each month with the calendar of events.



- 13) Parents are welcome to eat with their children at school. If you wish to eat school lunch with your child, you will need to call the cafeteria (565-5020) for lunch count by 8:30.
- 14) Pop is not allowed in the lunchroom during lunch. Water or 100% Fruit Juice is encouraged.
- 15) Food from “fast food” places is not allowed to be eaten in the school cafeteria as per School Wellness Program requirements.
- 16) Parents are encouraged to send items in sack lunches that are easily opened by younger children.
- 17) Food is not to be shared at lunch.

### ***BILLING (Added 2012)***

The cafeteria billing is handled through the Lunchroom Director. The director has the responsibility of making sure all accounts are current. Notices will be sent home if student’s lunchroom account is nearing depletion or is exhausted. The director will allow parents to carry a \$25 negative balance per child. When this negative balance is reached, the director will notify parents that their child(ren) will receive a cheese sandwich and milk until balance is paid. Students may also bring a sack lunch until payments are made. At the end of the year, balances will be turned over to Financial Director for collection.

### **CELL PHONES/SMART WATCHES (Modified 2012, 2018)**

Cell phones and smart watches are permitted to be brought to school by students for after school activities or academic/athletic activities. Cell phones and smart watches need to be placed in lockers or book bags and must be turned off throughout the school day. Cell phones and smart watches in student possession during school hours will be confiscated and given to the principal. The student may pick up the cell phone from the principal when school is dismissed. Repeated violations will result in disciplinary action. The school will not be held responsible if these items are lost, broken, or stolen.

### **CHILD ABUSE OR NEGLECT (Modified June, 2003, COE)**

**Definition:** Child abuse is any physical injury, physical neglect, emotional injury, or sexual act inflicted upon a child. *Physical injury* constitutes any physical abuse of child by intentional or non-accidental means, including any injury, which appears to be at variance with the explanation given for the injury. *Physical neglect* means the failure or inattention on the part of the caregiver or parent to provide for the child’s basic needs, such as food, clothing, shelter, medical care, and supervision. *Emotional abuse or maltreatment* is a consistent, chronic behavior by a parent or caretaker that has a harmful effect on the child. It involves a pattern of attitudes or acts that are detrimental to child’s development of a sound and healthy personality. *Sexual abuse* is any sexual act, such as indecent exposure, improper touching to penetration (sexual intercourse) that is carried out with a child. (Taken from ‘A Guide to Reporting Child Abuse and Neglect in Kansas’ by the Kansas Children’s Service League, 2001.)

Responsibilities: According to Kansas State Law 938-1522 as amended in 1988, the following persons must report cases when there is reason to suspect abuse: “Persons ... licensed by the Secretary of Health and Environment to provide child care services or the employees of persons so licensed at the place where the child care services are being provided to the child...”Reporting: Any school employee suspecting or observing evidence of child abuse or neglect will report immediately and directly to the principal. The principal and the employee will then call *the Kansas Protection Report Center at 1-800-922-5330*. *In the event of an emergency the report will be made to the Riley County Police Department at 537-2112 or 911.*

Also please see Child Abuse Policy 5175 in the Diocesan Policy Handbook.

### **CITIZENSHIP AWARD FOR GRADES K-8** (Modified June 2000, 2001, 2002 , & 2003, 2006, 2009 C.O.E.)

Each classroom K-5 will select two students by their homeroom teacher. Grades 6-8 will have two students selected from each grade by a panel composed of all junior high classroom teachers. The criteria for the citizenship awards given will be based on the following criteria:

- Show a positive attitude toward classmates, school, and community
- Display an understanding and appreciation of civic responsibility
- Possess strength of character and the courage to do what is right
- Shows respect for the students and the citizens of the school & community
- Respects both public and private property
- Shows respect for the student and adult leaders in the school & community
- Demonstrates a tolerance and respect for the beliefs and convictions of others
- Demonstrates the willingness to assume citizenship responsibilities in school and community
- Works to build school pride through active participation in those projects that publicize, honor, or beautify the school
- Displays good sportsmanship whether as a participant or spectator
- Friendly toward new students and encourages them to become involved in school activities
- Shows reverence, concern and respect for the well being of others
- Assignments are completed diligently and punctually.
- Community Service Hours are completed as requested for classes. (20 minimum for Junior High.)
- Attendance is good and with less than 12 tardies.

### **Community Service Award for Grades 6-8.**

Definition: The community service hours are individual hours that the student volunteers, without pay to help someone in the parishes or community. Community service hours must have the principal's approval. There will be a form to use to turn these hours into the homeroom teacher. If there are any questions, it is advisable to get prior approval from the principal. These hours may not be done in the student's own home. Hours need to be turned in immediately following the completion of the service hours. All community service hours must be turned in by May 10th. Hours turned in after this date will not be counted for any awards. The following hours are examples of hours that may **not** be used as community service hours for this award: class projects,

hours that will also be used for confirmation hours, or hours during school time. Volunteer hours for baby-sitting for school functions, and helping at family fun night, or Buttons and Bows may count. (See the appendix for further clarification.)

Each student who meets 20 or more hours of community service with a minimum of 5 different types of activities will be presented an award with the following levels:

Gold-60 or more hours; Silver-40-59 hours; Bronze-20-39 hours.

Please refer to the homeroom teacher and appendix for further clarification. Please see the definition of community service on page 12 also.

## **CLASS ROOM PARTIES**

**Class parties or birthday treats which have food, will need to follow the classroom party guidelines and not be held until after lunch without special permission from the principal. Any gifts for students (balloons, flowers, etc.) are to be brought to the office and will be given to the student at the end of the day.**

## **CLASS SIZE** ( Modified 1998, 2010)

It is the goal of MCS to have two sections of each grade level with a student/teacher ratio of 20 to 1 – unfortunately this may not always be financially possible.

Each year the principal, after consultation with the business manager and the Pastor Designate, will determine the number of teachers to be employed by MCS. This number will be based on the total number of students, K-8, as determined from registration figures.

Due to financial constraints, there may come a time when there will only be one section of a grade. When this situation arises, the principal will meet with faculty members to determine which grade would be best suited to have only one section. The criteria for choosing this grade will include, but will not be limited to:

- age of the students
- number of students in the grade
- experience of the teacher at that grade level
- class personality

The ultimate decision on the number of sections at a grade level rests with the Principal and Pastor Designate with advice from the Council of Education.

Hiring a teacher's aide is an option for a one-section grade level. This decision will be made by the principal and teacher(s) at that grade level: with the ultimate decision being that of the Principal.

## **COMMUNICATIONS** (Modified June, 2006, 2018 COE)

Parents will be kept informed of activities through a weekly email from the administrative offices. Check the MCS school website at [www.manhattancatholicschools.org](http://www.manhattancatholicschools.org) for activities

and calendar of events. Most correspondence will be made through email. If you do not have e-mail or would prefer another means for these communications you must let the office know. Please keep us informed if your e-mail changes. Sometimes we need to send timely notices from one of the Catholic Churches, Salina Diocese, PTO, Booster Club, etc. Thus, we may need to send more than one per week.

We also utilize Alert Solutions for school closings and general announcements. This is also the system used for emergencies. Please check your settings on PowerSchool for your preferences.

Elementary teachers will send weekly folders home with the students for homework and notes to parents. Please check backpacks for information. All teachers have web pages to inform parents of biographies, activities, etc. Grades 3-5 teachers are required to update grades on Mondays and parents can access grades at any time through PowerSchool.

Jr. High teachers generally will not send weekly folders. Students are issued planners for homework. Please email teachers with any concerns about homework or activities. The Athletic Director will keep parents updated on any extra-curricular activities and sports. Teachers are required to update grades on Mondays and parents can access grades at any time through PowerSchool.

### **COMPUTER LAB** (Modified June 2000 & 2001, C.O.E.)

Students are not to change the settings of the computers. This is for such things as screen savers, fonts, etc. No food or drink is to be in the computer lab. Students cannot be a part of chat rooms on school computers, or e-mail. Violations of these policies can result in forfeiture of that student's computer use at school.

### ***INTERNET: (Diocesan Policy 6070 adopted 10-97)***

All employees, volunteers and students in the Diocese of Salina shall observe the terms, conditions, and regulations set forth herein for the ethical use of the Internet and all related technologies. Access privileges may be revoked, or school/diocesan disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

#### **INTERNET TERMS, CONDITIONS, AND REGULATIONS:**

1. **ACCEPTABLE USE:** The use of Internet and related technologies must be in support of education and research consistent with the educational objectives of the school and/or diocese. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.
2. **UNACCEPTABLE USE:** Transmission of any material violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material protected by the trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communication, flame letters, etc.
3. **ACTS OF VANDALISM** are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is

not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

4. **PRIVILEGES:** The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is prohibited access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the use of the network. The faculty, staff or parent/guardian may request the administrator or designee to deny, revoke or suspend a specific user's access to the Internet and related technologies due to unacceptable use.
5. **WARRANTIES:** The Diocese of Salina through its educational programs makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies are at the user's own risk. The diocese of Salina specifically denies any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not previously approved as part of the local budget.
6. **USE AGREEMENT:** This policy relating to the use of the Internet and all other technology shall be given to the student and parent/guardian at school registration. After having read the policy and its terms, conditions and regulations, the student and parent/guardian shall be requested to sign a "Use of the Internet Agreement" form. *(See Dioceses Policy Appendix 12, Form I.) Home room teachers will collect the forms by September 1, 2009.*

No Student shall be permitted to use the Internet and related technology until this form has been signed and placed on file at the local school.

## **COUNCIL of EDUCATION**

The Manhattan Catholic School Council of Education is a representative body of parish/school community, established by the pastor in accord with diocesan policy, as a consultative or advisory group to assist him and the principal in the governance of the school. By their mission statement, the Council believes that the Manhattan Catholic Schools exists to assist parents in helping their children discover the dignity, uniqueness, and worth of themselves and others as human beings created by God; explore their Christian & Catholic heritage; deepen their relationship with God & the Church; and develop their spiritual, intellectual, and physical capabilities to fulfill their particular role in life.

The Council of Ed meets the 4<sup>th</sup> Tuesday of each month unless notified otherwise. Agendas, Minutes, & Constitution & By-laws may be found in the MCS office.

**2020- 2021 Council of Education Members by Terms:**

<b>1. Members</b>	<b>Term</b>	<b>Representation</b>	<b>Office:</b>
Lori Dodge	2018-2021 (2 <sup>nd</sup> Term)	St. Thomas More	Vice President
Heidi Taphorn	2018-2021 (2 <sup>nd</sup> Term)	Seven Dolors	Wellness
TBD	2019-2022 (2 <sup>nd</sup> Term)	St. Thomas More	
Jake Wassenberg	2019-2022 (2 <sup>nd</sup> Term)	Seven Dolors	Finance
Darren Schumacher	2020-2023 (2 <sup>nd</sup> Term)	St. Thomas More	President
Patty Peschel	2020-2023 (1 <sup>st</sup> Term)	Seven Dolors	Education
Brian Danenberg	2020-2023 (1 <sup>st</sup> Term)	Seven Dolors	LR Planning

**2. PARISH COUNCIL REPRESENTATIVES (Voting Members)**

Tammi Moes	2020-2021	St. Thomas More	Recruitment
Pat McCoy	2020-2021	Seven Dolors	Secretary

**3. Ex-Officio:**

Fr. Kerry Ninemire	Pastor of Seven Dolors
Fr. Frank Coady	Pastor of St. Thomas More
Mike Hubka	Principal
TBD	PK-3 Teacher Representative
Aaron Brockman	4-8 Teacher Representative

**CRISIS TEAM** (Adopted June, 2001, C.O.E.)

A crisis team will be made up of the local superintendent (local pastor), MCS principal, *MCS Head Teacher*, MCS Counselor, one staff member from each of the following groups, K-5, 6-8, and a council member, the president if available. This team will get together in helping to make decision dealing with violence, threats, and other crisis issues of the school. The major purpose of this team would be decisions to help secure the safety of the children and staff and also to make decisions on who, if anyone, and by what means they will be notified.

During crisis, time is of vital importance. Therefore the entire team may not all be able to meet. An attempt will be made to assemble the complete team but at times the team will proceed without all present.

***Communication:***

Parents will be informed anytime an arrest is made on school property during school time, or anytime an arrest is made involving a threat to school staff or children, or if there has been a weapon involved when a threat is made. The crisis team will decide by what means this communication will occur.

The crisis team will also meet and decide on communication any time there has been a threat from someone outside of the school personnel, or if there has been injury from a violent act or other crisis situation.

## **DISCIPLINE**

Good discipline is important to the educational process. It is our firm belief that the large majority of students are well behaved, industrious and ready to learn. Behavior that is disruptive and unruly will not be tolerated.

Corporal punishment is prohibited.

### ***GENERAL CONDUCT (MODIFIED JUNE, 2009)***

- 1) Alcohol and illegal substances are not permitted in the school or at any activity sponsored by the school. The possession or use of them will result in disciplinary action, and suspension or expulsion.
- 2) Cheating will not be permitted. Students caught cheating receive a zero on all work being performed. Parents will be notified.
- 3) Smoking, chewing tobacco, *electronic cigarettes and vaping products or paraphernalia* are not allowed on school grounds. The possession or use of them will result in disciplinary action, and suspension or expulsion.
- 4) Any student who willfully steals, destroys, or damages property other than his/her own while under the jurisdiction of the school may be suspended and will be required to make payment of damages.
- 5) Students who steal or take property or money by verbal or physical force will be suspended and items taken must be returned or replaced. Possession of another student's property without that student's permission is grounds for suspension.
- 6) A student shall not engage in any act (whether written, verbal or gesture) which intimidates, threatens, frightens, **physically harms**, degrades or disgraces a teacher or another student. Such conduct will result in disciplinary action.
- 7) Fighting will not be tolerated at Manhattan Catholic Schools. Students who provoke or engage in fights on school property or at school functions may be suspended (in school) from one to five days.

### ***CLASSROOM COURTESIES***

- 1) Upon entering the classroom, students will take their seats promptly and quietly.
- 2) Students will respectfully allow others to speak without interruption and will be allowed to express themselves after being acknowledged.
- 3) Students will be ready to start class promptly and will have books, notebooks, paper, pen or pencil as needed for their classes.
- 4) The teacher, not the bell, will dismiss classes.
- 5) Students will knock before entering a class and will wait to be recognized by the teacher before making a request.

### ***CONSEQUENCES***

#### **DETENTION (MODIFIED JUNE 2009)**

A detention may be given at the discretion of the faculty and/or principal for not following the rules of conduct or for other inappropriate behavior. Students who must participate in detention will be given 24 hours, if needed, to make transportation arrangements.

## **Before Hours Period**

Before Hours will result from major violations and are to be served by the student on the day determined by administration. Students who must participate in this period will be given 24 hours, if needed, to make transportation arrangements. Students will be given an assignment to complete. If the assignment is not completed appropriately by the next day of attendance, the student will be given another before hours period. The only time a student will be excused from serving a before hours period on the assigned date is if the student was not in school because of illness, doctor appointment, or family emergency.

Parents/Guardians will be notified of the before hours periods their students have incurred. If the student has not served all before hours periods by the end of the year, that student's semester grades may be withheld and they will not be able to attend talent show/field day. The school will continue to review the before hours period policy and if it is determined that it needs to be changed, students and parents will be notified.

## **“Before Hours” periods are served from 6:55 am – 7:40 am on Tuesday and Thursday mornings. These are the consequences per semester:**

1<sup>st</sup> BH - serve time

2<sup>nd</sup> BH - serve time

3<sup>rd</sup> BH - serve time

4<sup>th</sup> ISS (1-5 days)\*

5<sup>th</sup> ISS (1-5 days)\*

6<sup>th</sup> OSS (1-5 days)

7<sup>th</sup> OSS (1-5 days)

\*Parents will be responsible for paying a substitute to watch your child during In School Suspension. Billing will be sent for the substitute rate at MCS.

## **SUSPENSION (Diocesan Policy 5040)**

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

A suspension may be imposed upon a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing. However, if the presence of the student endangers other persons, or property, or substantially disrupts, impedes, or interferes with the operation of the school, the principal in consultation with the pastor, may suspend the student forthwith without a hearing for a term not to exceed five school days.

A written notice and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four (24) hours from the time of the suspension. Included in this notice of suspension should be the date, time and place of the hearing.



When such written notice is sent to the parents or guardians of the student, it shall be sufficient if the notice is sent by registered mail to the address on file in the school records. In lieu of mailing such a written notice, the notice may be personally delivered.

A hearing shall be afforded the student no later than seventy-two (72) hours after the suspension has been imposed. The hearing shall be conducted by the school principal and/or pastor or a designee, and should include the student, parent or legal guardian and counselor whenever possible.

### **IN-SCHOOL SUSPENSION RULES**

- 1) Student reports to the office.
- 2) Student is assigned an in-school suspension area.
- 3) Student will not be able to talk or leave this assigned area without the permission of the teacher.
- 4) The student must work at all times on assigned subject matter and will be given credit in his/her regular classes.
- 5) A student who is serving an in-school suspension may not leave the school premises during school hours, unless for a pre-scheduled medical appointment.
- 6) The student will eat lunch in the designated area and will be given restroom breaks at different times from the rest of the student body.
- 7) Students will be excluded from all extracurricular activities and may be excluded from assemblies until in-school suspension time is successfully completed.
- 8) Students **will be** assessed the cost of hiring a person to supervise the in-school suspension. (Substitute pay is \$90.00) If parents do not agree to this stated policy, it may be considered grounds for the student's dismissal from school.

### **EXPULSION (Diocesan Policy 5045)**

Expulsion is the termination of enrollment for the remainder of the current year.

Expulsion shall be imposed only after the student has been afforded an opportunity for a formal hearing. In all cases where a student might be expelled, he/she shall be suspended first for a term not to exceed five (5) school days.

A written notice of intent to expel, including the charges upon which the expulsion is based, shall be given to the student's parents or guardians within seventy-two (72) hours of the student being suspended. The notice shall contain the date, time and place when the student will be afforded a formal hearing. This date shall be no later than the last day of the five (5) school day suspension.

As with suspension, when such written notice of expulsion is sent to the parents or guardians of a student, it shall be sufficient if the notice is sent by registered mail to the address on file in the school records. In lieu of mailing such a written notice, the notice may be delivered personally.

Formal hearings may be conducted by the local school council members or appropriate persons appointed by the pastor. The pastor shall make the final determination.

### **GROUND FORS SUSPENSION/EXPULSION (Diocesan Policy 5035)**

Suspension and expulsion shall be considered extreme disciplinary measures and shall be employed rarely and judiciously. A student may be suspended or expelled for:

- 1) willful violation of any published regulation for student conduct adopted and approved by the school administration;
- 2) conduct which disrupts, impedes, or interferes with the operation of the school;
- 3) conduct which infringes upon or invades the rights of others;
- 4) disobedience of an order of a teacher, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school;
- 5) possession of a weapon at school, on school property, or at a school supervised activity;
- 6) grave immoral conduct; or
- 7) continued conduct contrary to the official teachings of the Catholic Church.

***REPORT OF FORMAL HEARINGS:*** (Diocesan Policy 5050)

Upon conclusion of any formal hearing which results in a long-term suspension (exceeding five (5) days, or expulsion, the principal or person(s) conducting the hearing shall make a written report of the findings and results of the hearing. Such a report shall be at the school and shall be open to inspection by the student and his/her counsel or other advisor. A copy of such a report, also, shall be sent to the diocesan superintendent.

***PROCEDURAL RIGHTS OF APPEAL:*** (Diocesan Policy 5055)

In any formal hearing or appeal specified in these policies, the following additional rights of due process shall be afforded:

- 1) the right of the student to have the counsel of his/her parents' or guardians' choice present and to receive the advice of such counsel or other person they may select;
- 2) the right of the parents or guardians to be present at the hearing;
- 3) the right of the student and his/her counsel or advisor to hear or read a full report of the testimony of witnesses against him/her;
- 4) the right of the student to testify in his/her own behalf and give reasons for his/her own conduct;
- 5) the right of the student to have an orderly hearing; and
- 6) the right of the student to a fair, impartial decision based on substantial evidence.

***APPEAL TO THE PASTOR:*** (Diocesan Policy 5060)

Any student who has been suspended for a long term (exceeding five (5) days), or expelled, may appeal such suspension/expulsion to the pastor, either alone or with his/her parents or guardians, by filing a written notice of appeal with the principal of the school within ten (10) days of having received written notice of the suspension/expulsion.

Such appeal shall be heard by the pastor no later than twenty (20) calendar days after the appeal is filed. The student and his/her parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days before the hearing.

The pastor's decision shall be final.

**WEAPONS POSSESSION:** (Diocesan Policy 5065 adopted 3-98)

In accord with KSA 72-89a01-02, it shall be the policy of all Catholic schools in the Diocese of Salina to expel from school, for a period of not less than one year, any student determined to be in possession of a weapon\* 1) at school; 2) on school property; or 3) at any school supervised activity.

Should the student be an exceptional child as defined in KSA 72-962, or should the case be one in which particular circumstances warrant mitigation, the expulsion requirement may be modified by the school's chief administrative officer in a manner consistent with federal law.

Immediate upon such determination of weapons possession, the chief administrative officer of the school shall refer the student to the appropriate state and local law enforcement agencies, and, if the student is a juvenile, to the Secretary of Social and Rehabilitation Services (SRS). The Diocesan Superintendent of Schools is also to be notified at the earliest opportunity.

Following the process delineated elsewhere in this Handbook, the student subject to expulsion is to be granted a hearing which may be conducted by the chief administrative officer of the school, or by another certified employee or committee of certified employees of the school, or by a hearing officer appointed by the School Council.

If as the results of the violation upon which the expulsion is based, the student is confined in the custody of the Secretary of SRS, or the Secretary of Corrections, the required hearing shall be delayed until the student is released from custody.

Within a period of five days after the resolution of the case, the chief administrative officer of the school is to submit a complete written report to the Diocesan Superintendent of Schools.

An annual report of weapons possession shall be submitted to the State Board of Education at the time and in the manner specified by the State Board.

“Weapon” is defined as any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-fourth ounce, mine, or similar device; any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter; or any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.

**DRESS CODE POLICY** (Modified, June, 2001, 2004, 2006, 2009, 2013 C.O.E.)

After consultation with parents, faculty, and administration, the following uniform and grooming policy for K-8 was adopted in 2013. We want our dress to reflect our traditional beliefs.

- The uniform helps to promote school spirit and school pride.
- The uniform creates an orderly, safe environment and frees students from social pressure so they are better able to concentrate on their studies.

- The uniform promotes a sense that school is a responsibility to be taken seriously. Just as adults dress for work in business attire, students must dress for school in their uniform.
- The uniform will improve the self-esteem of many students.
- The uniform should be practical and affordable, allowing less stress on the family.
- The uniform policy should be easily enforceable so as to free teachers' time for instruction.
- It is the responsibility of the parents/guardians to send their children to school in the proper uniform.
- It's the responsibility of the school to enforce the uniform policy.

Uniforms will be purchased through Land's End. We will have a link on the Manhattan Catholic School website to order uniforms. Land's End is a subsidiary of Sears and returns can be made there. The link will be for Manhattan Catholic Schools. Different types of clothing on the site developed for MCS have been approved by the principal for school wear.

We recognize that the cost will be a factor for some families the first year or two until we can stockpile uniform items from graduates and families moving away. With this in mind we will allow Khaki pants/shorts to be purchased from a local vendor. Below we indicate the style of slacks/shorts that would be acceptable at MCS. Although we understand that some have wanted to purchase polos from local vendors, the cost of these would be comparable after our logo would be embroidered on the shirts from another vendor. The polos would be the focal point of dress and we feel that they should all be purchased through Land's End for uniformity. Land's End products are a much better quality and will last longer and we encourage our families to purchase all uniform items from them.

Families that do not have access to a computer for ordering uniforms may make an appointment with the school to order the items. Orders may be placed by phone. Please check the Manhattan Catholic School website for more ordering details, especially on how to use scrip to help the school.

PTO administers a Uniform Cabinet for purchases and exchanges of uniform items. Please check on times when the uniform cabinet is open for exchanges. Items are sold at a lesser price than Land's End. (see Uniform Cabinet)

### **Preschool**

Students need to wear comfortable play clothes with appropriate shoes (closed toe, closed heel, rubber soled). Sandals, crocs, high-heeled dress shoes, flip-flops and cowboy boots are prohibited. If children wear snow/rain boots to school, make sure they have appropriate footwear during the day. We do not go outside to play during inclement weather. A second set of clothing is not required unless the student is staying for childcare. No fad or extreme haircuts are permitted. **Please contact the Preschool Director or principal with any questions on the dress code.**

### **Uniforms - Grades K-8**

#### Slacks:

- Khaki
- Purchased from Land's End or
- Purchased from Walmart, Target, K-Mart, etc., but comparable style to Land's End.
- Straight leg or pleated Khaki Chinos.

- No cargo pants or sand colored khakis

#### Walking Shorts:

- Same description as above.
- Must not be shorter than 4 inches above the knee.
- May be worn at the beginning of school until November 15 and again after Spring Break to the end of school.
- Capris (Khaki) will be considered shorts and allowed during the same time frame as shorts.

#### Plaid or Khaki Skirt or Plaid Jumper:

- Purchased from Land's End.
- Must not be shorter than 4 inches above the knees.

#### Plaid or Khaki Skorts:

- Purchased from Land's End.
- Must not be shorter than 4 inches above the knees.

#### Polo Shirts:

- Purchased from Land's End.
- Red, black or white with MCS logo.
- Long or short sleeved. White Peter Pan polos acceptable with jumpers.
- Must be tucked in at all times.

#### Sweatshirts:

- Purchased from Land's End.
- Red or black with MCS logo.
- Must wear a polo shirt under MCS Sweatshirts.

#### Outerwear:

- Purchased from Land's End.
- Red or black fleece vest, jacket and pullovers with MCS logo.
- Must wear a polo shirt under MCS outerwear.

#### T-shirts:

- White, plain, short sleeve or long-sleeve t-shirt may be worn under uniform shirts.
- No turtlenecks or long sleeved shirts may be worn under the uniform shirt.
- MCS t-shirts may only be worn on dress down days.

#### Shoes:

- Dress
- Closed toe and heel.
- Rubber soled and flat.
- No crocs, sandals, platform, flip-flops or clogs allowed for safety reasons.

#### • Athletic

- Comfortable, clean, and undamaged tennis/athletic shoes.

- No rollers for safety purposes.

#### Belts:

- Solid black or brown leather type belt with no designs must be worn with pants or shorts.
- Belt policy does not apply to grades K-3.

#### Socks:

- Solid colored socks must be worn at all times.
- Socks must cover the ankle-no bootie socks.
- Socks may be red, white, black or khaki - must coordinate with the uniform worn.

#### Tights, Leggings, Modesty Shorts

- One of these must be worn with any skirt or jumper
- Girls may wear red, black or white tights or leggings.
- Leggings may be full or Capri length.

#### Jean's/Free Dress Day:

- Free Jeans Days or Free Dress Days are allowed occasionally through the year.
- Students must give the homeroom teacher a Jeans Day Pass issued from principal or teacher or whole school passes will be announced at school and in parent correspondence.
- Modesty Clause: We want the dress to reflect our traditional Catholic beliefs. We will call parents to bring appropriate clothing if attire is too tight or revealing or inappropriate.

- Students may wear any style of colored slacks, jeans or athletic pants. Capri pants and shorts are acceptable in the designated period between the beginning of school until November 15 and after Spring Break. No sweats are allowed.
- Shirts must extend over the waistline with no obscene writing or designs.
- Students may wear any colored walking shorts and athletic or jean shorts. They must reach no more than 4 inches above the kneecap. All shorts must be hemmed.
- Skirts and dresses must reach no more than 4 inches above the kneecap. If there are slits, the top of the slit must reach the same minimum length. No undergarments shall be exposed when wearing clothing. Leggings are acceptable but skirts and dresses must still reach no more than 4 inches above the kneecap.
- Shirts must be long enough that skin is not exposed when sitting - no tank tops, spaghetti straps, halter-tops, or midriffs. No undergarments shall be exposed when wearing clothing. Boys may not wear sleeveless shirts.
- Clothing may not have writing or pictures that reference alcohol, tobacco products, music groups, or other objectionable items. No writing or pictures are allowed on the back side of pants or shorts.
- No hats, sunglasses, bandanas, gang-related clothing or other distracting apparel will be worn unless permitted for special occasions.
- Hoodies and coats **may not be worn** during school, only to and from school or crossing the street when it is cold. Students need to wear sweatshirts or another layer of clothing if cold. Why? Too many inappropriate items, i.e. phones, games, candy, gum, test notes

etc. are hidden in coat pockets/hoodie and students often grab the hoodie and pull students to the floor causing injury.

- Shoes may be dress shoes, boots or sandals (with heel strap) with no more than a two inch heel. No cros, platforms, flip-flops or clogs are allowed for safety reasons. Tennis shoes may be worn and will be required for physical education classes. They should be clean, comfortable and undamaged without rollers.

### **All School Mass Day Uniform:**

- Boys or Girls-Khaki pants worn with **red** polo.
- Girls-Plaid or Khaki skirt worn with **red** polo
- Girls-Plaid jumper worn with white or red polo.

^Students may wear any uniform combination for Tuesday/Thursday Mass.

\*Coats should be taken off during Mass unless it is extremely cold.

### **MCS Sports/Academic Teams - Luckey Jr. High**

- Dress-up Days are at coaches/sponsors discretion.
- No athletic jerseys are to be worn at All School Mass.

### **Grooming - Grades K-8**

#### Boys Hair:

- Must be neat and well groomed.
- No fad or extreme hairstyles.
- Hair may not extend beyond the top of the uniform collar, over the top of the ear, or below the eyebrows.
- Face must be clean-shaven (no sideburns below the ear).

#### Girls Hair:

- Must be neat and well groomed.
- No fad or extreme hairstyles.

#### Hair Accessories:

- Hair accessories are permitted that do not distract others.
- Hair accessories must compliment dress code for All School Mass.

#### Make-Up:

- Mascara, concealer and a moisturizing foundation that is lightly applied are allowed at MCS. Make-up not allowed includes blush, lipstick, eye make-up, eye liner and all "glitter" products. Make-up is allowed for pictures, dances, CSW or for special occasions with principal approval.
- Clear lip gloss and chap-stick is permitted.

- Fingernail polish is permitted at MCS. Polish should match dress code for All School Mass. Black fingernail polish is not acceptable.

Jewelry:

The wearing of jewelry is discouraged for safety reasons. However:

- One watch may be worn.
- One necklace or choker is acceptable.
- Girls may wear up to two pair of stud-type earrings in the ear lobes.
- One bracelet is allowed.
- One ring is allowed.
- No earrings for boys or other pierced jewelry is allowed.

**Students not complying with the dress code/grooming policy will have a letter sent home to their parents/guardians. If the student has multiple offenses, a conference with the principal will be made. In extreme cases, the parent/guardian may be called to bring appropriate clothing or take the child home.**

**The principal makes the final determination regarding appropriate dress code and grooming policy infractions.**

**DROP OFF AND PICK UP OF STUDENTS** (Modified, June, 2001, 2004 C.O.E.)

Children are not to be dropped off earlier than 20 minutes before the start of school. Upon arrival all students need to go directly to the elementary gym and be seated in their assigned location. If you arrive during school time make sure to check into the office to get an admit slip.

Also, please help us by making sure all children get into the car on curbside.

**When dropping off or picking up your child, please help us with safety. Inform your child(ren) to only cross the street with and when the crossing guard gives them the O.K. It is helpful if you park so that your child(ren) do not have to cross Juliette Avenue.**

Do not park or stop in the area in front of the school designated for buses at any time during the school day.

Parents that pick up their child during the school day will need to come into the office and the office staff will call the student. Please be on time, for picking up your child(ren) after school. There is no scheduled supervision after 15 minutes following school. All students, including Jr. High, need to wait in front of the elementary building and will be asked to move into the elementary building by the principal's office.

With supervision and liability always an issue at school, we are concerned about students not being picked up on time. The school does not have in their budget money to hire someone to supervise children after school. If needed, MCS has an After School Program for K-5 students and other options in town. We would caution parents not to just send your child(ren) to the library.



## **Electronic Devices (Modified June, 2006 C.O.E., 2012)**

Students are not allowed to bring electronic devices to school such as pagers, hand held computer games, cameras, etc., unless special prior permission is granted by the principal or a teacher for academic purposes. iPods, CD players and any device that plays music or movies at school are strongly discouraged. If needed for after school activities, they need to be kept out of sight and not used during the school hours. The school will not be held responsible if these items are lost, broken, or stolen. If these items are out or being used at school during school hours the device will be kept in the office for one week or the parent will need to make arrangements to pick them up from the principal.

## **EMERGENCIES**

In the event of a serious accident, parents will be notified immediately. Should the school be unable to locate parents, an attempt will be made to locate the emergency contact person listed on the enrollment sheet. If this person cannot be located, the school personnel will exercise their best judgment in contacting the doctor or hospital listed on the enrollment sheet. LOCAL EMERGENCY NUMBERS SHOULD BE GIVEN FOR ALL STUDENTS.

## **Emergency Procedures and Drills**

### ***Fire Drill and Tornado Drill:***

State law requires we have at least four fire drill per year, tornado drills in September and March, three crisis drills per year. Procedures for each room are posted in clearly visible locations in the classrooms. Students go to the designated area quickly and quietly. The fire drill consists of one long and continual bell blast. The tornado drill consists of short bell blasts.

During a real fire, if the fire alarm does not sound, an intercom announcement will be given to evacuate the buildings. If there is inclement weather during a fire, K-8 students will proceed to Manhattan Public Library and Preschool and Childcare will proceed to Church basement.

**In order to ensure safety of our children, MCS has in place a policy to help in the evacuation of students with disabilities in case of fire or other emergencies in which children will need to leave the building in a timely manner. The responsibility of the parents would be to make sure your child's homeroom teacher is aware of your child's disability, either temporary or permanent that may cause them difficulty in evacuating the building. The homeroom teacher will then notify the office and plans will be made to follow the policy to help ensure the safety of your child.**

**Disabled occupants** of the school building include anyone in the school population disabled, either permanently or temporarily, to the extent that such disability could interfere with speedy evacuation in an emergency. Examples of permanent disabilities include mobility, hearing or visual impairment, as well as impaired cognitive function. Examples of temporary disabilities include those with casts or crutches.

### ***Other Emergency Drills:***

Emergency drills will be conducted on a semi-annual basis. Although not required by law, we feel it necessary to prepare our students for unforeseen emergencies:

**Protect in Place (Lock-Out):**

Protect in Place will be initiated over the intercom for a lock-out due to outside threats.

- \*All exterior doors and windows are locked.
- \*No admittance or exit at the school until notified by authorities/administration.
- \*Normal operations will continue inside the building.
- \*Remain in lock-out mode until an “All Clear” is given over the intercom.
- \*Contact Parish offices
- \*Contact pastor on his cell phone
- \*Staff will inform parents through Alert Solutions of PowerSchool that “Protect in Place”

is in effect

**Lock-Down:**

Lock-down, Lock-down, Lock-down will be initiated over the intercom due to an interior threat. State location of intruder if known.

If inside:

- \*Call 911.
- \*Lock classroom doors.
- \*Turn out lights.
- \*Pull window shades.
- \*Move students to the safest area of the room.
- \*Turn cell phones to vibrate or off.
- \*Remain in lockdown until an “All Clear” is given over the intercom or there is police escort from the building.
- \*Contact Parish offices
- \*Contact pastor on his cell phone
- \* Staff will notify parents of Lock-down through Alert Solutions of PowerSchool if possible.

If outside:

- \*Evacuate to Manhattan Public Library by safest route

**Active Shooter: “Run, Hide, Fight”:**

The above procedures will be followed when there is a “Lock Down” emergency for an active shooter. Staff and students practice all procedures. Although there are too many scenarios that could occur, we have discussed procedures with Riley County Police Department. They suggest we practice the above procedures but also discuss options that teachers could utilize if possible. Teachers are trained for “Run, Hide, Fight.”

**Reunification Procedures:**

Staff and students have been instructed to evacuate the building and premises in extremely dangerous situations if they have an opportunity. All MCS staff and students will proceed to:

Manhattan Public Library  
629 Poyntz Avenue

Students and staff will gather in the auditorium on the 2<sup>nd</sup> floor.

Parents should proceed to the Manhattan Public Library in case of extreme emergencies. Do not come to the school or call. Parents will gather in the Groesbeck Room on the 2<sup>nd</sup> floor. Police and MCS staff will unite parents with students individually in the Friends room connected to the Groesbeck room on the 2<sup>nd</sup> floor.

Team Leaders and administrative staff will communicate with principal via cell phone. Principal will remain at the Mobile Police Command Center at the school. The principal will keep staff informed at Library.

**Evacuate to Library for .....(state emergency):**

Evacuation will be initiated over the intercom system. Emergency evacuation will commence.

\*Students will proceed with their class to:

Manhattan Public Library  
629 Poyntz Avenue

\*Staff will inform parents through Alert Solutions of PowerSchool that an evacuation is in effect

\*Contact Parish offices

\*Contact pastor on his cell phone

**Reunification Procedures:**

Students will proceed to:

Manhattan Public Library  
629 Poyntz Avenue

Students and staff will gather in the auditorium on the 2<sup>nd</sup> floor.

Parents should proceed to the Manhattan Public Library in case of extreme emergencies. Do not come to the school. Staff will release students to parents from the auditorium after accounting for all the students.

### **Evacuate to Manhattan High School West Campus:**

When flood sirens are initiated, MCS students and staff will be instructed by intercom to evacuate to the MHS West Campus per city emergency evacuation plans.

Manhattan High School West Campus  
2100 Poyntz Avenue

- \*Contact Parish offices
- \*Contact pastor on his cell phone

**Reunification Procedures: Teachers and staff will release students to their parents personally from the gymnasium.**

### **EMERGENCY SAFETY INTERVENTIONS**

The use of bodily force or physical restraint as a form of discipline is prohibited in a Pre-K – 12 school setting. Physical restraint and seclusion should never be used as a form of punishment for misbehavior. Physical restraint and seclusion may be used for emergency situations only if a child is in danger of themselves or others. Seclusion does not include a time out or in school suspension, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

An adult must supervise any student that is secluded in an enclosed area.

Use of medication to control a student's behavior is prohibited. This does not include prescribed treatments for student's medical needs or psychiatric conditions by a person appropriately licensed to issue these treatments.

Mechanical devices to restrict students movement is prohibited unless restraint is carried out by law enforcement officials, use of seatbelts, or for protective purposed ordered by a licensed person.

All emergency safety interventions should be reported to parents and reported in the KansDis system.

### **FACULTY**

All faculty members are to hold valid Kansas teaching certificates, and are dedicated to the task of instructing the students. Manhattan Catholic School is fully accredited by the Kansas State Department of Education. Childcare is licensed by the Kansas Department of Health and Environment.

## **FERPA**

The Family and Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under applicable program of the US Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect or review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of the school.

You may contact PTAC website for additional resources and glossary: <http://ptac.ed.gov> or look over the FERPA Exceptions Handout below for specific guidelines.



FERPA Exceptions\_HANDOUT\_horizontal\_0.pdf

## FIELD TRIPS

Field trips are considered an extension of the school's curriculum. Parents will be notified of specific field trips as they are being planned. Permission slips are required and should be signed and returned to the school prior to the event. Students who do not return a signed permission slip may not be allowed to attend the field trip. Parents who do not wish to have their child participate in a specific field trip should notify the school.

Parents can drive, for field trips, provided they have been CMG trained with background check, have adequate insurance and safety belts. The state has mandated that every volunteer driver fills out an insurance form and that the form be on file in the school office.

## GRADES (Modified June 2000, 2001, 2003, 2009 C.O.E.)

Report cards are issued at the end of each nine-week period. Students in grades K-2 do not receive letter grades. ***All grades will be maintained in PowerSchool. The date that grades are finalized in PowerSchool at the end of each nine weeks will be well publicized by MCS in advance, plus posted on the MCS website. Grade cards will only be mailed home if requested by parents to accommodate families without home internet access.***

K-2 grade teachers will give separate grades for effort and academic in each subject area including the specials. These report cards will also have an area that gives an overall grade in the area of school rules and behaviors. For all of these areas the grading scale will be O – outstanding; S – satisfactory; I – improving; U – unsatisfactory.

Grades 3-5 will have academic grades in all subjects done by the homeroom teacher. These use the letter grades A (90-100); B (80-89); C (70-79); D (60-69); F (0-59). In addition the homeroom teacher will report on the students progress in the area of school rules/behavior this will be done by using the grading scale O – outstanding; S – satisfactory; U – unsatisfactory. The special's teachers (P.E., Art, Music, Library, and Computer Technology) will give two separate grades, one for objectives and curriculum covered; the other for participation. The first of these will use the A-F grading scale and the participation will use the O-U grading scale.

Grades 6-8 will only have one grade for each class. This grade will include both participation and academic. The breakdown for percentage of the grade coming from each of these areas and the criteria for the grading will be first approved by the principal and then given to students and parents by PTO Back to School Night. The grading scale for grades 6-8 is A – (93-100); B – (84-92); C –

(75-83); D – (66-74); F – (0 – 65); INC – (incomplete –under special circumstances a student may have incomplete work due to absences during the last week of the grading period, time maybe granted to complete this work before a grade is given).

The Music Concerts performed by the students are part of the music grade. Anyone that misses a concert will be expected to make-up an activity for this part of the curriculum. The music teacher will give a list of activities that will be counted as make-up work. If these activities are not completed a zero will be recorded for that grade.

Parent/teacher conferences are held twice yearly.

### ***Honor Roll***

Honor Roll students will be recognized at the end of each quarter. It will be based upon nine week grades and not on semester grades. To make Cardinal Honor Roll, a student must have all “A”s, which includes 90% and above for grades 3-5 and a 93% and above for grades 6-8 in all subjects. Principal’s Honor Roll students will be recognized for “A”s and “B”s, which include an 80% and above for grades 3-5 and 84% and above for grades 6-8 in all subjects. A “C” or below in any subject will exclude a student from either honor roll.

### ***Late work for Jr. High students***

Homework that is late will not receive full credit. If the child was absent, a reasonable amount of time will be given for the make-up. Guidelines will be given at the beginning of the year for make-up work.

### ***Jr. High nine-week grades***

Nine-week grades will be rounded to the nearest one- percent.

### ***Community Service for Religion Grade for Grades 6-8.***

As part of your Religion grade, each student will be required to perform six hours (90 minutes each quarter) of community service. Serving at mass will only count as 60 minutes. These hours must be done in the community and not part of any activity during school hours or activities associated with projects done for the extended family. These hours are also counted towards the 20 hours for the Citizenship and Community Service Award. All community service hours will be turned into the Religion (Homeroom) teacher, not the office. The Religion teacher will instruct and help the students to understand the importance of developing an attitude of service. They will help by giving good examples for community service and by reflecting in class on what makes a good community service project. (See the appendix for further clarification.)

## **GRIEVANCE PROCEDURES**

Any student or parent having a problem or grievance related to the operations of the school system should first bring the problem to the attention of the teacher. After discussing the problem with the teacher, if a solution satisfactory to all parties concerned is not reached, then the matter should be brought to the attention of the principal. The principal will then discuss the matter with all

concerned parties. If a resolution is not reached by that procedure, the matter may be brought to the pastor for final resolution.

### **GUIDANCE PROCEDURE** (January, 1998, 2016 COE)

A student's behavior or attitude might indicate to someone that the student may benefit from some type of adult intervention. A parent or other concerned person should first contact the student's teacher for a discussion of the situation. If the teacher doesn't feel he/she can be effective on the student's behalf, the school counselor should be the next person consulted. The counselor will meet with student with the intent to guide the student through their problem. The counselor will assess the situation and contact the principal and parent(s) before anyone else becomes involved.

The school believes any situation a child is in, the family should be involved with the resolution. Therefore, the parents will always be consulted and included in the decision making process. If the next step in intervention seems to be outside counseling, the parents and principal will consult on what is the procedure to be offered.

The procedures USD #383 has established for testing, counseling, special education placement or whatever service the student may need, will be offered if appropriate. Parents will be consulted regarding recommendations for additional steps deemed appropriate.

Private counseling sometimes becomes a desire of the parents. Choosing private counseling is totally the decision of the parents.

### **GUM AND CANDY** (Modified, June, 2001, C.O.E.)

Students are not allowed to chew gum or candy during the school day except for special occasions as designated by the classroom teacher.

### **HANDBOOKS – Parent/Student**

All parents will receive a Parent/Student Handbook at formal registration. You will be asked to sign off on receiving a handbook on the tuition agreement.

### **HARASSMENT**

Harassment is in violation of human dignity of the individual. As such, it is counter to the teachings of the Catholic Church and the Christian environment of our Catholic schools where emphasis is placed upon the display of reverence and respect for each individual person.

Behavior that insults, degrades, offends or stereotypes any race, gender, handicap, physical condition, or ethnic group of individuals will not be tolerated at Manhattan Catholic Schools.

### **Health Policies (Childcare-KDHE Policy)**

#### **Forms**

All children must have a physical examination before entering Daycare/ASP. A yearly update will be required at the beginning of each new school year. All immunizations are necessary and need to be current. Dental examinations are encouraged.



All emergency medical forms must be filled out, notarized as requested, and signed by the parent. These forms will remain in the child's classroom file. A copy will be kept in the office file.

### **Medications**

Prescription medicine must be in the original container, and the label must list:

- The child's name
- The name of the medicine
- The name of the physician
- The dosage
- Dosage intervals
- Date prescription was filled

It will be the responsibility of the parent to cut any pill medications in half as directed by the prescription.

Non prescription medicines must also be in the original container, with the child's name written on it. Eye drops, ear drops, ear plugs, sunscreen, lotions and lip balms are considered medications. The parent must fill out an Authorization for Dispensing Medication Form before any medicine may be dispensed. This form will be posted while the child is receiving medicine and then filed in their personal file.

All medications will be locked in either a refrigerated or non-refrigerated box in the office. Lotions, sunscreen, lip balms, and ear plugs will be locked in a container in the classroom.

Tylenol or similar medication (Aspirin, Advil, etc...) will not be administered unless directed by a Doctor's note. Cough drops or any other types of lozenges will not be administered, due to the choking hazard they present. Any medication that does not meet the aforementioned criteria will not be administered.

### **Illness Exclusion Policy**

Manhattan Catholic Schools Daycare/After School Program follows the Kansas State Child Care Licensing Child Care Exclusion Policy for Sick Children. This policy gives the following health guidelines for children attending child care:

#### **Conditions: Excusing From Child Care**

- Temperature of 100 F or higher
- Severe, high pitched cough
- Labored, rapid or wheezy breathing
- Diarrhea (two watery stools in a 4 hour period, or 1 large watery stool/blood)
- Vomiting
- Red, watery or draining eye(s), conjunctivitis

#### **Conditions: Returning to Child Care**

- Fever free for 24 hours (without use of medication)
- Symptom free or written Dr. approval
- Symptom free or written Dr. approval
- Diarrhea free for 24 hours
- Free of vomiting for 24 hours
- Discharge has stopped, or written Dr. approval

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|--|--|
| -Infected areas of the skin with crusty, yellow, gummy, dry area or rash (Impetigo, Ring Worm, Pin Worm)         | -Skin sores are healed, or 24 hours after treatment started, or written Dr. approval |
| -Severe itching of the body or scalp (Scabies, Lice)   | -After treatment, free of lice and nits  |
| -Fainting or Seizures, general signs of listlessness, weakness, drowsiness, flushed face, headache or stiff neck | -Symptom free or written Dr. approval  |
| -Strep throat or Bacterial Infections  | -A minimum of three doses of an antibiotic have been given in a 24 hr. period        |
| -Chicken Pox   | -Lesions are crusted (4-7 days after onset)  |

If your child experiences one or more of the symptoms in the left hand column, he/she may not attend child care until the result in the right hand column is met. If your child will not be attending child care please call MCS Office at (565-5050). After 4 p.m., the Pre-K/Childcare extension is 112 and the After School Program extension is 114. If in doubt contact the Director on the cell phone at 785-230-9132.

## **HEALTH AND IMMUNIZATIONS (K-8 Students)**

### ***PHYSICALS:***

Any student entering school for the first time shall be required to present to the building administrator a completed health examination form with in the past 12 months.

### ***IMMUNIZATION OF STUDENTS:*** (Diocesan Policy 5020)

Any pupil entering a Catholic school for the first time in Kansas shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that he/she received, or is in the process of receiving, immunization against poliomyelitis, mumps, measles, pertussis, diphtheria, and tetanus by such means of immunization as are approved by the Kansas State Board of Health, or in the way of any alternative to such requirements, shall present:

- 1) Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the student's life or health, or
- 2) A written statement signed by one parent or guardian requesting that the local health department give the test and immunization because the parents or guardians lack the means to pay for such a test and immunization.

A parent/guardian has ninety (90) days from the day the student enrolls in the school to comply with the above policy. If no statement or certification is produced, the student shall not be admitted to classes until documents are produced. Forms can be obtained by writing:

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

*(See Appendix VIII in the Diocesan Handbook for Kansas Certifications of Immunizations.)*

**HEARING AND SIGHT SCREENING:**

Health screening for sight and hearing is provided through the public school system at MCS. Vision testing are done in grades K,1,2,4,6 & 8, hearing screenings are done in grades, K,1,2,5 & 8; also any student new to MCS and Parent or Teacher Requests.

**P.E. CLASS:**

Students are expected to participate in all physical education activities unless they have a written excuse from a certified physician.

**COMMUNICABLE DISEASE POLICY**

Kansas Statute KSA 65-122 applies to schools with regard to non-admission and when re-admission may take place. No person afflicted with an infectious or contagious disease, dangerous to the public health, shall be admitted into any public, parochial or private school or licensed child care facility. It shall be the duty of the parent or guardian and the principal (or other person in charge) to exclude any child or other person afflicted with a disease (suspected of being infectious) until the expiration of the prescribed period of isolation or quarantine for the particular infectious disease. If the attending person, licensed to practice medicine and surgery, or local health officer finds upon examination that the person is no longer affected with a disease, (suspected of being infectious or contagious) he or she may submit a certificate to this effect to the person in charge of the school and the student shall be re-admitted to school. *Also see Communicable Disease Policy 5130 in the Diocesan Handbook*

- It is important for parents to communicate with the principal, any time their child has an infectious or communicable disease. Together the school, physician, and parent can work to keep our school a healthy environment. Guidelines have been set up by the Kansas Department of Health and Environment in a handbook entitled “Kansas Classroom Handbook of Communicable Diseases”. If any doubt or questions contact the principal or doctor.

**A.I.D.S. POLICY:**

The determination of whether an A.I.D.S. infected student shall be permitted to enroll, continue to attend classes or participate in school activities with other students will be made on a case by case basis by the Diocesan Superintendent of Schools. See the Diocesan Policy Handbook (Policy 5135) for further information.

**ILLNESS at SCHOOL(K-8)**

Children who become ill at school will contact the office personnel who in turn will contact the child’s parents/guardian so they may come to the school for them.

If the parents cannot be reached, the person listed as secondary emergency contact on the enrollment sheet will be notified.

If no one can be reached, the child will be kept at school. No child will be sent home unless there will be someone to care for him/her.

## **MEDICATION (Diocesan Policy 5125)**

OFFICE OF EDUCATION  
DIOCESE OF SALINA

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### **SUPERVISION OF MEDICATIONS**

**POLICY 5125**

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*Note: If there is a school nurse, the Principal's duties hereunder should be assumed by the school nurse.*

Medications should be administered to children at home rather than at school whenever possible. Students requiring medication at school should be identified by their parents/guardians to the Principal. The Principal, in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable student from assuming the responsibility him/herself, with the approval of his/her parents/guardian and physician.

#### Prescription Medication

The physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. No medication shall be given to a student by an employee or agent of the school unless the following are completed and provided to the school:

1. Written and signed instructions from the prescribing physician.
2. The written statement from the physician:
  - identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student to the prescribed medication, and
  - reflects a willingness on the part of the physician to accept direct communication from the person administering the medication.
3. A written statement from the parent/legal guardian:
  - authorizing school personnel to give the medication in the dosage prescribed by the physician, and
  - authorizing school personnel to contact the physician directly.

4. No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior to injecting a medication.
5. Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories), or non-emergency injections may not be administered by school staff other than registered nurses or licensed practical nurses.

### Nonprescription Medication

Nonprescription medications will be administered only after the following criteria are met:

- I. A written and signed statement submitted by the parents/legal guardian giving consent for the medication to be given.
2. The school nurse, or a licensed health professional, has checked the medication to assure appropriateness of dose, medication, and frequency.
  - Personnel designated to administer medications are instructed in method of administration dosage and time of administration.

For either **Prescription or Nonprescription Medication:**

- I. The medication must be in the original pharmaceutical container and properly labeled, which includes:
  - child's full name;
  - name of drug and dosage;
  - time to be given; and
  - physician's name (for prescription only).
2. Medication will be kept in a safe place in the school office.
3. Only limited quantities of medication shall be kept at school.
4. It is the responsibility of the student, if appropriate, NOT school personnel, to come for his/her medication at the designated time.

5. An accurate and confidential medication administration record shall be maintained for each student receiving medication, including the name of the drug, dose, and time given.
6. All written consent statements/forms shall be on file in the Principal's (or school nurse's) office.
7. The classroom teacher and school personnel may be asked to record unusual behavior of the student on medication.

School personnel should not diagnosis and treat illness or prescribe drugs. This is not a school responsibility and should not be undertaken by school personnel.

If the school decides to discontinue administering a student's medication, the Principal (or school nurse) must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Once the need for the administration of medication at school no longer exists or the school term ends, the student/parent/guardian is responsible for picking up and removing any medications at the school. If not picked up and removed within a reasonable time, the medications will be destroyed.

#### Blood Glucose Testing and Insulin Injections

Blood Glucose tests and insulin injections may be administered by the student **in the office health room** under the following conditions:

1. Test kit or insulin injection device shall be stored in a cupboard available only to authorized school personnel, or kept on student's person. Insulin that requires refrigeration shall be maintained in a designated refrigerator in the office health room.
2. Test kit and insulin injection device shall be clearly identified and marked with the student's name.
3. When testing or injecting insulin, the student will be supervised by school nurse, secretary, or clerk in order to ensure safety precautions.
4. Lancets, syringes, and other contaminated materials will be placed in the student's test kit and taken home for disposal.

Blood Glucose tests and insulin injections may be administered by the student **in the classroom** under the following conditions:

1. Test kit or insulin injection device shall be carried by the student in a fanny pack/backpack or placed in his/her desk or a designated closed cupboard. The test kit or insulin injection device is to be clearly marked with the student's name.
2. Teacher will be notified by student when test or insulin injection is being administered. Student will have prearranged with teacher the most unobtrusive way for this to occur.
3. Test or insulin injection shall be administered in an area in the classroom away from the other students.
4. Lancets, syringes, and other contaminated materials will be placed in the student's test kit and taken home for disposal.
5. Student shall be allowed to carry or store snacks in classroom and eat snacks in the classroom as needed to alleviate hypoglycemia.
6. If student does not act responsibly and/or disrupts classroom while testing, classroom privileges may be withdrawn and further testing or insulin injection done in the office health room.

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### **IN FRONT OF SCHOOL** (Adopted June, 2003, C.O.E.)

The streets by the school are very busy. For safety purposes, students are not allowed to play with any type of ball on school grounds other than inside the playground area. This is for school time and also for any school activity after school hours. Children are also not to run or play tag etc. in front of the school during student pick-up by parents.

### **INVITATIONS** (adopted June 2003, C.O.E.)

**Invitations to personal parties of any kind are not to be handed out on school grounds.**

### **LIBRARY SERVICES**

The library in our school is a central service area to which students and staff members may go for information. To provide orderly services, it is necessary to have some regulations:

- 1) Books may be checked out for 2 weeks and magazines for 1 week. Only teachers may check out audio-visual materials. Books that may not be checked out are ones that have an "R" or "OV in front of the Dewey decimal or authors name.
- 2) No material should be taken from the library unless it is properly checked out from the circulation desk. Books checked out by a student should not be lent to others.

- 3) If you have an overdue book you will not be able to check out any new books until that one is returned.
- 4) Fines are five cents per day per overdue book. This does not count weekends. If and when your fines equal \$1.00 or more, you will not be able to check out books until the fine is paid in full.
- 5) Borrowers will be expected to pay for damages to any library materials or for any lost books. You will not be able to check out books until this is paid. (See policy below.)
- 6) Overdue notices will be given to the children weekly. At each quarter parents will receive notice of overdue materials. At the end of the year, report cards will be held until outstanding fines are paid.
- 7) The Library personnel will do all mending of library books.

### **Lost/Damaged Books Policy (May 2008 COE)**

If a library patron loses or severely damages a library book or books, he/she will be required to pay the replacement cost of the book(s). The material must be paid for by the end of the school year. If the patron later finds the lost book(s) after the school year has ended, the amount paid will not be refunded.

Fines for late book(s) during the school year will not exceed an overdue charge of \$5.00/book. However, the above policy applies if the book(s) have not been located by the end of the school year.

The library reserves the right to determine how the lost item will be replaced.

### **LOCKERS-JUNIOR HIGH**

Each student is assigned a locker in which he/she may keep books, clothing and personal articles. Lockers should be kept in good order so that books receive proper care. Belongings may not be kept on the tops of lockers. Principals shall have combination and/or keys to all locks attached to lockers.

School lockers are the property of Manhattan Catholic Schools. At no time does Manhattan Catholic Schools relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason, may conduct periodic general inspection of lockers at any time, without notice, without student consent, and without a search warrant. When a principal searches a locker, another adult shall be present.

Each student is responsible for having proper textbooks and other supplies required by his/her schedule at the time of his/her classes. A grace period of one week is given at the beginning of the school year for students returning to their lockers for forgotten material. Following this grace period, a detention can then be given at the discretion of the classroom teacher if a student does not have the recommended materials. Back packs are not allowed in the classroom.



## **LONG RANGE PLANNING COMMITTEE GOALS AND REVIEW (March 1998, COE)**

The long range planning committee has developed a set of goals. The following is a plan to continue to use and update this set of goals for our school.

These goals are to be used as guidelines for the MCS Council of Education, each of its committees, the teachers and staff of MCS and the PTO and Booster Clubs.

During the summer months, the faculty/staff and all committees of the Council will establish goals for the coming year using the current guidelines. These goals, with a time line included, will be presented at the September Council meeting. The Long Range Planning committee will then incorporate the new goals, revise or delete old ones as they decide. These will then be brought to the council within the next two months – by November.

A copy of the goals and recommendations are to be available in the office for use by the MCS community.

Our objective was to target areas we felt needed emphasis in order to support the mission of MCS. It was not to dictate specific actions with a specific time to be accomplished. We look to the committees of the Council of Education, the teachers, staff and the Council itself to name and implement any action.

## **LOST AND FOUND**

Many items (clothing, lunch boxes, glasses, etc.) are placed in the “lost and found” each year. Parents can help their children avoid such losses by carefully marking the child’s name on these items for easy identification. Please encourage your child to look for lost articles in the “lost and found”. The custodian will on a regular basis get rid of the lost and found by giving the items to the Budget Shop, therefore please check this box on a regular basis.

## **MASS**

All students attend Mass twice a week. Please check the weekly correspondence, the MCS website ([manhattancatholicschools.org](http://manhattancatholicschools.org)), or teacher notes home for the Mass schedule.

Everyone is welcome to attend all Masses. Student dress for Mass is covered in the dress code section of this handbook.

## **NON - CUSTODIAL PARENT**

Some parent information is sent home with students and some mailed directly to the student’s primary address. If any information needs to be sent to a secondary address, inform the office, in writing, what information needs to be sent, mailing addresses, and the resident’s relationship to the child.

## **NON - DISCRIMINATION (Diocesan Policy 1040 Adopted 3-96)**

In compliance with federal regulations, no individual, on the basis of race, color, national origin, sex, age or disability, may be excluded from admission to or participation in; be denied employment or the benefits thereof; or be subjected to any discrimination under the programs and activities of the Catholic school of the Diocese of Salina.

Public notice of this policy must be posted in each school and is to be included in all public announcements, brochures, advertisements and written communications relating to the school and its programs or activities.

The Diocesan Superintendent of schools is designated to coordinate compliance; with nondiscrimination requirements.

Persons believing themselves to be aggrieved by this policy may avail themselves of the grievance procedure as set forth in this Handbook of Policies and Regulations, Catholic School, Diocese of Salina.

### **NORTH CENTRAL ASSOCIATION (NCA) (Adopted, June, 2001, 2013 C.O.E.)**

AdvancED, a part of NCA, is an accrediting agency used for Manhattan Catholic Schools. The accreditation process is based on a five-year cycle. Starting in 2017, the Salina Diocese will move to district accreditation. We will still complete a 5 year cycle of school improvement.

Chair: Jenn Kerr

Math: Aaron Brockman

Reading: Linda Terrell

Science: Tyson Vrbas

Social Studies: Julie Jueneman

Religion: Thomas McAnerney & Allyson Deaver

Preschool: Kristen De La Garza

Principal: *Mike Hubka*

### ***PANDEMIC SITUATIONS***

*In the event of a pandemic situation, there may be a set of published and shared procedures and protocols that are produced and approved by the administration for the purpose of dealing with the pandemic. These procedures and protocols will supersede conflicting policies contained in this handbook only while the pandemic situation exists.*

### **PARENT ORGANIZATIONS (Modified, June, 2001, C.O.E.)**

All school organizations fall under the umbrella of the school system and report regularly to the Council of Education.

#### ***PTO***

A parent/teacher organization for grades PK-8 has fund-raising activities and sponsors special events for the school. Meetings are scheduled throughout the year and noted on the monthly calendar. Parental involvement is encouraged.

## **BOOSTER CLUB**

The Booster Club is the major sponsor of the athletic program at MCS. Meetings are scheduled monthly and are posted on the calendar. Parental involvement is encouraged.

## **PHONE CALLS** (adopted June 2003, C.O.E.)

Students are asked to call home on a very limited basis. Frequent phone calls interrupt the classroom, which takes away from the educational setting. Teachers may ask that the student to wait until recess or lunchtime to call.

## **PLAYGROUND RULES**

- 1) No skateboards, roller blades, hockey sticks, baseball bats, slingshots, or toy guns/knives allowed.
- 2) One person on the slide at a time. Please descend feet first, sitting position only. After descending, get away from the bottom of the slide. Please don't climb up the slides. Please keep the sand off of the slides.
3. No throwing rocks, sticks, snowballs, or wood chips.
4. No running, pushing, or jumping off the structures.
- 5) Only one person in a swing at a time. No twisting up in swings or holding onto chains of another swing. No standing allowed on swings.
- 6) Balls from on top of the building will be retrieved by the custodian.
- 7) Tackle football is not allowed, nor is any other game that requires tackling.
- 8) Rough play will not be allowed.
- 9) Respect must be shown to the teachers on playground duty at all times.
- 10) If a ball goes outside boundaries, ask the presiding teacher for permission to retrieve it. No one may leave school grounds without permission.

## **PLAYGROUND SUPERVISION**

Whenever weather permits, play periods will be held outside. Should your child have a health condition which makes it necessary to limit strenuous activity, please provide his/her teacher with a doctor's note.

Supervision is provided on the playground during school times of which students are playing.

## **PUPIL RECORDS**

Under the Family Educational Rights and Privacy Act of 1975, the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children.

The office maintains a permanent record containing a student's name, address, place and date of birth, parent's name, telephone number, date of entrance, classes attended, credits earned, attendance record, results of testing scores, medical reports, date of withdrawal, and other records which may contribute to the better understanding of the student. Any parents wishing to view their child's records are welcome to do so with an appointment with the principal. Parents may have the copy(s) of the desired record by payment of the cost of reproduction.

In the event of a divorce, the legal mother and father shall be provided with all allowable records of their child including a calendar of school activities and events. It shall be the responsibility of the custodial parent to provide the school with a certified copy of any order of the District Court that might alter the above policy.

***REQUEST FOR RECORDS (Diocesan Policy 5095)***

Student records may be released to other educational institutions upon the request of a parent or guardian, or upon the written request of the student when eighteen (18) years of age, or upon the written request of the receiving institution. Upon compliance with the institutional request, the parent, guardian, or student eighteen (18) years of age shall be notified in writing that the records have been transferred.

Records may be released to other agencies or institutions upon request of the parent or guardian, upon written request of the student eighteen (18) years of age, or upon receipt of a court order.

In the event of a divorce, the legal mother and father shall be provided with all allowable records of their child, including a calendar of school activities and events. It shall be the responsibility of the custodial parent to provide the school with a certified copy of any order of the District Court that might alter the above policy.

Mailing lists of names and addresses of pupils and their parents shall not be released to any unauthorized person or agency.

For students transferring from another school in grades K-12, the principal shall request a copy of all official records, including personal data, medical information, testing results and academic records of students.

***DIRECTORY INFORMATION***

Personally identifiable information from educational records of a student will not be disclosed to third persons without the prior written consent of the student or parent, as the case may be, EXCEPT when the information requested is considered directory information. Directory information is defined as: name of student, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, awards received and the most recent previous educational agency or institution attended by the student. Directory information is considered to be public information but is made available only to persons who have legitimate use for it.

If you believe any or all of the above directory information should NOT be released without your prior consent, please complete a DIRECTORY INFORMATION FORM and return to your principal.

**RETENTION: (Diocesan Policy 5115)**

Teachers shall consult with the principal about the possible retention of a student. The principal and/or teacher shall then consult with the parents or guardian concerning the possible retention of their child.

Through the remaining months of the school year, follow-up conferences should be held, and a decision as to whether or not the child is to be retained should be made normally by May 1 of that school year

## **SCHOOL CLOSINGS**

In the case of school closing due to inclement weather please listen to the announcement on the following stations:   WIBW TV 13  
                                  KMAN 1350 AM & 104 FM Radio  
                                  KMKF Radio  
                                  WIBW 580 AM Radio  
                                  KHCA Angel 95 FM

**SECURITY** (Adopted June 2000, Modified June, 2001, 2013 C.O.E.)

### ***Doors:***

All doors in the elementary and Luckey building will be locked at all times during school. The front doors of the elementary building will be open approximately at 7:10 am to receive students for the day. The door will be locked after morning assembly. Everyone, including parents, who come into the building, will need to report to the office and get a visitor pass. The only exception to this are those that come in to get out of the weather when picking up their children. If they are going to stay in the commons area, that area directly in front of the double gym door by the office, you do not have to get a visitor pass.

### ***Picking up children for appointments:***

Parents are not to go to their son/daughter's room to pick them up for appointments. They are to report to the office and the office will call the room for the child to report. This includes parents of Grades 4 & 5, and Jr. High students.

### ***Staff Training:***

Each fall the staff will view video on Blood-borne pathogens and review emergency procedures.

## **SCHOOL DAY & BUILDING HOURS**

The bell to start the day will ring at 7:40 am. Release time will be 2:55 pm for students in K-8.

Students who arrive before 7:10 a.m. must wait outside the school building. Doors open at 7:10, and all students entering Manhattan Catholic Schools must wait in their assigned areas in the gym until released by the principal or staff member in charge. Students may report to a classroom only with advance permission from their teacher. Supervision begins at 7:10 am.

**No student should be in the building after 2:55 p.m. unless supervised by a staff member.**

## **SPECIAL EDUCATION**

Special Education programs are available through their home school district. School counselors, psychologists, social workers, speech therapists, and learning disability teachers are available to Manhattan Catholic Schools.

## **SPORTS/EXTRA-CURRICULAR ACTIVITY** (Modified July 2003, July, 2012)

The following interscholastic sports are available:

Fall: Volleyball (for 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup>), Football (for 7<sup>th</sup> & 8<sup>th</sup>)

Winter: Boys' and Girls' Basketball (for 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>)

Spring: Girls' and Boys' Track (for 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup>)

The following interscholastic non-athletic competitions are available:

Winter: Scholars Bowl (for 7<sup>th</sup> & 8<sup>th</sup>)

### ***Participation in MCS sports for 6th graders***

Because of a commitment to a league, it would be helpful if MCS could be able to play varsity and junior varsity basketball and volleyball. Therefore, if at the beginning of the season our numbers are below 12 in basketball or below 14 in volleyball, the school will allow the sixth graders in that sport and gender to go out. This may mean that one gender could play while the other gender would not be allowed to do so, or it would be possible for 6<sup>th</sup> graders to participate in volleyball but not basketball or vice versa. If our numbers fall below the above stated numbers after we have started competing, we would not allow 6<sup>th</sup> graders to participate but would continue with the numbers we have. When we open it up to 6<sup>th</sup> graders, it will be open to any 6<sup>th</sup> grader, of that gender, who wants to go out for that season. Sixth grade boys are not allowed to participate in JH football because of KSHSAA rules. MCS will continue to allow 6<sup>th</sup> graders of both genders to participate in track regardless of numbers. Decisions on eligibility to participate will be made on a year-to-year basis.

### ***SPORTS/EXTRA-CURRICULAR ACTIVITY ELIGIBILITY REQUIREMENTS***

The Kansas State High School Activities Association requires completion of a physical examination (prior to the first practice) and written parental permission before the student is eligible to take part in inter-school athletics. This physical exam must be taken no earlier than May 1<sup>st</sup>, for the upcoming school year. There is a special form required for the exam that is available in the school office. Parents' and doctor's signatures are required on each form. Because of the membership with the State activities association the athletes must meet all the activities association rules and regulations for participation.

In order to be considered eligible for the MCS sports program, the student must demonstrate that he/she is responsible in the classroom academically.

**At least one parent/guardian is required to attend a preseason meeting on participation in athletics. The school will offer these meetings twice before each season. If a parent has not been to one of these meetings some time during the year, the athlete will not be allowed to participate in the first contest of the season.**

The purpose of Manhattan Catholic Schools is a Catholic education. MCS athletes and Inter-Scholastic student competitors for Athletics, Scholars Bowl or other extra-curricular activity will not be allowed to participate unless they are a student in good standing.

The following problems may be cause for student-athletes to lose their good standing academically:

1. An F average in the same class two weeks in a row.

2. Two or more D averages in the same class two weeks in a row.
3. Unsatisfactory conduct in any class.
4. Incomplete work in any class.

The Athletic Director will review student grades every Tuesday. The AD will inquire from the staff and principal on student conduct at MCS and out of town activities. The AD and principal will conference with any student that does not meet academic eligibility requirements. Parents will be contacted for further information and guidance. Extenuating circumstances such as illness, new grading periods, doctor's appointments, extreme grade improvement, etc will be taken under consideration before ineligibility decisions are made and executed. Parents will be notified in advance if their child is ineligible for a game/activity.

### ***SPORTING EVENTS GUIDELINES:***

- 1) Students are expected to be in school and put academics as a very high priority. If a student is ill he/she must be in school by the beginning of 4<sup>th</sup> hour to be eligible to participate in the day's athletic event. Students who have a scheduled doctor's appointment may compete if they can verify the appointment. Students are also expected to attend a full day of classes on the day following athletic events. If this becomes a problem, appropriate action will be taken.
- 2) All members of a squad shall travel to an athletic event and return by the conveyance unless other arrangements have been made between the parents and the coach.
- 3) General rules of mannerly conduct will be observed by the student and enforced by the coach.
- 4) As a visible representative of the school, the student must also demonstrate the ability to conduct him/herself in a positive manner in the classroom and throughout the school by displaying respect for teachers, students, and family members. It is expected this behavior will carry over to athletic competition.
- 5) All athletes on a traveling squad will be dressed appropriately as determined by the coach.
- 6) Suspension from school means suspension from athletic practice or competition during the duration of the suspension.

### ***PICK UP OF STUDENTS AFTER ATHLETIC PRACTICE AND GAMES***

Safety is always a very big concern. Since we are located on a busy street this makes for a dangerous situation especially when crossing Juliette Avenue. This is even compounded because of the 5:00 pm traffic; because of this no one will be allowed to cross Juliette Avenue to be picked up. Parents are asked to please pull up on the west side of Juliette Avenue or park on the south side of the Luckey building when picking up your child.

**ACTIVITIES IN THE CLASSROOM WILL ALWAYS TAKE PRECEDENCE OVER ATHLETICS.**

### ***KSHSAA Citizenship Award***

This award is presented for excellence as an exemplary young citizen, who has demonstrated a marked respect for country, assumed responsibility for improving school and community, and has shown reverence for life. One boy and one girl will be selected to receive this award annually. The criteria for receiving the award:

- Participate in at least one athletic or extra-curricular activity governed by KSHSAA.
- Remain in good academic standing during the year. GPA 2.0 or higher.
- Demonstrates respect for country.
- Assumes responsibility for improving school and community.
- Shows reverence for life.

Nominees will be selected from qualified candidates. Ballots will be distributed and voted on by Jr. High teachers and staff.

## **STUDENT COUNCIL**

A student council with a faculty representative will include members from grades 6-8. The principal will attend these meetings when possible. The primary purpose of this organization is to work with the principal and faculty representative to continue to keep a line of communication open between the student body and the administration and to develop leadership skills for the members.

## **TEACHER REQUEST POLICY**

Manhattan Catholic Schools split classes each May for the following school-year. Factors used to split classes are gender, ability level of the students, social engagement between students, best fit with teacher, and special needs of the students. Our teachers are very adept at discussing and splitting the students each year. We occasionally will need to make changes in the summer with new students being added to the rosters.

If a parent wants to request a teacher, the request **must** be made in writing with the reason why the request is being made. The request **must** be made before the last day of school each May. The administration will take into account the letter of request when finalizing the class splits. The letter of request **does not guarantee** the request will be honored. We will place the students where we feel it is beneficial to all students and staff.

## **TUITION/FEE POLICY OF MANHATTAN CATHOLIC SCHOOLS**

Catholic education has been called “the most effective means of transmitting Gospel values to young people.” Study after study supports both the effectiveness and quality of America’s Catholic schools. Graduates are more likely as adults to be active leaders in their churches and communities. A Catholic education, in this age of American society, may now be profoundly more important than ever.

As parents, you want the best for your children. You would not be sending your child to a Catholic School if you were not committed to Christian ideals and were not willing to make the financial sacrifices involved.

Our hopes are high that we can continue to provide the best education possible. With your support and prayers, Manhattan Catholic Schools will continue to be a highly respected institution serving the community of Manhattan.



## **SETTING THE TUITION & FEES**

The *Pastor Designate* of Manhattan Catholic Schools, with the advice of the principal and School Council, sets the tuition and other fees each year for Manhattan Catholic Schools. The tuition is established with affordability to the family and the financial needs of the school in mind.

## **TUITION COLLECTION POLICY**

There is an *annual book and technology fee* for each student that **must be paid at registration, along with the \$10 per family PTO membership dues**. Manhattan Catholic Schools has a flexible payment plan for tuition which allows families the option to pay their tuition annually, quarterly, semi-annually, or over a ten month period. For the semi-annual option, half is due at registration and the second half by the 20<sup>th</sup> of January. Tuition paid quarterly is due at registration and by the 20<sup>th</sup> of November, January, and April. Tuition paid over 10 months is due by the 20<sup>th</sup> of each month, beginning at registration and ending the 20<sup>th</sup> of May. Statements will be sent quarterly unless requested monthly or your account becomes past due. **Monthly statements will be sent for accounts that are not paid to date. If there is past due balance of tuition at the end of the semester then an additional fee of 5% will be assessed on the balance, unless prior arrangements have been made with the principal or pastor.**

All school-related fees and tuition are to be paid on or before their due date. Students may be placed on financial suspension if their monthly tuition is not paid. If tuition is not paid at the end of the first semester the student may be required to withdraw from Manhattan Catholic Schools. If payments are not made each month thereafter, they may be required to withdraw from MCS.

At the end of the school year, if all tuition and fees have not been paid in full, none of the student's records will be released to the family or any other school until full payment has been received, or unless special arrangements have been made with the local superintendent of schools. Families with delinquent accounts are subject to legal action.

Families whose tuition obligation is in arrears will not be allowed to enroll for the next school year unless special arrangements can be made through the local superintendent (pastor) of schools.

## **TUITION ASSISTANCE POLICY**

Each year, MCS designates a certain amount in the school budget for tuition assistance. Any family interested in applying for assistance can apply for financial aid from TADS. The TADS contact information and application are on the MCS website. No family is given full tuition. Assistance will be based on financial need. MCS will inform parents in June awards given for financial aid.

## **UNIFORM CABINET**

The Uniform Cabinets for Manhattan Catholic Schools uniform exchange and sales will be located on the stage. There will be a parent volunteer to keep the cabinets organized and clean. We pray that any family leaving MCS will donate their uniforms to the school for families needing financial help, new families to purchase during the year or current families that would like to exchange articles of clothing.

We will set a time each year before enrollment for families needing financial help to purchase uniforms at a lower cost to be determined annually by PTO. During registration, a volunteer will

be assigned to help with uniform exchange or sales with the proceeds going to PTO. During the school year, the PTO volunteer will set a time for parents to exchange article of clothing and organize the cabinets. We will accept clean, non-damaged, gently used clothing. Families may get an exchange ticket from the office if they donate an article of clothing and a replacement is not available.

Please come at the assigned times if possible to exchange uniforms. The office staff will not be able to accommodate your request when school begins and ends during the day.

Sale Price 2019-20:

Polo Shirts	\$4
Jumper	\$9
Skirt	\$7
Polo Dress	\$8
Khaki Pants	\$7
Khaki Shorts	\$6
Fleece Vest	\$7
Fleece Jacket	\$9

## **USE OF FACILITIES**

The gyms of the elementary school are available for rent by the community. You will need to call the MCS office for availability, and to make arrangements for use. A contract, deposit, payment, and insurance will need to be secured before use will be allowed.

## **VISITORS**

ALL Visitors must report to the office and sign in and out. Any individual wanting to visit a classroom or lunchroom must have a badge or note from the office to take with them. This does not include groups from the high school or K-State, etc. who have been cleared for an activity.

## **WATER BOTTLES**

Students are encouraged to drink plain water during the school day. The students may bring water bottles to school and have them at their desks. They must have lids, be non-glass and *labeled with the child's name*. Students are asked to keep them clean.

## **WEAPONS**

Possession or use of a weapon on school property or at a school activity is prohibited. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. See *Weapons Possession under the Discipline Section of this handbook*.

## **WELLNESS**

The school will have a wellness committee made up of parents, teachers, and students. The committee will meet three times a year in October, February and April. The committee will recommend goals annually after they complete the KSDE Wellness Policy Builder and present policies to the Council of Education. The committee will communicate an annual review of the previous year goals and the new annual goals to the students, teachers, and parents.