



**CURÉ *of* ARS**  
**CATHOLIC SCHOOL**

**Parent/Student Handbook**  
**2018-2019**

9403 Mission Road, Leawood, KS 66206  
Phone: (913) 648-2620      Fax: (913) 648-3810

School website (<http://cureofars.org>)

# Curé of Ars Catholic School

*2018-2019 Theme:  
We Are One Body*

Curé of Ars Catholic School meets all regulations and is accredited by the State of Kansas and AdvancEd.

Classes begin each day at 8:00 am and end at 3:30 pm

## Mission Statement

*Forming Courageous Followers of Christ*

## Vision Statement

*Recognizing each child as a creation of God, Curé of Ars Catholic School will form our students for spiritual, moral and academic excellence.*

## Core Values

*Living Worship*

*Engaging Partnership*

*Embracing Discipleship*

*Celebrating Scholarship*

*Inspiring Leadership*

# ***Guidelines for Success***

## ***Christ's***

***P*** *erform our personal best*

***E*** *ngage in learning*

***A*** *ccept responsibility for our actions*

***C*** *are for and respect all*

***E*** *xhibit Catholic values*

Curé of Ars Catholic School  
2018-2019 Staff

<u>Administrative Staff</u>	<u>Room</u>	
Principal	401	Andrew Legler
Vice Principal	410	Kim Hammers
Facilities Manager	121	Larry Fahlstrom
Technology Coord.	433	Todd Hall
Admin/Office Mgr	402	Barbi Richards
Office/Enrollment	403	Carol Pecoraro

<u>Primary and Elementary Teaching Staff</u>		
Pre-S 3 year olds	104	Katherine Mooney
Pre-S 3 year olds	108	Rachel Turgeon
Pre-K 4 year olds	110	Angela Wright
Pre-K 4 year olds AM	111	Hilary Paas
Junior Kindergarten	107	Patty Woulfe
Kindergarten	112	Rebecca Eichholz
	114	Emily Leavey
	106	Denise Volker
	109	Shelby Wilson
	103	Nicole Allen
First Grade	105	Nicole Heilman
	101	Lisa Ledom
	102	Lorraine Silkman
Second Grade	115	Amanda Clayton
	116	Teresa Onstad
	117	Natasha Porter
Third Grade	212	Megan Czinege
	113	Kathy Morris
	209	Amanda Myers
Fourth Grade	210	Joyce Huska
	207	Amanda Marnett
	211	Amy Wilcox
Fifth Grade	204	<i>*Kelly Lum</i>
	201	Katie Rogler
	205	Megan Schroer

<u>Sixth Grade</u>		
Science/SS	218	Patrick Greer
ELA	219	PJ Palmer
Math	203	Laura Wank

<u>Middle School Teaching Staff</u>		
7 <sup>th</sup> /8 <sup>th</sup> Grade Religion	405	Sr. M. Immaculata
7 <sup>th</sup> Grade Homeroom		
English/LA	216	Liz Engelbert
Social Studies	214	Katie Lind
8 <sup>th</sup> Grade Homeroom		
Science	213	Jared Herzet

<u>Ancillary Staff</u>	<u>Room</u>	
Art	126	Amy Ide
Computer (K-6)	127	Christina White
Enrichment	118	Susan Higgins
Library	208	Josephine Nigro
Music	125	Cassandra Pettigrew
Music (Preschool)	125	Val Tankard
Physical Education	223	Jackie Buser
Spanish	206	Rhiannon Mendez

<u>Student Support Services</u>		
Counselor	120	Carolyn Herron
Nurse	409	Angela Carney (M,W,F)
	409	Kit Cullinan (T,Th)
Resource (PS-1)	123	Elizabeth Bund
Resource (2-5)	408	Rachel Watts
Resource (6-8)	411	Debbie Kovarik
Instructional Coach	407	Jackie Pickett
Social Skills	121	Lindsey Martin
Resource	122	Pam Brun
		Becky Drey

<u>Classroom Aide</u>		
	104	Lara Novotny
	107	Natalie Mickelson
	108	Lisa Valdez
	110	<i>*Sarah Hoffman</i>
	111	Bea Redondo

<u>Instructional Support</u>		
	118	Debbie Converse
	119	Jean Gomez
	408	Rebecca Tumbleson
	408	<i>*Mitch Wille</i>
	411	Bridget Woulfe
	412	<i>*Annie Patterson</i>

<u>Cafeteria Staff</u>		
Cafeteria Manager	415	Sarah Hirsch Barb Gutierrez Gretchen Koc Kristin McMillin Sallie Steele Nancy Fox Richard Steele Wendy Purcell
	416	Lunch Room

After School Care  
Email: rhiannon.mendez@cureofars.com  
Phone: 913-648-2620 x-206

<u>Parish Offices</u>	913-649-1337
Coord. of CGS	Joni Rundle
CGS Asst.	Karen Schmeer

### **School Advisory Council**

Pastor	Fr. Richard Storey
Parish Manager	Bob Kolich
Principal	Andrew Legler
Vice Principal	Kim Hammers
PTO President	Leann Gillespie
Council Member	Gretchen Hembree
Council Member	Bill Conway
Council Member	Dawn Donegan
Council Member	Laura Martin
Council Member	Mindy Metzger
Teacher Rep	Jared Herzet

### **Parent Teacher Organization (PTO) Board**

**President** - Leann Gillespie

**Past President** - Michelle Hass

**President Elect** - Emily Claxton

**Secretary** - Marcelle Bruck

**Community Events Coordinator** - Maggie Goldsborough

**Volunteer Coordinator(s)** - Jennifer Burroughs (2nd yr.) &  
Megan Krempec (1st yr.)

**Treasurer** - Matt Devereux

**Cultural Arts Coordinator** - Andrea Stverak

**Teacher Rep.** - Christina White

**Vice Principal:** Kim Hammers

**Principal:** Andrew Legler

### **PTO Committee Chairpersons**

**Battle of the Books** - Lea Devine, Ali Cooper, Ann DeSimone  
**Birthday Book Club** - Susan Johnson  
**Box Tops for Education** - Sarah Hanna  
**Carnival** - Tracy Rittel & Laura Fuemmeler  
**Catholic Schools Week Ice Cream Party & Teacher Beverage Cart** - Anne George & Ali Dunn  
**Cougar Welcoming** - Laura Martin  
**Donuts with Dad** - Sarah Parrish  
**Faculty Appreciation Coordinator** - Ashley Murphy  
**Father/Daughter Dance** - Brigid Reisch & Jodie Mohlman  
**Field Day** - Jeni Prenger, Jessica Milbert, & Laura Fuemmeler  
**First Day of School Coffee** - Joni Rauen  
**8th Grade Coordinators** - Melissa Grams, Kerry Kerr, & Tanya Lanter  
**Ice Cream Social** - Ann Affolter  
**Lunchroom Volunteer Coordinator** - Robbin Dunbar  
**Mornings with Mom** - Tim Bruck  
**Mother/Son Event (new)** - Maureen Blount & Andrea Stverak  
**Retirement Reception for Faculty (if applicable)** - Julie Rome  
**School Supply Coordinator** - Ann DeSimone  
**Shrimp Feast** - Nancy Ruf  
**Staff Birthday Lunches** - Laura Jaworski  
**Faculty Appreciation Parties** - Katie French & Ashley Donnelly  
**Trunk or Treat** - Tonia Nelsen & Janet McDaniel  
**Used Uniforms** - Heather Whiteside & Maurya McClellan  
**Walk/Bike to School Day** - Lisa Meyers

### **Curé Soirée Annual School Auction** **Saturday, February 9, 2019**

Auction Co-Chairs: Lisa Zieren, Angela Charles and Jackie Sailler

# Curé of Ars Catholic School

## Parent/Student Handbook 2018-2019

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## ***Part I—Mission Statements***

### **The Archdiocese of Kansas City in Kansas Catholic Schools**

“Be it known to all who enter our Schools that Christ is the reason for these Schools, the unseen but ever present Teacher in our classes, the Model of our faculty, the inspiration of Our Students.”

### **Curé of Ars Parish**

“Lead them to the Pew through the Word, the Sacraments, and the Eucharist.”

### **Curé of Ars Catholic School**

*Christ's Way is Our Way*

#### **Mission Statement**

Forming Courageous Followers of Christ

#### **Vision Statement**

Recognizing each child as a creation of God, Curé of Ars Catholic School will form our students for spiritual, moral, and academic excellence.

#### **Core Values**

Living Worship, Engaging Partnership, Embracing Discipleship,  
Celebrating Scholarship, Inspiring Leadership

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#### **Principle of Subsidiary**

The Archdiocesan Office of Catholic Schools serves as a consultant to the administrators of Curé of Ars Catholic School. Canonical authority for the school rests with the pastor.

This Parent-Student Handbook is intended to be in compliance with the policies of the Archdiocese of Kansas City in Kansas. If the Archdiocese changes policy during the course of a school year, Curé of Ars Catholic School will implement those changes effective immediately. Curé of Ars Catholic School recognizes the authority of the Archdiocese in setting policy for the administration of Catholic schools. *The principal holds the right to amend any policy stated within this handbook.*

#### **Equal Opportunity**

Because all staff in Catholic Schools are called to bear witness to Jesus in both their life and teaching, the Catholic Schools in the Archdiocese of Kansas City in Kansas hire practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure. School leaders, i.e. Presidents of Secondary Schools and Principals of both secondary and elementary schools, must be practicing Catholics. Teachers, except in extreme and unusual circumstances, must be practicing Catholics. However, in the event that there are non-Catholic teachers employed in a school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards.

Employees in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall not be discriminated against on the basis of age, race, color, gender (unless in conflict with Catholic moral teachings), disability or national origin.

## ***Part II-Statement of Accountability***

A commitment of support from both the school and parish community is essential to fulfill the purpose and goals of our mission. To this end, certain responsibilities are accepted.

#### ***Students will:***

- Show respect for the Catholic ideals on which the school is centered
- Maintain an attitude of accountability for their own learning and behavior
- Show respect for and cooperate with school personnel and other students

#### ***Parents/Guardians will:***

- Model Christian behaviors and attitudes, including fulfillment of the Sunday Mass obligation, active participation in the Sacraments and ongoing faith formation
- Demonstrate support of sacramental preparation and consistently participate in the sacraments
- Build religious celebrations and family prayer in daily life
- Support the efforts of the parish and school in the education of their child(ren)
- Share their time, talent, and treasure with the parish and the school community. The suggested tithing is to give 5% of your income to the Parish; 4% to other charities of your choice; 1% to the Archdiocese
- as their child(ren)'s first teacher, encourage and help them learn
- Promote regular attendance and punctuality at school
- Provide an appropriate environment and schedule adequate time for completion of school work at home
- Require their child(ren) to obey the rules and regulations of the school
- Inform the school of any special needs of your child(ren)
- Read all communication sent to the home by the school
- Attend conferences and request additional information as needed
- Maintain Christian decorum in all manner of communication with school personnel and other members of the school community.
- Support and adhere to the regulations stated within this handbook

#### ***Faculty will:***

- Model Christian behaviors and attitudes
- Display a professional attitude and a dedication to Church teaching
- Participate in ongoing spiritual and professional formation
- Implement instructional strategies that are most effective in promoting mastery learning
- Communicate effectively with students, parents/guardians, teachers and administrators
- Present content using a variety of methods which are sensitive to the individual needs of our students, as well as the diocesan curriculum outcomes
- Maintain a classroom atmosphere conducive to learning
- Strive to meet the needs of all students

#### ***Administrators will:***

- Promote the spiritual development of the school. Develop, understand, communicate, and protect the school's mission
- Model Christian behavior for teachers, students and parents/guardians
- Serve, along with the pastor, as the administrative leaders of the school. Consult with the pastor on all major policies and decisions
- Coordinate the creation, implementation and evaluation of an effective, mission-focused strategic plan
- Communicate effectively with pastor, faculty, students, parents/guardians, school advisory council and parish Community
- Identify personnel needs, evaluate staffing, supervise employment and contract renewal for all employees
- Provide leadership in curriculum development and instruction
- Provide leadership in continuous improvement, long-range planning and goal setting
- Develop local procedures and policies; implement Archdiocesan policies and governmental requirements; and maintain school accreditation.

- Prepare and manage the school budget
- Develop relationships and contribute positively to the broader educational community
- Represent the school as spokespersons to the media, alumni, parents and all other stakeholders
- Oversee the physical structure and equipment of the school building as a safe environment for the community
- Participate in ongoing spiritual and professional formation

\*Principals and teachers shall, with continuing information, assist parents in understanding the approach, content and methods of Catholic education and school matters. At the time of registration, schools shall communicate in writing to parents a code of acceptable parent conduct. **Schools reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy.**

**Pastor will:**

- Endeavor, as a leader of our faith community, to promote Catholic education
- Encourage the highest quality education and faith development
- Serve as the Canonical authority for the school

**Parish will:**

- Endeavor, as a faith community, to promote quality Catholic education
- Ensure sufficient financial assistance to enable educational opportunities for all families within the parish
- Provide salaries and benefits to Catholic school educators reflective of the social justice teachings of the Church

**Parent-Teacher Organization (PTO)**

The Parent-Teacher Organization exists at the discretion of the Pastor and Principal for the purpose of assisting the school with faith community building and stewardship efforts; improving the school environment; and enhancing the student experience. The PTO plans social activities for school families and coordinates volunteer efforts for both in and out of school activities. All parents are members of the PTO and are encouraged to participate in the various faith-building, educational and volunteering services of PTO.

PTO dues are collected in the fall and are used to provide classroom teacher gift cards, classroom parties, cultural arts assemblies and various activities; Ice Cream Social and Field Day.

**School Advisory Council**

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

**Student Council**

Student Council officers are elected in the spring for the following school year. Three students from each homeroom (incoming 8th grade) are nominated by their peers and teacher. Students accepting the nomination prepare a speech which is submitted for approval to a panel of faculty members and the Principal. The acceptable candidates will present their speeches to the incoming 6th, 7th & 8th grade students, who will then cast their votes for their favorite candidate. Candidates will run for the positions of President, Vice-President and Secretary. The student who receives the most votes becomes the President, the second place candidate becomes Vice-President, and the third will become Secretary. If all of the speeches are deemed unacceptable, the Principal shall select the President, Vice-President and Secretary. In the fall, grades 6-8 will select one representative from each homeroom who will serve on the Student Council. Student Council meets with the Student Council Sponsor(s) at least once a month throughout the school year, and serves the school community through various activities.

Student Council members serve as role models for our school community. For this reason they must maintain at least a "C" average. Discipline issues may result in dismissal from the student council.

**Part III-Admission & Enrollment**

**Guiding Principles**

The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas.

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

**Placement Status**

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

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

Every child in Kansas is to be given a Home Language Survey. The survey consists of a questions on the schools enrollment/application form that says, "What is the primary language spoken in the home?" If a language other than English is provided on the survey, students in grades K-12 should be assessed for English Language proficiency. Contact the Title III Coordinator for the public school district in which the Catholic school is located for detailed instructions on how to proceed with the English language proficiency assessment.

For additional information, contact the Associate Superintendent for Student Services/Perfect Wings Coordinator.

**The following priorities will be applied for admissions to Curé of Ars Catholic School:**

**Preschool—8th grade**

1. Students currently attending Curé of Ars Catholic School
2. New students of families with other children currently attending Curé of Ars Catholic School.
3. Active/tithing member of Curé of Ars Parish. (Length of time the family has been an active/tithing member may need to be considered in certain circumstances. For example: A family who has been active/tithing member for 10 years will receive priority over a family who has recently joined the parish.)
4. Non-parishioner paying tuition



### Non-Catholic Students

Students who are not of the Catholic faith are welcome at Curé of Ars Catholic School. Our curriculum and activities are designed to teach the Catholic faith, promote the Catholic mission and support community-building, therefore it is important for all students to participate in all school activities. Non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receiving sacraments which are open only to members of the Catholic faith) and are not exempted from religion/theology class requirements.

### Nondiscrimination Policy

Curé of Ars Catholic School admits students of any race, color and national or ethnic origin and gender. Preference in admissions is given to members of Curé of Ars Catholic Church and members of the Catholic faith.

### Transfer Students

Children who apply for admission to Curé of Ars Catholic School by transfer from non-public or public schools will be placed initially on the grade level they would have reached pending evaluation by teachers, guidance personnel and/or the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children applying for admission to Curé of Ars Catholic School, who have been home schooled, will be evaluated by school personnel for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests, or any other informal curriculum assessments administered by the school.

### Age Requirements and Documentation

All children must present baptismal and birth certificates upon initial entrance into Curé of Ars School. Students who will be 3 years of age on or before August 31 (and potty trained) may attend our 3 year old Pre-School program. Students who will be 4 years of age on or before August 31 may attend our 4 year old Pre-K program. Students who will be 5 years of age on or before August 31 are eligible to enter Kindergarten. Students who will be 6 on or before August 31 are eligible to enter first grade.

A record of immunizations on the official Kansas Certification of Immunization form must be presented by all students upon entering any Kansas school for the first time. Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the school office.

### Health Assessment

Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the school office.

### Classroom Placement Policy

**Parent request for teacher selection is discouraged.** Parents may present, in writing to the school office, the strengths and needs of their children. The decision of placement will be based on the professional discretion of the school's principal in conjunction with teacher input.

### Students with Special Needs

Curé of Ars Catholic School is committed to meeting the needs of all students. However, there are some conditions for which the school cannot provide the necessary resources. Parents of children with special needs (academic, physical, behavioral) should contact the Principal to discuss the needs of the child, the available resources and the possibility of admission to the school. The final admission decision shall be made by the Principal.

### Costs and Fees

Curé of Ars Catholic School is funded by Curé of Ars Catholic Parish through the stewardship/tithing of all parish members. Active members of Curé of Ars Parish may send their children kindergarten—8th grade to Curé of Ars School as a benefit of membership. In-active parishioners, non-parishioners and non-Catholic families are required to pay tuition. The preschool program is fully funded through tuition.

Additional fees (for example: Enrollment Fee, Application Fee, Instructional/Technology Fee, PTO Fee, etc.) are applicable to all families. Please contact the school office for specific information about tuition and fees.

## **Part IV-School Policies**

### Academics

#### Curriculum

Our commitment to a quality academic program grows from our faith in Jesus Christ and His example as Teacher. Knowing that each child is a creation of God calls us to lead them to the Lord and assist them in the development of the gifts and talents bestowed upon them by our Creator.

Curé of Ars Catholic School follows the curriculum standards set forth by the Archdiocese of Kansas City in Kansas which is aligned with Kansas State Department of Education Standards and incorporates the teachings of the Catholic Church.

Each school within the Archdiocese makes locally informed decisions as to the most appropriate way to meet these standards for their community.

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

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

Each school shall provide a comprehensive education program in human sexuality that is consistent with Catholic Church teachings standards and values, including information about sexually transmitted diseases, especially acquired immune deficiency syndrome (AIDS). (KS Accreditation Regulation 91-31-20).

The Archdiocesan Office of Catholic Schools as well as the Archdiocesan consultant for Family Life can provide assistance re: choosing approved materials. Catholic schools shall teach the virtues (e.g. chastity, modesty, respect) associated with the Church's teaching on human sexuality, but shall respect the right and responsibility of parents to be their children's first teachers regarding the biological aspects of sexuality.

Curé of Ars Catholic School teaches Religion as part of our regularly scheduled curriculum. Religious instruction has the same rigor, seriousness and depth as all other curriculum disciplines. We also use an interdisciplinary approach to teaching Religion by infusing the Catholic faith in all curriculum areas.

Curriculum guides may be accessed through the website for the Archdiocesan School Offices at [www.archkckcs.org](http://www.archkckcs.org) under *Curriculum*.

#### Grading Scale

Grades are only one of the many ways teachers have to communicate academic progress of students. Students are graded on mastery of skills and outcomes as demonstrated through written work, class participation, projects, activities and tests. The grading scale used by Curé of Ars Catholic School is consistent with Archdiocesan policy.

#### Grades K-2

- + = Consistent Performance
- S = Satisfactory Performance
- / = Needs Improvement
- Blank = Skill not taught at this time

#### Grades 3-8

- A = 94% - 100%
- B = 87% - 93%
- C = 75% - 86%
- D = 68% - 74%
- F = 67% and below

### **Graduation**

Students are eligible to receive a certificate and/or a diploma from the elementary and secondary schools in the Archdiocese of Kansas City in Kansas after a satisfactory completion of the required studies and after all tuition and fee obligations to the school have been met. In the event that a child shows they are not successful in the school's program, even after trying several intervention strategies, he/she may be asked to leave the school. (see *Promotion Policy*)

Graduation exercises shall be simple and appropriate, in keeping with the meaning and purpose of Catholic Education. ***Social events after graduation shall not school-sponsored.*** If such social affairs are to take place, they are the responsibility of the parents.

### **Promotion Policy**

It is the policy of Curé of Ars Catholic School that each child should progress through school one grade per year. However, a child may be retrained, if it is the best judgment of the parent, teacher and administrator that a child will benefit from repeating a grade. The principal shall have the final decision in matters of grade placement. A student who fails one or more classes in one or more semesters must successfully pass summer course work approved by the school administration in the area of failure before moving on to the next grade.

### **Homework**

The purpose of homework is to provide students with the opportunity to practice/reinforce skills and give feedback/ assessment information to the teacher. Homework is a required part of the educational program at Curé of Ars Catholic School. The amount and frequency of homework varies with grade level and subject. A general guideline for homework is roughly 10 minutes per grade level. It is the responsibility of each student to complete all homework assignments. Parents are responsible for providing a home environment conducive to learning and encouraging their child to develop regular home study habits. We appreciate parental support toward instilling this sense of responsibility in your children. If there is any questions concerning your child's assignments or understanding of the material, please contact their teacher directly.

### **Make-Up Work**

Students absent from school due to illness or family emergencies are required to make up missed homework assignments. Students are allowed one day for each day absent. Parents whose children are absent due to a prolonged illness are encouraged to contact the school for homework assignments.

We strongly encourage all families to schedule vacations on days when school is not in session. Teachers are not required to prepare work in advance for students who will be absent due to family vacations. The decision to provide work in advance is solely up to the discretion of the teacher. Teachers are not responsible for re-teaching material covered while a student is absent on vacation; this becomes the responsibility of the parent/guardian. Upon the return of the student, the teacher will discuss the assignments missed and decide upon a completion deadline.

### **Missing/Late Work**

Generally speaking, we deal with missing/late work as a behavior issue. Appropriate consequences for this behavior are established by age/ grade level and will be communicated by the classroom teachers. **Cure' has an after school option called "Homework Help" that is available Monday-Thursday from 3:30-4:15 for all students grades 4-8. Teachers may also reserve the right to utilize this option for students with missing/late work.**

When classroom consequences for this missing/late work are deemed to be ineffective, or when it is determined that the problem stems from learning difficulties, the concern will be addressed through our Student Improvement Team process and/or individual accommodations and interventions.

### **Multi-Tier System of Support**

Curé of Ars Catholic School uses a Multi-Tier System of Support (MTSS) to provide an integrated, systematic approach to meeting the needs of all students with the goal of enabling every child to be successful according to his/her abilities. Through the use of student data and teacher collaboration, areas of need (remedial and/or enrichment) are identified and targeted throughout the school year. As student needs change, so does the support given to the student.

### **Student Improvement Team**

Curé of Ars Catholic School uses a Student Improvement Team (SIT) process. This team serves to identify interventions/ accommodations that will assist the child in being successful in the classroom. The team meets on a regular basis to address the special needs of our students. The team consists of the principal, vice principal, assistant principal, inclusion specialists, counselor, classroom teacher and other staff members (as needed). The parent/guardian is a vital member of this team and is invited to attend SIT Meetings involving their child. If the SIT Team determines that it is necessary, a child may be referred to the Shawnee Mission School District for evaluation for possible special education services.

### **Students with Special Needs**

It is the goal of Curé of Ars Catholic School to meet the learning needs of all our students through differentiated instruction, the Multi-Tier System of Support and the efforts of our Student Improvement Team. However, when necessary, we may decide to refer a child to the Shawnee Mission School District for evaluation for special education. Shawnee Mission provides services in gifted education, speech therapy, and learning disabilities, for students who qualify. This type of referral is only made with parental permission. The decisions based on the subsequent evaluation are made in conjunction with the parents. Special Education services through the public school districts are designed to address the needs of students who are significantly discrepant from their peers. Continual monitoring of student success through the SIT process is critical to determining the effectiveness of the placement of a child with special needs at Curé of Ars Catholic School.

### **Attendance**

#### **Daily Schedule**

The school day begins at 8:00 am with dismissal at 3:30 pm, unless otherwise noted on the calendar. Students may arrive after 7:30 am, at which time staff is available to provide supervision. Students may enter their classrooms at 7:50 am.

The morning session of Pre-School is 8:00 am to 11:00 am. Afternoon Pre-School is 12:30pm to 3:30pm. Kindergarten children whose parents have chosen the half day option will leave at 11:45 am.

At dismissal, students are to go home promptly unless there is a practice within 15 minutes after school. Students not picked up by 3:45pm will be sent to After School Care and parents will be assessed a fee.

## **Attendance**

It is important that students attend school on a regular basis and arrive on time in order to make steady and satisfactory progress. Half days provide valuable instruction time and should be viewed as such. When Curé of Ars Catholic School accepts the task of educating children, we expect students to maintain punctual daily attendance so as to master specific curriculum skills and be prepared to move on to the next grade.

On each day a child is absent, parents are to call the school office by 9:00 am. (The only exception would be if the parents have already notified the school of a long-term absence.) All contagious diseases should be reported to the school nurse.

Compulsory attendance is a statutory requirement in Kansas and applies to children in parochial schools. When the administration sees that a student has excessive absences, excused or unexcused, parents will be notified and efforts made to remedy the situation. The school reserves the right to require a doctor's note when your child has been absent for 3 or more consecutive days; when your child has been absent for any type of communicable disease; when your child is not able to participate in P.E. class; or when administration has determined that there have been excessive absences. If the situation is not remedied, school administration shall make a report to the appropriate agency (Kansas Social and Rehabilitation Service and/or the County/District Attorney).

### **Excused Absences**

1. Personal illness. A child should NOT be sent to school if they have had a fever during the previous 24 hours or if they have been vomiting or otherwise ill during the night.
2. Serious illness or death of a family member.
3. Wedding of a family member
4. Emergency situation requiring immediate action.
5. Visits to a doctor or dentist which cannot be arranged outside of school hours. We encourage returning to school.
6. An absence that has been requested in writing and approved in advance by school administration. Activities of an educational nature or involving the student's family may fall in this category.
7. High School visits. With teacher approval, 8th Graders may "shadow" at a high school for the purpose of making a decision about high school choice.

### **Unexcused Absences**

An absence will be classified as unexcused if it does not fit one of the (7) stated reasons above for excusable absences or if the general attendance procedure is not followed by the student and the parent/guardian.

Unexcused absences may evolve into truancy under Statutes of the State of Kansas. With certain limited exceptions, every child between the ages of 7 and 16 is required by law to attend school. If a child is absent from school without a valid excuse for either all or a significant part of the day, on three (3) consecutive days, or five (5) days in one semester, or seven (7) days in a school year, he/she is considered truant and shall be reported to the appropriate authorities.

Curé of Ars Catholic School reserves the right to dismiss, retain in the current grade or assign summer school to any student with excessive absences.

### **Tardies**

The Curé of Ars Catholic School's day begins at 8:00 a.m. This means that students are to be in their seats and ready for instruction. Tardiness interferes with a student's progress and is disruptive to the classroom. A student should never stay home to avoid being tardy. Excessive/chronic tardiness will be reported to the appropriate authority.

## **School Schedule and Tardy Procedures**

7:50 a.m. First bell rings. All students walk to their class.  
8:00 a.m. Second bell rings. All students should be in their classrooms. (Ex: Safety Patrol, serving at Mass, service activities)  
8:01 a.m. Students arriving at this time are TARDY. Teachers will not accept students without a tardy pass from the office. Students arriving late must report to the office for a tardy pass.

### **Consequences for Tardiness**

5 tardies = A letter sent home to a parent/guardian.  
10 tardies = A phone call to parent/guardian by Administration/School Counselor.  
15 tardies = Parent/student conference with teacher to resolve issue.

### **Checking In and Out / Student appointments**

When a student must leave school for any reason, they must be checked out of the office personally by their parent/guardian. Students are NOT permitted to leave the school grounds for lunch or other reasons without written parental permission, and they must be accompanied by a parent/guardian.

### **Withdrawal from School**

When students are withdrawing from school, parents are to inform the office immediately by giving the date of withdrawal and the name and address of the school to which the student will transfer.

### **Cancellation of School**

In the event that school is cancelled due to inclement weather, an announcement of the closing will be made by the Superintendent and aired on all major TV and radio stations. Curé of Ars Catholic School will be listed under the umbrella title of Johnson County Catholic Schools. A notification will also be posted on the school website and a SchoolMessenger email/text/phone call will be sent out by school administration. If the administration of Curé of Ars School makes the decision to cancel school, the same procedures will be followed EXCEPT for the notification to the media.

NOTE: School will not be dismissed early due to inclement weather while classes are in session. However, students will be allowed to leave school if a parent/guardian chooses to pick them up.

### **Arrival and Dismissal**

Students are not to arrive before 7:30 am—no school personnel is available before that time to supervise children. Students who arrive between 7:30 am and 7:50 am are to come to the front door of the school and will be directed to wait in either the front hall or the gym.

Students may enter the classrooms beginning at 7:50 am and school begins at 8:00 am. Students who arrive after 8:00 am will be considered tardy. Students who arrive after 10:00 am will be considered absent for a 1/2 day. Students who leave at or before 12:30 pm will be considered absent for a 1/2 day.

School is dismissed at 3:30 pm unless otherwise noted on the school calendar. Students who have not been picked up by 3:45 pm will be sent to After School Care and assessed a fee. Students should not wait for sports team practices after school unless supervised by a parent or coach. Unsupervised students will be sent to After School Care and a fee will be assessed.

### **Birthdays**

It is important for the children to share this special day with their classmates in a way that is appropriate for the learning environment. A treat may be sent to school for your child to share with their classmates. **The treats must be individually wrapped and will be distributed at the end of the day.** Please check with their teacher for possible food allergies. **Sending flowers/gifts/candy bouquets to your child at school is not allowed.** Please save this for home celebrations, as it is disruptive to the learning environment.

We encourage students to participate in the Birthday Book Club. Check with the school library for information.

### **Cafeteria/Lunchroom**

Students are encouraged to eat lunch daily. Your child may bring a lunch or purchase a hot lunch. Hot lunch is available for children kindergarten through 8th grade. Pre-school children are required to bring a sack lunch; the school will provide a drink (water, milk or juice). **Please do not send/bring soda with sack lunches.**

### **Account Payments**

Money can be deposited into your child's lunch account any day, beginning on Welcome Day through the last day of school. All checks should be made payable to Curé of Ars Catholic School. If you have more than one child, one check can be sent with a designation of how it is to be divided, written on either the outside of the envelope or in the memo section of the check. If you send cash, please designate the **first and the last name** of the student on the envelope.

You may check your child's balance any day by calling the school before 10:30 am or after 1:30 pm. Any money left in lunch accounts at the end of the current school year is automatically carried over to the next school year.

### **Charge Policy**

When a child's account balance falls below \$2.90 and they do not bring a lunch with them, they will be allowed to charge a lunch and their account will reflect a negative balance. We do allow a child to charge up to 2 times, for a negative balance of no more than \$5.80. After a second charge, you will be notified by phone that no more purchases can be made until money is added to their account. We prefer this to be an occasionally used benefit and not something the student relies on repeatedly.

### **Lunchroom Procedures**

Every child is assigned a 3 digit PIN which they will use for all purchases in the cafeteria. Every complete lunch includes 1 milk. Any extra beverages purchased are charged separately. Second entrées are available most days, when supply and time allows, for an extra charge. We also provide assorted snacks, fruit and bottled water for an extra charge. **Snacks, extra beverages and second entrées cannot be charged.** (Snacks are only available for grades 5-8).

Any parent, friend, sibling, or other visitor purchasing a lunch in the cafeteria will need to pay for their meal separately; they cannot make a purchase on a student's account. The charge for lunch is \$3.50 and can be paid with cash or check in the cafeteria.

### **Please do not bring in fast food for you or your child.**

In accordance with our Wellness Policy and USDA regulations, soda is strictly prohibited. If you are coming to have lunch with your child, we encourage you to eat a hot lunch with them. We ask for your cooperation in helping us maintain this policy.

### **Account Balance Notifications**

Once a month, Account Balance letters will be sent home for every student. At the cafeteria register, students are notified verbally and offered a written notification when their balance falls below \$5.80. If a student's account goes into the negative, an email will be sent notifying the parents. If they have had to charge twice, a phone call will also be made. If any family repeatedly goes into the negative balance, we reserve the right to make them a cash only customer with no option to charge. You may request a printed copy of your child's purchase history with a written note, email or phone call.

### **School Wellness Policy**

Federal law requires that all school districts with federally-funded school meal programs develop and implement a wellness policy that addresses nutrition and physical activity. Curé of Ars Catholic School has a Wellness Committee comprised of the Kitchen Manager, the Assistant Principal, the School Nurse, the School Counselor and student representative (Student Council). Curé of Ars Catholic School is committed to providing a school environment that promotes and protects children's health and well-being by promoting healthy eating and physical activity.

### **Cell Phones and Other Personal Electronics.**

Tablets, iPads, Kindles, iPods, cameras, handheld games, eReaders, etc. are **not** to be used at school without a teacher's permission. Refer to *Part VIII -Technology Acceptable Use Policy* for more information.

### **MOBILE DEVICE POLICY**

Students are discouraged from bringing mobile devices to school. If a student needs a mobile device before or after school hours, he/she is required to turn their device in to the office upon arrival to school. The device will be kept in a secure area of the office. At the end of the school day, devices may be picked up at the office as the students leave the building. Students may not use their mobile devices until they have left the building property unless given special permission by a Staff Member. At NO time during the school day may a mobile device be in a student's locker, backpack or in his/her possession unless given special permission by the Administration. If a student is found with a device during school hours, it will be confiscated and turned into the school office to be picked up by a parent/guardian. Students whose devices are confiscated a second time will face further disciplinary actions.

### **Checks and Payments to Curé of Ars Catholic School**

When sending payments to Curé of Ars Catholic School, it is recommended that you send a check rather than cash. Make checks payable to *Curé of Ars Catholic School*. Be sure that all payments are clearly marked indicating the purpose of the payment. This can be done on the memo line of the check or by placing the payment in an envelope with the information clearly marked on the outside. ALWAYS make sure that the family/student name accompanies any payments.

### **Communication**

#### **Parent Bulletin**

The school publishes a Parent Bulletin on Fridays when there is a full week of school. It is the primary form of communication between the school and the parent community. The Parent Bulletin is used to publish information about policies, procedures and events of Curé of Ars Catholic School, Curé of Ars Church, Parish Organizations and information from the Archdiocese and other Archdiocesan organizations. Submissions for publication in the Parent Bulletin are due to the school's administrative assistant by 3:30 pm on the Wednesday preceding Friday publication. The Parent Bulletin is posted to the school website and sent via email to every parent.

### **School Website**

Each family is provided a user name and password that provides access to student grades and attendance records, and to the family directory. Also available on the website are the school calendar, weekly Parent Bulletin, the Strategic Plan and other important information about the school.

### **Email and SchoolMessenger & School APP**

The school uses email communications, SchoolMessenger and the School App (phone and text messages) to keep parents informed about important information and events. It is the responsibility of the parent to keep the school office informed of any changes to email addresses and phone numbers.

### **Communication with Teachers**

We encourage good communication between parent, teacher and child. Parent-Teacher Conferences take place every fall after the close of the first quarter. Additionally, parents may request a conference with a teacher anytime. Contact the teacher via phone message or email to request an appointment. In order for a teacher to provide you with the time and attention deserved, please set up a specific conference time. Please do not ask teachers to discuss your child at dismissal or during the school day during the teacher's instructional and supervision duties. When you have a concern, it is usually most appropriate and effective to first contact the teacher directly involved. If, after working with the teacher the concern still exists, contact school administration. You may leave a phone message for a staff member by calling the school office at 913-648-2620. Staff email addresses are as follows:

firstname.lastname@cureofars.com

### **Communication with Administration**

In the event that you need to speak with an administrator, please call the office or contact the specific administrator via email to request a meeting. When contacting the office, it will be helpful for you to indicate the topic you wish to discuss so you can be appropriately directed.

### **Guidelines for electronic communications**

By policy, teachers may not discuss student academic or behavior information via email. In order to provide parents with the most accurate information and to avoid misunderstandings, teachers are required to speak to parents in person or by phone about these topics. Teachers may communicate general classroom information (such as field trip reminders, homework assignments, classroom newsletters) via email or on their website. All communications between parents and staff should be respectful and reflective of our Catholic values and virtues.

### **Confidentiality**

Confidentiality of student records and information is a priority of Curé of Ars Catholic School. Only teachers and staff working with a student will be provided with information regarding a child's educational status or medical condition. Due to our efforts to maintain student confidentiality, we may restrict what our parent volunteers are able to do in the classroom setting. School directory information is only made available to Curé of Ars Catholic School staff and families. Directory information, such as names and addresses of students and their parents, shall not be released to any unauthorized person or agency. (We do release student contact information to the Catholic High Schools of the Archdiocese of KCK.) Parents should not use directory information for purposes not related to school matters such as advertisements, the selling of any items, etc. Parents are given the opportunity annually on enrollment forms to indicate if they wish their contact information to be excluded from the school directory.

### **Uniform Dress Code**

The dress code is designed to create a uniform appearance and reflect the Curé of Ars Catholic School identity. Uniforms promote community, self-discipline, and responsibility for personal appearance. These guidelines are at the discretion of the Principal and can be modified at any time without notice. Clothing should be clean and conform to the following code:

### **All Students: Kindergarten-8th Grade**

- \*Navy blue slacks/pants/shorts (No cargo). Uniform shorts may be worn by both girls and boys before Thanksgiving and after Spring Break. Shorts may not be more than 4 inches above the knee when kneeling and may not be worn tight to the body. If you choose to purchase slacks or camp style shorts from a store other than Dennis Uniform, they must be twill dress pants/shorts made of cotton, wool, or a blend.
- \*White or red polo shirt, long/short sleeve, with or without logo (Gr.5-8 with LOGO)
- \*White (no logos) collared shirt/blouse, front button (long/short sleeve)
- \*Shirts and blouses are to be tucked in at all times
- \*Red, green, or grey Curé of Ars uniform sweatshirts or ¼" zip sweatshirts with LOGO.
- \*Non-Curé sweatshirts/hoodies may be worn to/from school, but must be taken off during regular school hours.
- \*Monogrammed sweater/sweater vest (red, navy, hunter green)
- \*Solid black, navy blue, or dark brown belt (must be worn with slacks/pants/shorts) (Gr.3-8)
- \*All students must wear socks (ankle length or higher), be solid black, white, navy, red, or hunter green. Socks must match and may not have any logos. No-Shows/ELITE socks are not allowed.
- \*Athletic shoes are preferred. Shoes must be flat, rubber-soled, with a closed heel and toe. All other footwear (including boots, sandals, moccasins, mules, crocs, slippers) shall not be worn during the school day with the exception of Uniform Skip Days.
- \*T-shirts and undergarments should be plain white (without writing or pictures) when worn under a white uniform shirt. When worn under a red uniform shirt, sweatshirt, or sweater, undergarments should not be visible. Do not wear a long-sleeved t-shirt under a short-sleeved uniform shirt.
- \*7th & 8th Grade boys are required to wear a navy blue necktie (no bowties) with a plain (non-logo) white, long-sleeved, button down shirt to all school Masses. The necktie can either be a clip-on or ready-knot. There will be samples available in the office. The neckties are available for purchase at Dennis Uniform or through the school office.

### **Spiritwear is not considered part of the uniform.**

### **Girls: Kindergarten-8th Grade**

- \*Red polo dress purchased from Dennis Uniform (K-2)
- \*Plaid jumper/shift (K-4) Plaid skirt (5-8) - Length must be no longer than 4 inches above the floor when kneeling.
- \*Shorts must be worn under jumper/shift/skirt and should not be visible.
- \*Skirts may NOT be rolled.
- \*Solid-colored tight fitted leggings with no designs (black/white/navy/red/hunter green and opaque) may be worn under a jumper/shift/skirt and must be long enough to fit inside of their socks. In case of cold weather, sweat pants or leg warmers may be worn to school. They must be removed shortly after arriving to school and may not be worn during the school day. They may also be worn during recess. This is at the discretion of the recess teacher.
- \*Tights must be black/white/navy/red/hunter green and opaque

### **P.E. Uniforms**

Students in grades 6-8 will wear a uniform for P.E. consisting of red shorts and a white or gray monogrammed T-shirt. These must be purchased from the school. You may order P.E. uniforms at "Welcome Back Day" or contact the school office. Socks and athletic shoes must also be worn.

### **Out of Uniform Days**

The principal may designate "Uniform Skip Days" for the students. These days will be announced to the children and parents via the Parent Bulletin, email notification, and/or SchoolMessenger/School APP notification.

On a "Curé Spirit Day", students may wear any Curé of Ars shirt or sweatshirt (refer to the Uniform Skip Day regulations). If a student does not have a Curé shirt, they may wear a plain solid red or white t-shirt. Students may choose to wear their uniform on these days.

### **Uniform Skip Days Look Like: (i.e. permitted)**

- \*Jeans or khaki pants, silky warm-up pants, shorts made of cotton, wool, or a blend (may not be more than 4 inches above the knee when kneeling and may not be tight to the body), all worn at the waist.
- \*Shirts/blouses (that have sleeves) cover the midriff and are not low-cut.
- \*Any clothing with printing must be appropriate and in line with our Catholic values.
- \*Clothing is neat, clean, in good condition and appropriate size.
- \*Athletic shoes, closed-toed, sandal-type shoes with a heel strap, and boots may be worn.
- \*Neatly combed hair.

### **Uniform Skip Days Do Not Look Like: (i.e. NOT permitted)**

- \*Pajama bottoms, skirts rolled up, pants worn too high or too low; slick running/track shorts, or skirts that are too short are not permitted.
- \*Any pants with writing/lettering on the back-side.
- \*Any pants (short or long) that are skin tight, i.e. yoga pants, stretch pants, spandex or any other tight fitting exercise-type pants may not be worn unless they are covered by shorts of proper length.
- \*Sleeveless clothing, (halter-tops, tanks tops, spaghetti straps), bare midriffs.
- \*Torn, soiled, outgrown or oversized clothing.
- \*Flip-flops, back-less footwear, backs of shoes turned under, shoes worn without socks.
- \*Bandanas, extreme hairstyles or hats worn indoors.
- \*Excessive or inappropriate jewelry.

Our school uniform company is:

Dennis Uniform  
6322 College Blvd  
Overland Park, KS 66221  
[www.dennisuniform.com](http://www.dennisuniform.com)

### **Make-Up**

Make-up is allowed in moderation for 7th and 8th grade girls only. It is NOT to be excessive or to distract from the learning environment. A light application of blush, lip gloss, and/or mascara is permitted. No eye shadow or eyeliner is allowed. Girls (7th and 8th only) may wear fingernail polish - (No black or dark colored fingernail polish allowed.)

### **Hairstyles**

Extreme hairstyles and/or hair coloring is not permitted (this includes hair pieces, bold colors, painted hair, etc.). Girls are expected to keep their hair clean and well groomed. Girls may wear appropriately colored (red, white, navy, hunter green, or uniform plaid) simple headbands (no scarves or ropes). No "hair piece" additions are allowed.

Boys are expected to keep their hair clean and well groomed. Hair must be off the collar, out of the eyes and cut above the ears. It may not be bushy or extreme in style. Sideburns may not extend below the ears, and boys must be clean shaven. The Curé administration reserves the right to make the final determination concerning appropriate hair length and style.

Students given a warning about haircuts have two days to obtain an appropriate haircut.

### **Jewelry**

Jewelry is NOT to be excessive or distract from the learning environment. Girls may wear small, modest post earrings (no dangle or hoop earrings), one watch OR one bracelet, one plain necklace with a cross, crucifix or holy medal (no chokers or ornate chains). No body piercings are allowed. Jewelry is not permitted for boys, except for a religious medal necklace.

Sunglasses, hats, armbands, or other accessories are not part of the school uniform and should not be worn during school hours.

Students are NOT allowed to write on their uniform or body (or anyone else's). No permanent tattoos.

**Students in violation of the uniform dress code will be asked to call home for a change of clothing. Students will not be allowed to return to class until they are in compliance with the dress code. After 30 minutes, students will be provided a uniform to wear the remainder of the day. The student will change back into their own clothes at the end of the day. Three uniform violations will result in a loss of uniform skip day privileges.**

**It is always expected that students will wear appropriate clothing for our faith environment and liturgies. If you would not wear it to meet Jesus or talk with Father Storey, then do not wear it to school. If in doubt, don't wear it!**

### **Field Trips**

We plan field trips as a way of broadening our students' learning experience. Notification of trips will be sent to you along with permission forms for you to sign. Students who fail to return the proper forms will **NOT** be allowed to participate in the field trip. Verbal permission cannot be accepted. A fax transmission is acceptable. If you lose the permission form, please contact your child's teacher for a replacement copy. A blank Field Trip Permission Form is included at the end of this handbook. Field trips are a privilege and students may be denied participation if they fail to meet behavioral requirements. In most cases, we will use a bus company for field trip transportation. In the event that private vehicles are used, only those personally owned vehicles, whose owners carry liability insurance for a minimum of \$100,000/\$300,000 will be used. Confirmation of this insurance must be on file in the Principal's office. Drivers must be 21 years of age or older and have a valid driver's license.

If you would like to volunteer to chaperone a Field Trip you must be VIRTUS trained. Please see the *Parent Information* Section of this handbook for more information.

### **Logo and Name**

The school and parish logos and names are the property of Curé of Ars Catholic School and Parish and may not be used by any non-parish groups or organizations. For example: sports teams that are not affiliated with Curé of Ars CYO may not use the Curé name, mascot or logo. All clothing with the Curé name or logo must be approved by the Principal.

### **Lost and Found**

The school is not responsible for any losses of personal property. We highly recommend that students not bring money or other valuables to school. All items should be clearly marked with the student's name.

### **Movies**

All movies shown in the classroom will have an educational value, and the lessons being taught will be made clear to the students. Movies may be shown as part of a unit, a special time of the year, or in culmination of a project. They will be used as tools to teach and will relate to the curriculum.

As a general rule, teachers will use movies rated "G". In the event a teacher plans to show a movie with a "PG" rating, parents will be informed of the showing in advance, and a permission slip will be sent home. If the student does not return the permission slip they will be given an alternate assignment.

### **Outside Recess**

All children will participate in outside recess unless there are extenuating circumstances. If your child has a health condition requiring them to stay indoors at recess, contact your child's teacher and the school nurse. Weather conditions may prohibit students from outside play.

### **Cold weather guidelines for outdoor recess:**

The outside temperature and/or wind chill is 20° F or greater and there is no falling precipitation.

### **Indoor recess:**

The outside air temperature and/or wind chill is less than 20° F or if there is falling precipitation.

Teachers will use their discretion when determining whether or not to go outside. Weather can change rapidly and unexpectedly.

With this in mind, always send your child to school dressed in appropriate clothing for outside recess. If a student does not have a coat or is not dressed appropriately, then they will have to stay inside with a teacher.

### **Religion Program and Religious Responsibilities**

The primary faith development of a child takes place in the home and is the responsibility of the parents and family. Curé of Ars Catholic School has the responsibility of supporting and nurturing this development. The school is first and foremost a school of religious education. Therefore, it is our goal that all students will have a clear and concise understanding of the Catholic faith and an awareness that the Catholic experience is an encounter with Christ through and with each other. Through this they will come to know that the gospel message must be more than a lesson; it must be a way of life.

The study of religion is part of the school curriculum in every grade. Using the Bible and approved religion texts, the teachers conduct classes in Catholic doctrine, morals and the application of Catholic Christian principles, values and virtues in daily life. Parents are an integral part of the religion program and should discuss the lessons with their children. The teachings of the Catholic church are infused in all curriculum areas and in all parts of the day.

At school, children participate in various worship activities including Masses, prayer services, reconciliation, Benediction, Eucharistic Adoration and other forms of worship. When possible, students are given leadership/ministry roles in liturgical services. These roles may include ministries such as altar server, cantor/choir member, lecture, usher, etc. Students are also involved in planning Masses and other liturgical services.

Prayer is part of daily school activities. Traditional and spontaneous prayer are practiced in school and encouraged in the students' prayer life outside of school.

The atmosphere and environment of the school is to be one of the real Christian community. Students are expected to apply the Christian principles learned at Curé of Ars Catholic School in their interactions with classmates, teachers, parents, visitors and all others they meet.

The school shall be responsible for preparing Catholic children for their First Reconciliation, First Eucharist and Confirmation with the support and assistance of the parents. It is essential that parents play an important, participatory role in these processes. Attendance at school Masses during the week does not in any way relieve parents of their children's obligation to attend Mass on Sunday. Our Sunday Mass obligation is a Catholic doctrine to be applied to all Catholic school children and a primary responsibility of all parents.

### **First Reconciliation and First Eucharist:**

In accordance with church decree and archdiocesan policy, reception of the Sacrament of Reconciliation precedes First Eucharist. The preparation for the Sacrament of Reconciliation and First Eucharist will occur during 2<sup>nd</sup> grade. Programs will be offered to assist parents in preparing their children for the first reception of Reconciliation and Eucharist.

### **Confirmation:**

The preparation for the Sacrament of Confirmation occurs during the 8<sup>th</sup> grade year and is done in conjunction with the Confirmation Coordinator for the parish. There will be several sponsor/candidate sessions throughout the year and a retreat. Specific guidelines for Confirmation preparation will be made available to parents and students during the 8<sup>th</sup> grade year.

### **Other Sacramental Preparation:**

If a child has not been baptized or has not received the sacraments of First Reconciliation or First Communion by the time he/she has completed second grade, sacramental preparation is available in conjunction with the Religious Education Office. Parents should contact the school office for information.

## **Part V—Code of Conduct**

Curé of Ars Catholic School believes that parents and teachers share the responsibility for the development of positive behavior in the spirit of Christian principles. We expect our students to be considerate of the welfare of themselves and others. We want every Curé of Ars Catholic School student to feel safe and protected.

Curé of Ars Catholic School has adopted a school wide Virtuous Behavior Formation system. By proactively teaching behavioral expectations and providing positive feedback to students who exhibit those behaviors, we will position students for success. As part of our school wide Virtuous Behavior Formation system, we have adopted the following Guidelines for Success:

### **Christ's**

**P**erform our personal best

**E**ngage in learning

**A**ccept responsibility for our actions

**C**are for and respect all

**E**xhibit Catholic values

Our "Christ's PEACE" Guidelines for Success come from the vision and mission of our school. All behavior expectations flow from these life skills and values. By living out these values, children will experience spiritual, moral, and academic growth.

All teachers at Curé of Ars Catholic School are involved in teaching school-wide and classroom specific behavior expectations to their students.

Generally, behavior that is inappropriate and inconsistent with school expectations will be handled by the classroom teacher. If necessary, the principal or designee will be involved. Chronic behavior concerns may be addressed through the Student Improvement Team Process and/or the Multi-Tier System of Supports.

Inappropriate behaviors that are deemed to be severe (including, but not limited to, the following list) may result in immediate disciplinary action:

- \*Bullying
- \*Disrespect
- \*Disobedience
- \*Vandalism
- \*Possession of a weapon
- \*Inappropriate Language
- \*Possession of illegal substance, tobacco or alcohol
- \*Violation of any law or ordinance
- \*Disregard for school regulations
- \*Sexual Harassment
- \*Public Displays of Affection (PDA)

### **Academic Honesty**

Cheating, forgery, and plagiarism is unacceptable and will not be tolerated. It undermines our mission as a Catholic community and it undermines students' personal and academic growth. Any student who attempts to compromise or devalue the academic process will be sent to the office to face disciplinary action for academic dishonesty. The consequences may include, but are not limited to, a loss of credit for the assignment or test, and an in-school detention. A phone call to the parents will be made.

Further actions may be necessary and it is at the discretion of the administration. Students should be aware that the following behaviors are dishonest: giving/receiving assistance on a test; copying another student's homework or allowing your homework to be copied (this includes computer generated homework/assignments) submitting work that has been copied (wholly or partially) from a book, internet, magazine, etc., without crediting the author; witnessing academic dishonesty without reporting it.

### **Short-term Isolation/Short-term Suspension**

Short-term isolation/short-term suspension is a temporary withholding, up to five (5) school days, of the privilege of attending class and/or any school-sponsored activities. A short-term isolation is conducted in a supervised area of the school, in which case the student is admitted to school but is not allowed to attend class or to participate in school-sponsored activities.

Short-term suspension is served out of school and the student is not allowed to attend class or participate in school-sponsored activities. A short-term isolation or a short-term suspension may be imposed on a student only after the student and/or parent has received oral or written notice of the infractions affording the student an opportunity to explain his/her behavior to the Principal/designee. However, if the presence of the student endangers other persons or property, or substantially disturbs, impedes or interferes with the operation of the school, the Principal/designee may suspend the student forthwith without being heard for a term not to exceed five (5) days.

Students must complete all work assigned during a short-term isolation / suspension.

### **Long-term Suspension/Expulsion**

Long-term suspension, that is not an expulsion, is an out of school suspension imposed on a student for more than five (5) days. While on long-term suspension, including any intervening weekends and holidays, a student shall not attend or participate in school-sponsored or supervised activities.

Expulsion is the removal of a student from school for the remainder of the school year, for one calendar year or permanently.

A student may be suspended or expelled for:

- willful violation of any published regulation for student conduct adopted or approved by the school;
- conduct which substantially disrupts, impedes or interferes with the operation of the school;
- conduct which substantially impinges upon or invades the rights of others;
- disobedience toward a teacher, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school or substantial or material impingement upon or invasion of the rights of others.

In the case of a serious student violation that might result in a student's long-term suspension or expulsion, we follow the Archdiocesan Policy/Procedures for Student Hearings which can be found on the Archdiocesan website ([www.archkck.org](http://www.archkck.org)).



## **Conduct Outside of School**

Because the primary ministry of a Catholic school is to pass on the Catholic faith, all school employees and students are expected to be a witness to the faith by conducting themselves at all times in a manner consistent with the teachings of the Catholic Church. The student is a Curé of Ars Catholic School student at all times. A student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school or harmful to others, may be disciplined by school officials. Online bullying or inappropriate online language is an example of unacceptable behavior outside of school. Because such electronic communication is not considered private, schools may become aware of content related to non-school electronic communication. **School administration reserves the right to address student behavior that does not comply with expectations, regardless of whether that behavior occurs in or out of school.**

## **Police Notification**

When a school administrator/official has reason to believe that conduct by a student in a Catholic elementary school may be in violation of any criminal statute of the State or the United States (such conduct would include, but not be limited to, incidents involving guns, knives, or other weapons capable of inflicting harm), the school administrator/official will immediately contact the superintendent of schools or his/her designee. The superintendent has a liaison person in place. Upon receipt of the report from the school administrator/official the superintendent will report the matter promptly to the liaison person with the local law enforcement agency. The school administrator/official will cooperate with the local law enforcement agency to ensure a safe and secure educational environment and to preserve the individual rights of the student. In a case where there is immediate danger to life or the potential for immediate danger to life, school administrator/official will notify the police immediately and then follow the procedure listed above.

## **Weapons, Explosives, Drugs, Tobacco and Alcohol**

A student shall not knowingly possess weapon(s) at school, on school property or at a school-supervised or sponsored activity. No knives, guns, firecrackers, or any other type of firearm or explosive, drugs, tobacco product, or alcohol may be brought to school. Also, toys resembling any of these items (including water guns) are **NOT** allowed.

**Smoking/Use of Tobacco: Smoking, e-cigarettes, vapes or chewing tobacco is not permitted at school on grounds or surrounding area, or at any school activity. No student is allowed to have tobacco or vape products, matches, or lighters in his/her possession or in his/her locker. Possession of any of these items can result in suspension and/or expulsion.**

Any student possessing a weapon or anything that can be perceived as a potential threat to any other person (including a B.B. or pellet gun) or explosive device, drugs, tobacco products, or alcohol at school, on school property, or at a school-sponsored activity shall be suspended/expelled from Curé of Ars Catholic School. Violation of this policy may result in discipline up to and including expulsion in accordance with applicable student conduct policies.

The misuse of scissors, pencils, rulers, compasses, or any other item used by a student to threaten or injure another person will **NOT** be tolerated.

If it is determined in accordance with the Policies concerning long term suspension/expulsion that a student knowingly possessed a weapon at school, on school property or at a school supervised or sponsored activity, the student shall be expelled from school for no less than one calendar year. The Principal has sole discretion to modify such expulsion.

A student determined to be in possession of a weapon at school, on school property, or at a school supervised activity shall be referred to local law enforcement and, (1) if age 13 or older, to the Division of Vehicles of the Kansas Department of Revenue, and (12) if under 18 years of age, shall also be referred to the Department for Children and Families (DCF).

## **BULLYING POLICY**

Curé of Ars Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever-present. This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all community members will recognize the incident as unacceptable and will be dealt with effectively in a Christ-like way.

Definition: "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act: physically harms a student or damages the student's property, has the effect of substantially interfering with a student's education, is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. This includes acts in cyberspace, through the use of electronic communication devices by means including, but not limited to, email, instant messages, text messages, blogs, mobile phones, pagers, online games and websites. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. False reports of harassment or retaliation for reporting harassment, intimidation or bullying also constitute violations of this policy.

### Prevention

1. Curé of Ars Catholic School will communicate with all students, employees, volunteers, and patrons that bullying behaviors will not be tolerated.
2. Bullying prevention lessons will be taught regularly through the research-based SECOND STEP program, counseling and classroom activities.
3. School rules are posted.
4. Religion classes will support the teaching of Jesus and encourage Christ-like behaviors.

### Kansas Bullying Law

According to Kansas Law for an act to be considered bullying it must meet the following criteria:

1. Intentional act (gesture; verbal or electronic communication; physical act; or threat)
2. Severe, persistent or pervasive
3. Creates an intimidating, threatening or abusive educational environment
4. Results in one or more of the following: actual physical or mental harm, reasonable fear of physical or mental harm, actual damage to property, reasonable fear of damage to property

### Procedures

Incidents of bullying actions will be dealt with according to the following rubrics:

## Part VI—Safety

### Before & After School Policies

The school day begins at 8:00am with dismissal at 3:30pm unless otherwise noted on the calendar. Students should arrive no earlier than 7:30am, when staff is available to supervise them. Students may enter their classrooms at 7:50am.

The morning session of pre-school is 8:00am to 11:00am. Afternoon pre-school is 12:30pm to 3:30pm. Kindergarten children whose parents have chosen the half day option leave at 11:45am.

At dismissal, students are to go home promptly unless there is a practice within 15 minutes after school. Students not picked up by 3:45 pm will be sent to After School Care and parents will be assessed a fee.

### Emergency Procedures

A comprehensive emergency response plan is in place at Curé of Ars Catholic School. All teachers and staff are trained to respond in the event of an emergency.

Fire Drills are held regularly throughout the year so students may, in emergencies, be able to leave the school building in the shortest possible time without confusion or panic.

Tornado drills are held during the fall and spring severe weather season. Students are taken to the lower level of the building away from windows.

Emergency strategies such as evacuation, lockdown or shelter-in-place are practiced.

In the event of an emergency, administration and staff will make every effort to communicate with parents via internet, email, School APP and SchoolMessenger. After a crisis/emergency, returning to a daily school routine and restoration of order as quickly as possible is our goal. Counseling would be available to students, staff and parents as needed.

### Privacy Statement/Student Rights

In order to provide a safe and secure atmosphere for learning, the administration and staff of Curé of Ars Catholic School reserve the right to search (but not limited to) students' backpacks/book bags, school lockers and desks when determined appropriate by the Principal or designee.

### Volunteers/VIRTUS

Curé of Ars Catholic School is committed to the protection of children. In response to the USCCB mandate to provide "safe environment" programs, the Archdiocese of Kansas City in Kansas and Curé of Ars Catholic School has adopted the Virtus Safe Touch Program.

*"The document Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its June 2002 General Meeting and has been authorized for publication by the undersigned."* Msgr. William P. Fay General Secretary, USCCB

*ARTICLE 12. Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.*

All staff members, parents and volunteers are required to participate in VIRTUS Training. Our school counselor provides safe touch lessons to all student is Pre-School through 8th grade. For more information visit [www.virtusonline.org](http://www.virtusonline.org).

### Safety Patrol

Student Safety Patrol Officers are chosen from among volunteers in 5th—8th grades. They are trained to control traffic and pedestrians for their safety. Their behavior should reflect the seriousness of their duties. Students and drivers are to obey their directions. In the event of severe weather the Safety Patrol will not be at their assigned posts, so please take extra caution.

### Parking Lot

The speed limit in the parking lot is 10mph. No car is ever to be left running without a driver in it or have children left unattended. No Curé of Ars Catholic School student is permitted to drive on school property.

### Morning Drop-Off Procedures:

We are discouraging anyone parking anywhere for DROP-OFF with the exception of our Preschool parents who are parking in the Southeast (backside) lot. Drivers of Preschool, Pre-K, JK, & Kindergarten can use the south drive-through lanes. No drop-off will take place by the cafeteria courtyard.

**Preschool, Pre-K, & JK** parents will use the outer lane on the south side of the building next to the playground to get to the back southeast (backside) parking lot. You will park there and walk in to drop off your child. **Kindergarten** parents who wish to walk their child into the building may park in the preschool parking lot and use the preschool entrance. Please note these doors will open at 7:50 a.m. If you need to drop off your preschool student prior to 7:50 a.m. they will follow the same procedures as the K-8 students. After 8:00 am (tardy), please drop off in the front of school.

Drivers of **Kindergarten through 8th** grade students will use the west side (front) of the school and will pull forward to the gym door crosswalk. For cars dropping off students in the right lane (school side), please have students exit from the passenger side (school side). For cars dropping off students in the left lane (church side), please have students exit from the driver side (church side) and go to the crosswalk. Kindergarten-3rd grade students dropped off from 7:30-7:50 will report to the cafeteria. 4th -8th grade students dropped off from 7:30-7:50 will report to gym until it is time to go to their classrooms at 7:50 am. If students are dropped off between 7:50 and 8:00 am, they will come through the front school doors and go directly to their classrooms. After 8:00 am (tardy), please drop off in the front of school.

### Afternoon Pick-Up Procedures:

All **Preschool, Pre-K, and JK** will be dismissed at the Southeast doors beginning at 3:25 pm. **Any Kindergarten-8th grade student who rides with a driver of a PS, PK, or JK student must go to the southeast doors to be picked up.**

**Kindergarten and 1st** grade students will be dismissed at the Northeast gray double-doors (by the courtyard) at 3:30 pm. **Any 2nd-8th grade student who rides with a driver of a younger student must also go to the Northeast gray double-doors doors for pick up.** Parents will use the inside south lanes that lead to the back of the school. Parents are to pull their vehicles in a single line up to the pick-up zone. Students will be called to their vehicles and load quickly. We will load up to 6 vehicles at a time. Please work with your child on buckling. When all vehicles are loaded, you will then be allowed to exit and the next vehicles will pull forward. Teachers will be assigned a vehicle to assist with loading. This will help with any children who need assistance buckling.

**2nd-8th** grade students will be dismissed from the front of school through the doors by the office. Students will be picked up in front of the school on the West side of the school building. A double line of traffic will form in front of the school to the pickup zone which extends to the north end of the gym. Please pull all the way up to the Northwest corner of the gym and wait to load. Up to 12 vehicles will be able to pick up at one time in two rows of six vehicles in each row. Vehicles in the right lane will have students load on the passenger's side. Vehicles in the left lane will have students load on the driver's side. These students will walk in front of the rows to cross in the crosswalk. After all vehicles have loaded their students; they will be permitted to exit. The next vehicles will then pull forward to load. All traffic is to move North (towards the fence) and west (towards the church) out of the parking lot after picking up children.

Students and parents should not use this time to congregate outside the school. We have to get our students safely to their cars. Please proceed with caution when exiting the parking lot.

Walkers and bikers will gather in the gym at 3:30. At 3:40, they will be escorted by a teacher to Mission Road. They will use the crosswalk by the gym and proceed to the sidewalk between the church and the rectory to reach the crosswalk on Mission Road.

### Bicycles, Skateboards, Roller Blades, etc.

Bicycles may be ridden to school, but not on school grounds. While on school grounds, students must walk their bicycles. Children riding bikes to and from school should wear helmets and appropriate safety gear. Mini bikes, skateboards, roller blades, and scooters are not allowed.

## Part VII—Health and Medical

Efforts should be made through the school health program, the parents and the community to maintain the highest level of health for the school-age child. Principals, with the advice and consent of the Pastor, will determine the nature and extent of all clinical services to be made available to the children of the school and advise parents of their availability.

***If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents to obtain certain information from a qualified health professional in order to determine how to best address the situation.***

### **Counseling**

The school has a counselor available to work with students, staff and parents. If you wish to speak to the counselor, you may call the office and leave your name and number. The counselor will be in touch with you as soon as possible.

### **Health and Wellness Policy**

Federal law requires that all school districts with federally-funded school meal programs develop and implement a wellness policy that addresses nutrition and physical activity. Curé of Ars Catholic School is committed to providing a school environment that promotes and protects children's health and well-being by promoting healthy eating and physical activity. The goal of the Curé of Ars Catholic School Lunch program is to serve nutritious, balanced meals, using foods students enjoy and priced reasonably as possible. In accordance with federal regulations, meals are available for free and reduced rates to families who apply and qualify. Please contact the office for information.

We ask that parents refrain from bringing fast food and sodas for lunch. We also ask you to consider healthy snacks or non-food items for birthday treats.

### **Health Education and Screening**

Our nurse will keep a health record for each student. The nurse will provide first aid and regular health screenings (hearing and vision, also height and weight as needed). A parent wishing their child/children to not participate in any of these screenings should notify the principal in writing.

### **Hospital Treatment**

At the beginning of each school year, parents must sign an emergency health form. If a child suffers an injury at school or becomes so ill that doctor and/or hospital treatment is indicated, you will be notified. If there is an emergency need and you cannot be immediately reached, your child will be transported in the safest manner possible for treatment. A school staff member will accompany your child and take the emergency form with him/her. The school office personnel will continue efforts to contact you until they are successful.

### **IT IS MOST IMPORTANT TO KEEP YOUR CHILD'S/CHILDREN'S EMERGENCY FORM UP TO DATE. THIS INCLUDES AN ACCURATE AND CURRENT PHONE NUMBER AND ADDRESS.**

These forms need to be on file in the nurse's office by the first week of September or your child/ children will **NOT** be able to attend school until this matter has been resolved.

### **Special Health Needs**

Parents will notify the school in writing concerning any special health needs or other pertinent data necessary to better care for their child.

### **Parental Consent and Release Form**

Each parent or guardian of a student who wishes to self-administer asthma and anaphylaxis medication under this policy shall be required to execute a document containing the information noted in Form #C118 on the Archdiocese of KC in KS website: ([www.archkck.org](http://www.archkck.org))

### **Immunization Records**

Parents are to provide Curé of Ars Catholic School with up-to-date health records for their child/children, including the dates for vaccinations, immunizations, and the presence of any physical problems, allergies, medication/insect reactions, or other pertinent data to better care for a particular child.

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

### **Exemptions from Immunizations**

In general, government and school authorities may legally grant exemptions to immunizations for two reasons: medical and religious.

**Medical** – Schools should grant medical exemptions, provided that local public health authorities determine there is no public health risk in doing so and provided that parents present validation of medical issues certified by an appropriately recognized medical professional.

**Religious** - Due to the resurgence within Archdiocese of Kansas City in Kansas in communicable diseases that may place pregnant women and their unborn children at risk, parents in the Archdiocese may no longer claim religious exemptions to immunization. However, parents should be reminded of the obligation to immunize "under protest." ["Under protest" means that parents should write to the manufacturers of vaccines developed from tainted materials (i.e. aborted fetuses), imploring them to develop vaccines from other sources. See sample letter; Form #C141 on the Archdiocese of KC in KS website: [www.archkck.org](http://www.archkck.org)]

### **Health Assessment**

Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the school office.

### **Medication**

The school nurse or other personnel are NOT permitted to dispense medicine (including over-the-counter medications) without written permission from a parent. All medication, prescription and non-prescription, is to be brought to the nurse's office where they will be kept and dispensed. No medication may be kept by the student except inhalers, which are authorized by a physician. The parent must contact the school nurse to obtain permission for a child to keep his/her inhaler and to self-administer the medication.

#### Prescriptions:

1. If the medication has been prescribed, it must be in a pharmacy container which clearly states the child's name, dosage, prescription number, and physician's name. Any pharmacy will provide an extra bottle if asked.
2. All medication must be accompanied by written permission from parents allowing the school to dispense the medication.

#### Non-prescriptions:

1. Written permission from parents allowing the school to dispense over the counter medications must annually be on file in the school nurse's office.
2. Annual written permission from parents allowing the school to dispense over-the-counter medications must be on file in the school office.
3. The medication must be in its original container with the label clearly identifiable.

**The above conditions must be met in order for the school to dispense medication to a student. The school reserves the right to refuse to administer prescription and over-the-counter medication.**

**No gum is permitted without a doctor's written permission**

### **Restricted Physical Activity**

If your child's physical activity must be limited for P.E. or recess due to injury or illness, please send a note stating this need to school with your child. If the need for restricted activity will last longer than a day or two, please provide a **PHYSICIAN'S NOTE** requesting exclusion from physical exercise or limiting the amount and type of exercise. This will help us to better understand your child's situation.

## Part VIII—Technology Acceptable Use Policy

Curé of Ars Catholic School adheres to the Archdiocese of Kansas City in Kansas and Curé of Ars School Acceptable Use Policies for Print and broadcast media, eReaders, handheld devices, phones and Website Release Policies. This requires parents/guardians and students to agree in writing to the terms and conditions of these policies. Before each student will be allowed to use technology at Curé of Ars Catholic School, this agreement must be read and the acceptance form signed and returned to school.

Parents and students are responsible for any monetary expenses incurred by intentional or neglectful damages to technology hardware or software caused by the students.

Handheld technology or personal computers, eReaders (See eReader Policy), telephones/smart phones, handheld games, etc. is personal property and the user assumes full responsibility for its care, use and contents. Ordinarily, these items are not allowed at school. Therefore, Curé of Ars Catholic School is not responsible for loss, damage or theft of these items if they are brought to school.

During school, teachers will monitor student technology use, regularly check student technology activity, and guide students to appropriate resources and materials. Therefore, students should not have any expectation of privacy when using technology at Curé of Ars Catholic School. Outside of school, families bear the responsibility for the student's responsible, ethical and legal activities using technology.

Technology is used to support learning and enhance instruction. It is a general policy that all technology used at Curé of Ars Catholic School is to be used in a responsible, efficient, ethical, and legal manner, and comply with the beliefs and policies of Curé of Ars Catholic School.

The use of computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration and faculty may deny, revoke, or suspend technology privileges at any time.

All students are expected to abide by basic rules of technology etiquette. These include, but are not limited to the following:

- A. Be polite and respectful of others and use appropriate language, pictures and data.
- B. Always cite sources when using electronic resources (data, books, music, photos, etc.).
- C. Treat hardware and software with respect and keep all computer areas clean and free of food or drink.
- D. Respect others' work by not opening, copying, modifying others' files, folders, disks, jump drives, or work.
- E. Report problems to a teacher immediately.
- F. Never give out or use any personal information on the Internet about yourself, other students, or teachers, such as name, home/school address, home/school phone numbers, pictures, etc.
- G. Never allow other students the use of your handheld/ personal devices.
- H. Never use technology in any way that is disruptive to the academic work of the school. This includes, but is not limited to, playing games in class, recording voices/sounds, taking pictures, text messaging, tweeting, etc.

- I. Register personal handheld computers and eReaders (See eReader Policy) with the school.
- J. Use technology for educational purposes, with the teacher's permission, and only when the teacher is in the room.

Failure of students to adhere to the technology policy and guidelines of Curé of Ars Catholic School, as described in this policy will result in the loss of individual access privileges. Unacceptable uses of technology hardware and software include, but are not limited to, the following:

- A. Copying commercial software or plagiarizing online material in violation of federal or international copyright laws
- B. Engaging in cyber bullying, using profanity, obscenity, or other language that may be offensive to other technology users.
- C. Using Curé of Ars Catholic School technology for monetary gain or illegal activity.
- D. Unauthorized inspection, alteration, deletion, publication, copying, or tampering with settings, files, software, etc.
- E. Knowingly and/or purposefully attempting to circumvent the school's firewall in order to access blocked websites (Facebook, YouTube, etc.)
- F. Use or download any software, online service, data, or other media without permission from the supervising teacher
- G. Removal of any piece of Curé of Ars Catholic School's technology equipment, hardware or software, from its designated place without the Administration's permission.
- H. Intentional access of inappropriate websites.
- I. Sharing individual student login with other students. It is the student's responsibility to keep this totally private.
- J. Access e-mail, blogs, chat rooms, instant messaging, text messaging, social websites, etc. or access home Internet accounts without teacher permission.

These rules will apply:

- A. Students will follow teacher directed procedures at all times, and use only software and websites approved by the teacher.
- B. Students may use computers **only** when a teacher is present in the room.
- C. Cell phones, iPods, MP3 players, cameras, handheld games, eReaders, etc. are **not** to be used at school without a teacher's permission. If a student brings one of these items to school, it is to be stored and kept turned off in the student's locker or in the care of a teacher at all times and may not be used in the building without Administrator permission. The school is not responsible for loss, damage or theft of these items. If such items are used without permission, the device will be confiscated and turned in to the administration. Parents may reclaim the device from the Administration. Stronger consequences may apply with subsequent abuses.
- D. E-Readers, handheld games, etc. are to be **clearly labeled** with the student's name and kept on the student's actual physical person, **locked** in their lockers or in the care of a teacher (whichever is appropriate for their grade level).
- E. Student jump drives for school use are stored and used in the Computer Labs and may not be removed or taken home. Students may not use personal jump drives brought from home.
- F. Student accounts are for school/educational use only. No personal communications are allowed.
- G. Students are not to access accounts of other students. Student may only share documents when directed by a teacher.
- H. Vandalism will result in the cancellation of all privileges. Vandalism is defined as a malicious attempt to harm or destroy data of another user, a computer or other hardware, or software, including tampering with settings, screensavers, files, etc.

### **Print and Broadcast Media, Website Release Policy**

1. Any personal and/or original student work or photograph that is used for publication by Curé of Ars Catholic School (including, but not limited to, student artwork, photographs, and writing) will appear only with the express written permission of the student's parent or guardian as stated on the signed Technology Use Form. This includes the school Yearbook, Parent Bulletin, Cougar Tales, Vellum, press releases and broadcast media.
2. Curé of Ars Catholic School will not submit a student's home street address or telephone number with any student item submitted for publication

### **E-Reader Acceptable Use Policy**

This policy is for the specific acceptable use of electronic readers (e-Readers) including Amazon's Kindle, Barnes & Noble's Nook, and Border's Kobo. This policy excludes the use of the Apple iTouches and iPads, which are personal communication devices that provide wireless, unfiltered connection to the Internet and are not allowed to be used by students in school at any time.

This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. Therefore, any student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school.

1. All e-Readers must be registered with the Curé of Ars Technology Coordinator and accompanied by the Acceptable Use Agreement Form signed by both the parents and the student(s).
2. E-Readers that are brought to school are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the beliefs and policies of Curé of Ars Catholic School.
4. All e-Readers that have cellular and network capabilities must be disabled (turned off) while the device is at school.
5. E-Readers must be used at appropriate times in accordance with teacher instructions. It must not be a distraction for the student or other students nor should it be a source of any classroom disruption.
6. E-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time, except during inside recess under a teacher's supervision.
7. The student is responsible for knowing how to properly and effectively use their e-Reader. This should not be a burden for the teachers.

### **Technology Use Agreement**

Students and parents must sign the Technology Use Agreement before the student will be allowed to use Curé of Ars Catholic School's technology. The Technology Use Agreement will be sent home with the students after the policy has been discussed in the classroom at the beginning of each school year. If the guidelines are not followed the student will lose computer privileges.

### **Monitoring of Activity**

Students should not expect privacy when using any technology at Curé of Ars Catholic School (including, but not limited to computers, network access, internal communications, telephone). Administration can and will monitor student activity.

## **Part IX—Parent Information**

### **Attorney Communication/Court Subpoenas, Orders, and Other Legal Documents**

If a school receives any legal documents and/or subpoenas and/or communication from an attorney or a court or law enforcement official the principal shall not respond to any such communication but shall immediately contact either the Archdiocesan attorney or the Superintendent of Schools (if the attorney is not immediately available). Any communication between employees of Catholic schools for the Archdiocese of Kansas City in KS and the attorney for the Archdiocese shall be considered privileged and shall not be shared with others.

### **Behavior Expectations**

Parents are the first and foremost educators of their children (Vatican II Declaration on Christian Education). Curé of Ars Catholic School will assist parents in fulfilling their sacred duty of Christian education and Catholic formation of their children.

It is important that parents cooperate closely with the school and that teachers collaborate closely with parents. The administration and teachers will assist parents in understanding the approach, content and methods of Catholic education and school matters.

All members of our school community (parents, staff and students) should treat each other with kindness and respect. Parents are expected to interact with school staff in a Christian manner at all times and in all forms of communications. Curé of Ars Catholic School reserves the right to reevaluate a student's enrollment based upon parental behaviors.

### **Child Abuse**

Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall report such belief to and consult with the Principal as soon as practicable.

Kansas Law requires a teacher, principal, or other employee of a school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect or sexual abuse to report the matter promptly to the Department for Children and Families (DCF), or appropriate law enforcement agency, if the DCF office is not open for business. Such report may be made orally or, on request of DCF, in writing.

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

***In order to protect the child, parents may not be informed that a referral has been made.***

### **Child Custody**

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

Curé of Ars Catholic School staff will remain neutral in child custody situations and not become involved in volatile or conflict situations between parents.

Unless otherwise specified by court documents, Curé of Ars Catholic School will communicate with both parents regarding matters involving the child. In addition, in difficult custody situations, school administrators should refer parents to their pastors for pastoral care and/or alert pastors to the family situation.

### **Co-curricular and Extracurricular Activities**

Participation in co-curricular and extracurricular activities can enhance the development of students and help them realize their human potential.

Any co-curricular activities must be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teaching of the Catholic Church, which may or may not be consistent with societal trends. Thus, certain school sponsored activities should not be scheduled on Sundays.

Sundays have always been accorded a special place in the life of the Church. In addition to worshipping God through the Sunday Eucharist and providing space for cultivating family life, the Church recognizes that this is a day that can also foster cultural, social and religious life.

As long as activities are celebratory, communal and occasional, they would be in accord with the way we are called to live out Sundays. In the case of school sponsored activities that do not clearly fit within these criteria, the Pastor of the parish school in consultation with priests in the pastoral region, will make the decision to allow or disallow the activity in question.

***[This policy is taken from the policy statement Appendix P in the Archdiocesan Handbook for Priests.]***

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

Catholic Church teachings regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural conditioning but are part of human nature.

“God created men and women to be equal yet different, so that through their complementarity they would reflect His image” (cf. Gen. 1:26-28).

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

In addition, Church teachings dictate that proper attire and decorum be maintained at all (events and activities. Uniforms must be modest, and programs (e.g. music selections, play selections, dance routines, cheers, debate arguments, etc.) must be consistent with Gospel values.

School principals may reserve the right to judge appropriateness and to restrict participation in an athletic event or other activity if there are issues regarding what is acceptable attire and decorum.

### **Cumulative Records**

Curé of Ars Catholic School maintains cumulative records for each student. Cumulative records include the following:

- Data including certification of name and date of birth; current legal guardian/custody orders;
- Standardized test data
- Medical reports
- All achievement records
- Information regarding sacraments received

Official student records may be release to other educational institutions upon written request of parent or guardian only after all fee requirements have been met. Records may be released to other agencies or institutions upon written request of the parent or guardian. Records may be released to parents but will be stamped that the documents were “released directly to parents.”

### **Emergency Safety Interventions**

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student, at some point in time, could manifest problem behaviors. Creating a safe and faith filled environment for all our students is a primary concern.

Through the implementation best practices, the use of preventative strategies and de-escalation techniques, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where a teacher or administrator is concerned about the physical safety of the student or the students the classroom. On these extremely rare occasions, Emergency Safety Interventions (ESI) may be required.

The only time the use of Emergency Safety Interventions (seclusion or physical restraint) is permitted in Catholic schools in the Archdiocese of Kansas City in Kansas is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property.

The use of ESI should be discontinued the moment immediate danger has passed. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is PROHIBITED.

Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is PROHIBITED in the Archdiocese of Kansas City in Kansas Catholic Schools.

In order to use physical restraint (standing or seated) with a student, a school employee must be trained in a technique consistent with a nationally-recognized training program to ensure the safe use of this behavior intervention strategy.

The Archdiocese of Kansas City in Kansas has chosen the Safe Crisis Management (SCM) program. Karen Kroh is a certified trainer in SCM and is available to train school employees as requested by the principal.

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

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

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

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

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

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

### **Guidelines for Fund Raising**

Fund raising activities/events should be in keeping with the doctrine of the Catholic Church and accepted legal practices. Students should not solicit from strangers. Approval of the Principal and/or Pastor must be obtained before fund raising activities are conducted and before any monies generated from fund raising efforts are dispersed.

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

### **Visitors and Volunteers**

All areas of education are enhanced by parents, grandparents, relatives, and neighbors who give of their time, talents, spiritual and financial support.

Curé of Ars Catholic School is very fortunate to have a large number of parent volunteers. Parents are welcome to visit the school, and we appreciate your involvement. We have many areas needing adult volunteers at school during the school day and at home.

Due to our efforts to maintain student confidentiality, it is necessary to protect student information which may restrict what our parent volunteers are able to do in the classroom setting. We ask that you make arrangements in advance if you desire to visit a classroom so as to limit the impact on important instructional time.

Contact the classroom teacher and/or the Principal if you are looking for a volunteer opportunity. PTO also has many volunteer opportunities available.

**All Volunteers must be VIRTUS trained!**

**To help maintain order, volunteers and parents are asked NOT to drop in on their child's classroom while in the building.**

**For the safety of the children and staff, the doors are locked.**

**We respectfully ask that everyone, including parents, coming into the school for any reason during school hours must first stop at the school office to check in and get a visitor's badge.**

# Curé of Ars Catholic School

## Parent/Student Handbook

2018-2019

**Please sign below and return this page after attending Back to School Night.**

By signing this form, you indicate that you have received a copy of the current Parent/Student Handbook, and that you accept and support the policies and regulations therein.

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date

Please print the name of the child(ren) registered at Curé of Ars Catholic School.

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Photography Release

Check one below:

\_\_\_\_ **YES, I GIVE MY PERMISSION** for Curé of Ars Catholic School to publish my child's photograph, and/or personal work in any print media (including, but not limited to, the Parent Bulletin, Yearbook, Cougar Tales, and press releases), broadcast/electronic media (includes school produced videos and audio recordings), and the school web site.

\_\_\_\_ **NO, I DO NOT GIVE MY PERMISSION** for Curé of Ars Catholic School to publish my child's photograph and/or personal work in any print media (including, but not limited to, the Parent Bulletin, Yearbook, Cougar Tales, and press releases), broadcast/electronic media (includes school produced videos & audio recordings), and the school web site.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_