

**2011-2012**  
**Student-Parent Handbook**

**St. Mary's School**



*We achieve*  
*We believe*  
*We care.*

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### **Introduction**

This handbook is prepared to familiarize you with the policies, programs, procedures and regulations of St. Mary's School. It is the hope of the faculty and the school council that this handbook fosters a partnership between the parents and the professional staff.



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## **Mission Statements**

### **Catholic Schools of the Diocese of Salina**

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.

### **St. Mary's School**

St. Mary's School mission is to provide a learning environment that promotes Christian values and academic achievement. Our goal is to prepare children to be spiritually, intellectually and socially productive citizens in an ever-changing society.

### **Pastor**

The pastor is the chief administrative officer of the parish school and a member of the School Council and the Diocesan Board of Education and abides by the regulations of the State Department of Education. The immediate direction and supervision of the school program is delegated to the principal.

### **Principal**

The School Principal is the immediate administrative officer of the school and a member of the local School Council. The principal executes the policies of the local School Council, the Diocesan Board of Education, and the regulations of the State Department of Education.

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

### **Faculty**

All faculty members of St. Mary's School are required to have academic degrees and to be certified in the areas they teach. In addition, all faculty members are encouraged to be certified by the Diocese in religious education.

### **School Council**

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

School Council members shall assist the pastor and principal for the consideration of general policy matters relating to St. Mary's School. The local school council shall strive to support, strengthen and assure the future of St. Mary's School. Policy establishes a course, or plan of action, implementation follows. It is the role of the school principal to implement the policy.

"...the pastor under the Bishop is personally responsible for the administration of the parish. The vote of the school council, like that of the parish council, is in the last analysis advisory. This is to say that the pastor may for pastoral reasons veto board action. Such an action, however, would seem to be unusual in occurrence, for the presumption in creating a parish school council is of the trust placed in them," (From National Catholic Education Association).

#### **2011-2012 Officers & Members:**

Chris Becker	President
Sarah Eck	Vice President
<b>Becky Seibel</b>	<b>Secretary</b>
Stacy Frickey	Member
Pat Kuhn	Member
George Crawford	Member
<b>Brian Rohr</b>	<b>Member</b>

## Home & School Association

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

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

### 2011-2012 Officers:

Alice James	President
Chandra Pfeifer	Vice-President
Brandy Becker	Secretary
<b>Sandy Rome</b>	<b>Treasurer</b>

## Registration and Admissions/Fees

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

### Pre-K School fees

Registration: **\$40.00** per child

Tuition:	<b>4 yr. old by September 1</b>	<b>Mon/Wed/Fri</b>	<b>8:10-11:10 AM</b>	<b>\$81 monthly</b>
	4 yr. old by September 1	Mon-Thur	12:30-3:00 PM	\$90 monthly
	3 yr. old by September 1	<b>Tues/Thurs</b>	<b>8:10-11:10 AM</b>	<b>\$50 monthly</b>

### K-6 School fees

Registration: \$40.00 per child

Tuition: \$200.00 per child per year (parish member)  
\$400.00 per year for family of two or more (parish member)  
\$400.00 per child per year (non-parish member)  
\$800.00 per year - family of two or more (non-parish member)

## School Hours

**The first day of school is Thursday, August 18, 2011 with a ½ day of school. Our year ends on Wednesday, May 23, 2012 with a ½ day as well. School begins at 8:10 Monday thru Friday with breakfast being served beginning at 7:30 A.M. Dismissal is at 3:20 PM.**

## Arrival/Departure

Doors remain locked until 7:30 when the breakfast program begins. Students should arrive no earlier than 7:45 if they are not eating breakfast at school or riding a bus. Students will go directly to the gym and sit quietly until they are instructed to do otherwise. There will be a teacher on duty starting at 7:50 A.M.

Any adult entering the school to pick up children for an appointment, bring an item to a child, or any other reason

whatsoever, should report to the office. We ask that you remain in the office or entryway and St. Mary's School personnel will see to it that the item is delivered to the student or that he/she is called to the office. Students that are tardy (arrive after the 8:10 bell) need to stop by the office. Parents must bring students into the office when they are tardy so they can be signed in and get a tardy slip before going to the individual classroom. Students will need to be signed in/out when they arrive/leave other than at a school time of arrival or departure. Parents are asked to remain in the entryway when waiting for a child to be dismissed. Do not send visiting children (friends or relatives) to school. We reserve the right to send children home.

### **Unscheduled closing of school**

St. Mary's School will follow the established practice for weather related closings in the Ellis Public School District. Announcements will be given over KWCH, KAYS radio and TV, and KJLS, KHAZ radio of school closings in the morning.

### **Emergency School Closings**

For emergency cancellation of school during regular school hours the following takes place:

In case of severe winter weather requiring school to be called off during the day, parents are requested to listen to the following radio stations for further information about school closings: KAYS, KJLS, and KHAZ.

The principal is contacted by USD #388 superintendent as to closing of school and bus schedule.

### **Attendance**

According to Kansas state law and diocesan policy, students entering Kindergarten must be five (5) on or before August 31<sup>st</sup> and students must be six (6) on or before August 31<sup>st</sup>, and have not attended any school, to be eligible to enter First grade.

### **Absence**

A child's absence from school should be reported **by 9:00 AM by phone** (726-3185) to assist us in keeping accurate attendance records. If a child is reported absent by a teacher and a parent or guardian has not phoned in, we will call to insure the safety of the child. 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. The principal shall report any child who is enrolled but not attending school including all cases of unusual and/or habitual absence to the proper authorities. When you call in and request your child's homework, please allow ½ of the day for the teacher to gather it. Homework may be picked up in the office.

### **Lunches**

Lunches are provided every school day. Parents are welcome to purchase a lunch and eat with your child(ren) any day provided you notify the teacher, principal, or office by **9:00 A.M.** Payment can be made when you arrive to eat.

Lunch fees are paid to the school and can be made by the day, week, or month. Notices will be sent home as a reminder to purchase more lunches prior to the end of the paid lunch account. PowerSchool lunch program is set up to send an e-mail message to you when there is a \$3.00 or less account balance.

Students are allowed to bring sack lunches from home, as long as those lunches do not contain pop or candy. Students are still expected to eat or try everything in their sack lunch just as with a school lunch.

### **Gum/Candy**

Gum, candy, and sunflower seeds are not allowed at school. If students bring these items for use after school, the items must remain in their book bags until the end of the school day. Teachers will reward students with incentives that have nutritional value.

## **School Attire**

All St. Mary's students are expected to be well-groomed, neat and clean. They will be dressed in appropriate and properly fitted attire while at school. Children are asked to wear clothing proper for the season. **Coats/sweatshirts are to be worn outside unless wind chill is 60 degrees or higher. Students will stay inside for recess if wind chill is 20 degrees or colder.** Boots and warm coats are needed for playing on the playground when colder or wet weather sets in. Please mark boots and other items for school use to avoid mix-ups. Apparel with any kind of drug or alcoholic advertisement, inappropriate or suggestive message, or message that contradicts Catholic morals and values is not allowed. Dresses or tops with straps should be worn with cover-ups. Tank tops are allowed as long as straps are 1 ½" to 2" wide. Boys are not allowed to wear earrings at school. Torn jeans or pants with large holes are not to be worn. Shorts and flip-flops may be worn through the month of September and beginning April 1, if weather permits. Shorts must reach the bottom of the child's fingertip when their arms are extended down to their side. Parents will be called to bring other clothing for the student to wear if these criteria are not met.

Students will not be allowed to wear shorts to Mass on Tuesdays and Fridays. At minimum, girls are to wear clothing on church days that is at least knee length. Again parents will be called. In both instances, the child will remain at the school and recite prayers and the rosary while the remaining students are attending the Liturgy of the Word. Students wishing to wear shorts on these days should bring a change of clothes in which to change at recess time or physical education, whichever comes first in the day. Teachers will allow time for students to change if they so desire.

## **Lost and Found**

Lost and found items are usually turned in at the office. Children are reminded to be responsible for their clothing and other items. Labels on clothing and supplies are a big help.

## **Telephone**

Children must ask permission to use telephones. Emergency use of the telephone consists of:

1. Ripped clothing
2. Wet clothing

The use of cellular phones, I-pods, and other electronic devices is not allowed **during school hours**. If they are at school, they must be turned off and in the student's book bag. If a student chooses to disobey this rule, the device will be turned into the office, parents called, and given back to the student at the end of the day. Repeated infractions will result in a parent/principal conference.

## **Bus Transportation**

Bus transportation is available to rural students of St. Mary's School residing more than 2 1/2 miles from school. The bus driver has full responsibility and authority for and over all children riding on his/her bus. Misbehavior on the bus can lead to the loss of the bus riding privilege. It is important that the parents send a note to the teacher, or call the school if the child is to change the normal routine for going home.

## **Student Records**

All parents and legal guardians have the right to see their child's records. This is encouraged by the school as it helps to establish healthy communications between home and school, and many times gives the parents a much better understanding of their child, the child's ability and achievement in school. It can also give the school (teacher) better insight into a child's particular problem as seen by the parent. You are strongly encouraged to review your child's records in conference with the teacher. Since this type of conference does take some time, parents are encouraged to call to set an appointment for this purpose.

At the end of the first and third nine weeks Parent-Teacher conferences will be held. You will receive additional information towards the end of those two nine week periods. Any time you have a question concerning your child's development, please set up an appointment with the classroom teacher. All parents will have access to PowerSchool whereby you are given a username and password that allows you to monitor grades daily. If you don't have Internet access let the office know and hard copies can be mailed.

## Grading Scale

A-Outstanding Achievement	95-100	<b>100-99</b>	<b>A+</b>	<b>98-97</b>	<b>A</b>	<b>96-95</b>	<b>A-</b>
B-Above Average	88-94	<b>94-93</b>	<b>B+</b>	<b>92-90</b>	<b>B</b>	<b>89-88</b>	<b>B-</b>
C-Average	77-87	<b>87-86</b>	<b>C+</b>	<b>85-80</b>	<b>C</b>	<b>79-77</b>	<b>C-</b>
D-Below Average	70-76	<b>76-75</b>	<b>D+</b>	<b>74-72</b>	<b>D</b>	<b>71-70</b>	<b>D-</b>
U-Unacceptable	69 or below						

## Testing

St. Mary's School will follow Diocesan/Kansas requirements for testing.

1. Annually administer an Achievement Test of Basic Skills in grades K-6.  
St. Mary's uses Iowa Test of Basic Skills in the fall.
2. Kansas required assessment tests for grades 3-4-5-6 in Math, Reading, Science, Social Studies and Writing are given in late Fall or in early Spring.

## Medical Regulations

### Regarding all Prescription and Over the Counter Drugs

St. Mary's School has adopted the following guidelines for dispensing any type of medication. These follow the approved guidelines as set forth by the State and the medical professions.

The school health official is able to dispense any type of medication (prescription or over-the-counter), including aspirin or Tylenol, to any child. All medication, prescription and over the counter (including cough drops), should be given to the school nurse or to the office. Medications can be administered under the following guidelines:

1. The parent/guardian/ physician must fill out a Medical Form indicating the name of the medicine, the dosage, and when it is to be given. They must also give the reason for the medication. These forms are available at the school office or on our school website.
2. The medicine must be sent to school in the original container appropriately labeled by the pharmacy stating the name of the medication and the prescribed dosage.
3. The above regulations apply equally to all pain reduction medications including Aspirin and Tylenol, eye drops, ear drops, cough drops, etc. without proper authorization, they will not be given.
4. If the child seems to be definitely ill we will attempt to contact you or a person designated by you to have the child taken home. If we are unable to reach anyone designated as being responsible for the child, we will provide a place for them to lie down and will attempt to make them as comfortable as possible.

**If a child has been ill, they must be fever free for 24 hours WITHOUT FEVER REDUCING MEDICATION before returning to school.**

## Lice Policy

We all have to be proactive, both in school and as parents at home. By working together and communicating, this issue will be controlled. School wide notification will be our first step when **live** lice are discovered in the school. The child will be sent home for the day for treatment. Parents ARE EXPECTED to regularly check, and treat if necessary. It is vital for parents to contact the school if their child is found with nits or live lice. It is recommended at the diocesan level that, after repeated attempts of sending a child home, St. Mary's School will contact SRS. Additional information can be found at the school office or the Kansas Department of Health and Environment website at [www.kdhe.org](http://www.kdhe.org)

(adopted SMSC July 2009)

## **Anti-Bullying Policy**

Based on our philosophy that Catholic Schools has been established to provide an environment of faith, which brings all of life together with 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 harmful 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 the Salina Diocese of 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 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 schools 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 student 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 outlines 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 other with respect and dignity that is expected of any Catholic School student.

### **Student Discipline**

Teachers are encouraged to believe in the following:

1. No child will keep me from teaching.
2. No child will keep another child from learning.
3. Misbehavior will be challenged and dealt with fairly.
4. Good behavior will be recognized and supported.

When discipline problems arise, the teacher will handle the problem on an individual basis. **A parental signed “Think Sheet” will be completed by the student.** If the problem continues or depending on the severity of the offense, students will be sent to the office where the problem will be discussed, parents notified and/or in-school isolation period served by the student.

### **School Wide Discipline Plan**

Behaviors teachers want in the classroom:

“Treat people the way you want to be treated”

**FOLLOW THE GOLDEN RULE**

Each teacher shall establish classroom discipline guidelines. Teachers are expected to handle each situation in a Christian manner.

### **Chain of Command**

Parents are to visit with teachers about classroom concerns. Parent concern should be addressed by:

- 1st Contacting their child's teacher to meet, discuss, and resolve the situation.
- 2nd Contact the principal and teacher for a conference to seek a solution.
- 3rd If a satisfactory decision cannot be achieved, a conference with the pastor/principal/teacher should be scheduled to resolve the matter. All matters will follow Diocesan Policy Handbook procedures.

### **Corporal Punishment**

St. Mary's School will not use corporal punishment. If a student's behavior interferes with teaching or orderly functioning of a school activity, parents will be contacted promptly. It will be left up to the parent/guardian to take the necessary action to correct the student's behavior. Schools are limited as to the forms of disciplinary action. Generally speaking, St. Mary's endeavor is to instill values of good behavior as a student responsibility. When necessary a student may be deprived of privileges in an effort to teach the child responsibility for his/her actions. This is an integral part of daily living in a democratic society. Respect for one-self and each other is encouraged at all times, on the playground as well as in the classroom. Included in this is also respect for student's, others, and the school's property.

### **Suspension and Procedure**

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

A suspension may be imposed on a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing. However, if the presence of the student endangers other persons, or

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

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

### **Expulsion and Procedure**

Expulsion is the termination of enrollment for the remainder of the current school 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 and the charges upon which the expulsion is based shall be given to the student's parents or legal guardians within seventy-two (72) hours of the student being suspended. The notice shall also contain the date, time and place that the student will be afforded a formal hearing. This date shall be no later than the last day of the five (5) school days suspension. 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.

### **Grounds for Suspension**

A student may be suspended or expelled for:

1. a willful violation of any published regulation for student conduct adopted and approved by the school administrator;
2. a conduct which disrupts, impedes, or interferes with the operation of the school;
3. a conduct which infringes upon or invades the rights of others;
4. a 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. a grave immoral conduct; or
6. a continual conduct contrary to the official teachings of the Catholic Church.

### **Notice of Suspension or Expulsion**

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

### **Expulsion of Pupils-Weapons Possession**

In accord with KSA 72-8902, 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.

In the event of such determination of weapon possession, the chief administrative officer of the school shall immediately refer the pupil to the appropriate state and local law enforcement agencies and, if the pupil is a juvenile, to the secretary of Social and Rehabilitation Services.

Should the pupil be an exceptional child as defined in KSA s72-962, the expulsion requirement may be modified in a manner specified by the State board.

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

## **Sexual Harassment Policy**

Sexual harassment is not permitted at St. Mary's. Sexual harassment, like harassment on the basis of race or religion, is a form of prohibited discrimination based on Title VII of the Civil Rights Act of 1964. In addition to being illegal, sexual harassment runs counter to the teachings of the Church and the Christian environment at St. Mary's School in which students, faculty, administrative and academic staff (both certified and non-certified personnel) can work together in an atmosphere free of all forms of sexual harassment, exploitation or intimidation.

Sexual harassment violates not only the dignity of the individual, but also the integrity of St. Mary's School as a caring and enlightened atmosphere in which to work or learn. This policy is to prevent the occurrence of sexual harassment, to assist victims in obtaining relief and to provide appropriate consequences (disciplinary actions) for those who by their actions practice, promote or condone such behavior. Under Title VII, St. Mary's Parish is responsible for the actions of all other employees and students if the employer knew or should have known about the sexual harassment.

## **Definitions of Sexual Harassment**

School employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students, teachers or employees. Violation of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate the complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student or employee may bypass the principal and report directly to the pastor of the parish. Complaints against the pastor shall follow Diocesan Policy.

Sexual harassment may include but is not limited to:

- \* sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- \* subtle pressure or requests for sexual activity;
- \* persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- \* creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- \* unwelcome displaying of non-educational illustrations, pictures or graffiti of a sexual nature;
- \* unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body; nothing in this policy is to be construed as preventing teachers from hugging children in an appropriate manner;
- \* requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
- \* sexual assault or battery as defined by current law.

Sexual harassment is prohibited, not because it is sexual, but because it is harassment based on gender and an illegal form of discrimination.

## **Procedure for Disciplinary Action**

Any student or teacher who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, pastor or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student or teacher may refer to the next higher level -pastor or bishop.

It is in the best interests of everyone concerned to have all violations of the policy reported immediately after they occur, however, it is recognized that this is not always going to take place and therefore no limit is established for the initiation of complaints.

An investigation of the complaint will take place within 7 school days. During vacation periods complaints will be dealt with expeditiously. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Retaliation in any form is prohibited.

Violations of this policy shall result in disciplinary action, up to and including long-term suspension. Violations of current law will be reported to the proper authorities. If conduct in violation of this sexual harassment policy is not found, the school may still determine that the conduct was inappropriate and require that such conduct be stopped.

Supervisors are encouraged to be continually aware of the potential for violation of the policy and are encouraged to investigate questionable situations even if no complaint has come forward. Adopted SMSC11/93

### **Use of Alcoholic Beverages, Tobacco Products and Drugs**

The possession and/or use of any of these will result in suspension from the school the duration of which to be determined by the principal, teacher, and the parents. Chewing tobacco also comes under this heading.

### **Parties**

The students will be allowed parties for Fall Festival, Christmas, and Valentine's Day. These generally begin at 2:30 P.M. Parents will be contacted by teachers for help which is greatly appreciated. Children may furnish treats for their birthdays if they choose. Parents are requested to contact the teacher before sending treats.

### **Immunizations**

The State Department of Health and the local Board of Education require all school children to be immunized against specific diseases. The school is authorized by law to refuse entrance to any child whose immunizations are not up to date. Parents of children already in school will be notified if their child is in need of booster or additional shots.

Kansas State Department of Health requires that children 8 years of age or younger entering Kansas schools for the first time complete a Health Assessment. K.S.A. 72-5214. Forms may be picked up at the school office. Any policy items not specifically stated will comply with diocesan policy stated in revised edition of Diocesan School Policy Handbook.

### **Communication with Non-Guardian Parent**

Many times we have students that attend our school that come from a divorced family in which both parents are extremely interested in how their child is doing. Please indicate that you would both like any information in regards to your child and we will send an additional copy either with the child, e-mail, or postal service of our monthly newsletter, or a copy of their child's grade card. If they wish to have a separate conference at Parent/Teacher Conferences, you may contact the individual teacher(s) to set this up. This will be provided only if the parent contacts us and wishes to do so.