



SACRED HEART JR/SR HIGH SCHOOL
IN ALL THAT WE DO... BRING GLORY AND HONOR TO GOD



STUDENT HANDBOOK

2023-2024

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MISSION STATEMENT

The mission of Sacred Heart Jr.-Sr. High school is to educate the whole person--spirit, mind, and body-in Christian values in accordance with our Catholic faith tradition. Sacred Heart Jr.-Sr. High School is committed to providing a value-based environment that is conducive to the individual's spiritual, academic, social, and physical growth. We seek to prepare students for servant leadership in community, world, and church.

ORGANIZATION AND ADMINISTRATION

The Bishop

Most Reverend Gerald L. Vincke

The Bishop of the Roman Catholic Diocese of Salina in Kansas is ultimately responsible for the teaching mission of the Catholic Church in the Diocese. Therefore, he is the final authority in all matters relating to Sacred Heart Junior-Senior High School.

The Diocesan Superintendent of Schools

Mr. Geoff Andrews

The Diocesan Superintendent of Schools, representing the Diocese in educational matters, aids the Pastor-Designate and the Principal.

The Pastor Designate

Fr. Kevin Weber

The Pastor Designate of Sacred Heart Junior-Senior High School is the official representative of the three pastors of the Catholic parishes in Salina who jointly operate Sacred Heart Junior-Senior High School. In addition, he is the Bishop's delegate for Sacred Heart Junior-Senior High School and is the immediate supervisor of the Principal.

The Council of Education

The Council of Education shall serve in an advisory capacity to the Pastor Designate and the Principal in ensuring the highest possible religious and academic education for the students attending Sacred Heart Junior-Senior High School



The Principal Mr. John Krajicek

The Principal is responsible for the general administration of Sacred Heart Junior-Senior High School and is ultimately accountable to the Pastor Designate and the Diocesan Superintendent of Schools.

The Vice Principal Mr. John Hamilton

The Vice Principal is hired by the Principal and serves in the capacity as Principal when the Principal is not present or available. Other duties may be delegated by the Principal.

The Staff

The staff includes all instructional, special service, and non-instructional personnel who work under the supervision of the Principal in and for the school. Some have greater, some lesser administrative responsibilities; all have important duties which are the basis of success in meeting the aims and objectives of the school.

Student Handbook

The handbook is published on our school website each year by the first day of school. Any major changes receive oversight from the Council of Education and shall be communicated to all stakeholders prior to the first day of school. All Sacred Heart students are expected to observe the regulations of the school as well as to use common sense and concern for others. Certain rules are necessary for any community to function well. The following are minimum guidelines, and it is presumed that students will exhibit an even greater concern for themselves and others than these might suggest. The rules and discipline system of Sacred Heart have been developed to promote self-discipline and Catholic values, encourage positive behavior, provide an orderly and appropriate learning environment for all students, and give them an understanding of personal responsibility and consequences for their behavior. **Sacred Heart High School reserves the right to interpret rules and policies as individual situations and needs arise.**

Family Code of Conduct

The student and the student's family agree to comply with and be subject to the school's regulations, rules, expectations, consequences, and various standards for academics and student behavior established by the school. The school believes that a positive and constructive working relationship between the school and the student's parents (or guardian) is essential to the fulfillment of the school's mission. Thus, and without limitation, the school reserves the right to suspend, dismiss, or not re-enroll a student if the school concludes that the actions of the student or a parent (or guardian) make such a positive and constructive relationship difficult, impossible, or that the actions interfere with the school's accomplishment of its educational purposes and stated mission.

Acknowledgment of Obligation to Participate as an Actively Engaged School Family

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

INTRODUCTION AND ADMISSIONS

Sacred Heart Junior-Senior High School prepares a young person spiritually, academically, and socially for leadership and service as Christians in the world.

“We want everyone to find the lasting peace that only comes from God.”

No Catholic child whose parents desire to enroll him or her in any Catholic school in the Diocese of Salina shall be denied admission to that school on the basis of race, color, or national origin.

No child, regardless of religious affiliation, whose parents desire to enroll him or her in any Catholic school which possesses capacity for additional enrollees in the Diocese of Salina shall be denied admission to that school on the basis of race, color, or national origin, providing they are willing to accept financial responsibility for attending Sacred Heart Junior-Senior High School and providing the school, in the judgment of the Principal, can meet the needs of the student.

Spiritually, Sacred Heart promotes growth in the Christ-life, operating within and through the young person, and provides experience in true Christian concern for the needs of society. In leadership, Sacred Heart trains young persons to serve others. Academically, Sacred Heart prepares persons for excellence in employment, vocational education, or for entrance into college after graduation. Socially, Sacred Heart provides an experience in cooperating and competing with others.

Admission

Students of Sacred Heart Junior-Senior High School must reside in the home of their parents or guardian or in a situation of responsible supervision that meets the approval of the administration.

Admission of transfer students is subject to the approval of the Principal and Pastor Designate. It is ordinarily the policy of the school not to admit students who have had academic/discipline problems prior to the request for admission. Records from former schools must be submitted for consideration before requests for admission can be processed. Students with past discipline problems will be

required to sign a written agreement placing the student on academic/disciplinary probation for a time period.

This agreement will be reviewed following the time period set forth on the agreement and may be extended, if necessary. Likewise, settlement of tuition payment must be accomplished before a student can be accepted into Sacred Heart Junior-Senior High School. Failure to abide by the conditions of admission for a student admitted on probation will result in immediate dismissal without appeal.

Any family that either has been dismissed from Sacred Heart Junior-Senior High School or has transferred to another school and seeks re-admission must have the approval of the Principal and Pastor Designate.

Accreditation

Sacred Heart Junior-Senior High School is fully accredited by the Kansas State Department of Education and COGNIA and KESA, accrediting agencies of secondary schools and colleges.

Building Hours

- 7:40 a.m. - 3:30 p.m.
- **All students must have prior permission to be in the building before 7:40 a.m. from both the administrator and the faculty sponsor.**
- Students NOT involved in extra-curricular activities or any other after school function must be out of the building and off school grounds by 3:30 p.m.
- Students remaining in the building after 3:30 p.m. must be supervised by a member of the faculty.
- During the times when school is not in session (e.g. summer) students may not be in the building unless they are under the direct supervision of a faculty/staff member.



SPIRITUAL FORMATION

Sacred Heart Jr.-Sr. High School is an extension of a ministry of the three Roman Catholic parishes in the city of Salina. As part of that ministry, the parishes have the right and responsibility for assuring the Catholicity of the school. The overall goal of the Spiritual Formation of the students attending Sacred Heart Junior Senior High School is for them to know the faith and practice the faith. To achieve this goal, prayer will be part of the school day and religious values will be incorporated into the teachings and assignments when appropriate according to the subject matter. In addition, students are required to take and pass religion class and successfully complete one unit of Outreach Ministry, for each year of attendance at Sacred Heart.

Student Service Program

By our Baptism, each of us is called to reach out to help others; through the gifts from God of good health, strength, talent, and ability, we are to be a "gift" to others. The Student Service Program provides every student at Sacred Heart Jr.-Sr. High School opportunities to know the faith, and practice the faith. Requirements for this program are listed below. For additional information, please see the Pastoral Associate in the Parrish Hall.

- Students (grades 8-12) must perform 25 hours of Service for each year of attendance.
- The activities performed must be chosen from the list approved by the Catholicity Committee.
- Students are responsible to complete all necessary paperwork and verification by the required dates as determined by the Catholicity Committee.
- Passing all Religion Classes and earning Service Hours are BOTH required for graduation from Sacred Heart.
- Students who do not satisfactorily complete their annual Service Hours component will receive an "F" in The Student Service Program.
- In addition, they will be ineligible to participate in all co and extra-curricular activities for the first three weeks of the next school year and will continue to be ineligible for each three weeks eligibility period thereafter until the Student Service credit has been successfully completed.
- They will also participate in the school ASP program, using the ASP time to focus on service to others.

Not simply something to be learned. It must be lived!

- All students are expected to respectfully participate in all Masses, prayer services, and devotions provided

by the school for the individual classes or for the entire student body.



- In addition, Catholic students are expected to participate in Sunday Mass in their local parish; students of another Christian denomination are expected to participate in their church's Sunday worship service.
- All Catholic students are required to participate in the Confirmation program at the parish where their family is registered.
- As Sacred Heart Jr.-Sr. High School is a private Catholic School where the beliefs of the Roman Catholic Christian religion are taught, students of other religious traditions and their families are not to recruit others to attend their worship services, youth activities, prayer meetings, etc., while on school grounds or involved with school activities unless authorized by one of the Pastors or Chaplain.

Baptismal Certificate

All Catholic students entering Salina Catholic Schools for the first time must supply a copy of their Baptismal Certificate.



COMMUNITY-HOUSE SYSTEM

Structure

There are 3 communities at Sacred Heart; St. John Paul II, St. Margaret Mary Alacoque, and St. Teresa of Calcutta. Each student is assigned to the same community for grades 7-12. There are approximately 65 students in each community. Each community will be assigned a Dean, who ensures that the goals of the community-house system are being fulfilled..



- Each community is divided into 3 Houses, made up of approximately 20-25 students from all grades (7-12).
- Each House will be assigned the following leadership; 1 Senior Leader, 1 Junior Leader, 1 Sophomore Leader, 1 Freshman Leader, and 1 8th Grade Leader.
- Each House is overseen by a Mentor Teacher.
- There will be 3 Community Captains (students) who will be responsible for the care and concern of community members and represent Sacred Heart at Public events.

Vision

The Community-House System will provide a vehicle for cultivating strong bonds between all members of the school community, a strong support system to nurture the growth of the whole person, and enable a “hands-on,” proactive development of each student’s interpersonal skills.

Our Community-House System will provide our school community with time to build relationships through student-led, fun activities, games, and competitions. This will nurture the physical and relational needs that not all students get through other means at Sacred Heart. We will also provide students with space and time to build their relationship with Christ through prayer, expressions of faith, and sharing spiritual experiences. We will grow and develop our minds, bodies, and spirits together as a whole school community by living our mission through joy, fun, and the beauty of the people around us.

Student Leadership Requirements

Qualifications for any student who holds any student leadership position(s) at Sacred Heart Jr.-Sr. High School.

- Must maintain a cumulative grade point average of at least 3.0.
- No ISS or OSS at any time during the present school year.
- No more than 3 disciplinary referrals for any reason during the present school year.
- Agrees to carry out the duties of the leadership as recommended by the Director of Community.

ACADEMIC INFORMATION

Sacred Heart High School is a four-year high school meeting accreditation standards of both Advanced Ed and Schools and the Kansas State Department of Education. Sacred Heart requires that all students earn a minimum of 28.5 credits for graduation and must enroll in the required core subjects in the academic years assigned unless specified in an Individual Education Plan.



Graduation Requirements – High School

- Sacred Heart High School requires eight (8) semesters of secondary school attendance to meet graduation requirements.
- One unit of credit is awarded for successfully completing a class that meets each day for one hour for the entire school year.
- During the typical school day, each student of Sacred Heart High School will take eight (8) full hours of classes.
- The only exception would be for junior or senior students who are enrolled at Salina Tech or K-State Polytechnic, in college courses, career internships, peer tutoring or serve as teacher aide.
- To be classified as a senior a student must have a least 20 1/2 credits, at the start of the senior year.

Beginning with the Class of 2015, the graduating requirements for Sacred Heart High School are as follows:

- **English - 4 credits**
(English I, II, III, and IV required)
- **Social Studies - 3 credits**
(American History, World History and Government required)
- **P. E./Health - 1 credit**
- **Mathematics - 3 credits**
(Algebra I required)
- **Science - 3 credits**
(Biology required)
- **Religion- 4 credits**
(Religion I, II, III, and IV required)
- **Computer Applications – 1.0 credits**
- **Speech, Forensics or Debate - .5 credits**
- **Fine Arts – 1 credit**
- **Outreach Ministry – 4 credits***
- **Electives - 8 credits****

Total – **32.5 credits**

Outreach Ministry is required for graduation at Sacred Heart.College bound students are strongly encouraged to take 2 units of Foreign Language as an elective.*

Semester Finals Policy

All students at SH are required to take a semester final, unless the following criteria is met;

- Student has NOT missed more than 2 days of school (16 hours) or
- have earned a 94% or higher grade in the class on the Friday prior to semester finals, and
- have a current parental permission form signed and on file in the office exempting the student from taking semester final.

A schedule for semester finals will be given out in the first week of December and May.

Graduation Recognitions

Summa Cum Laude, Magna Cum Laude, and Cum Laude are conferred at graduation upon students who have satisfied all requirements for a high school diploma and who, in addition, have earned a minimum percentage grade as listed below. Students attaining this academic distinction will be recognized by the wearing of honor cords at the graduation ceremony. In addition, a medallion signifying this accomplishment will be presented. Averages will be computed for all courses taken by the student in fulfillment of the requirements for a diploma. The student's percentage average must equal or surpass minimal requirements in each category.

- Summa Cum Laude - minimum **3.900**
- Magna Cum Laude - minimum **3.750**
- Cum Laude - minimum **3.500**

Modifications and Accommodations

To help students develop to their fullest potential of his/her abilities and talents, Sacred Heart will make reasonable modifications and accommodations to these requirements.



ADDITIONAL ACADEMIC OPPORTUNITIES & SUPPORTS

Zero-hour for Jazz Band/Knightingales

Two different performance classes may be offered during Zero hour (7:00 a.m.-7:45 a.m.):

- Jazz Band (Monday and Wednesday) and
- Knightingales (Tuesday and Thursday).

Students would receive 1/2 credit per semester and be a recorded grade on their transcript. Audition and Instructor approval required for enrollment.

College Courses

College courses will be available to Juniors and Seniors provided they meet all college enrollment requirements.

- Students must obtain prior approval from the Principal and/or Counselor before enrolling in college courses.
- Students are responsible for completing the enrollment process after obtaining approval from the Principal and/or Counselor.
- Parents are responsible for tuition and other expenses related to the college courses.

Salina Tech/K-State Polytechnic

Students may also enroll at Salina Tech if the Salina Tech courses can be worked into the school day and the student can enroll in courses required for graduation. Parents will be responsible for tuition and fees at the Salina Tech.

Career Internship/Workplace Experience Program

Career internship programs and Workplace Experience Programs are available for senior students. These programs present students with opportunities to learn from area businesses and professionals and connect practical experience to future goals. *See School Counselor for additional information and full requirements for these programs.*

Independent Study

An Independent study is an opportunity to explore a class outside of usual course offerings which affords qualified students a degree of flexibility and individualization. Independent Study courses are typically online and don't always follow a daily structure. Therefore, students must have good organizational skills, flexibility, and a strong work ethic to succeed. Independent study is reserved for juniors and seniors only. Students wanting to take an independent study must meet the following requirements;

- **The course is not offered by Sacred Heart Jr.-Sr. High School. If the course is offered by Sacred Heart, the student must take that class during the hour(s) offered.**
- Independent Study courses are offered by virtual online learning options independent of Sacred Heart and are subject to a separate enrollment fee through the online learning center. Students should discuss the desire to take an Independent Study with their counselor to determine the options available.
- Only one Independent Study course will be approved per semester; the student must fill out the Independent Study Course Request Form and it must be approved by the Administration prior to enrollment with the online learning center.
- **Independent Study requests for core classes* will NOT be approved.**
- **Students with a history of excessive absences (10 or more in the current or previous semesters) will not be approved.**

**Students enrolled in a technical program for a portion of the school day may require an independent study to meet Sacred Heart graduation requirements (see College Courses/Salina Tech/K-State Polytechnic for more details).*

Student Intervention Team (SIT)

The Student Intervention Team (SIT) is a general education problem-solving committee made up of teachers and administrators. The purpose of the SIT is to recommend appropriate interventions for students who are experiencing difficulty in school. Sacred Heart has both a Junior High and High School SIT that meets on a regular frequency, based on our progress report cycles (approximately every three weeks).

Academic Support Program (ASP)

The Academic Support Program (ASP) exists to get students the help they need, not only to become a better student, but to improve performance in specific academic areas of concern. The key component of ASP is individualized/small group instruction. ASP is also part of Sacred Heart Jr.-Sr. High School's eligibility policy, and is designed for ALL students, not simply those involved in extra-curricular/co-curricular activities. Requirements are listed below:

- Students receiving two or more failing grades on their progress reports will be automatically assigned to ASP and details will be communicated to student and parent/guardian by a SIT member or Administration.
- ASP is offered two afternoons a week, and the student will maintain attendance* until the next progress reports are issued (3 weeks), and they have raised their grade level above failing in 7 of 8 classes.

**Consequences for not fulfilling ASP obligations can be found on the [DISCIPLINE CHART](#). See resources at end of this document.*

Concussions and Academic Modifications

If your child sees his/her physician and is officially diagnosed with a concussion and/or receives academic modifications;

- Please have the physician provide dates for how long the academic modifications should last.
- If your child is still having symptoms after two weeks, they should be reevaluated by their physician.
- At that time, they can adjust or prolong school modifications.
- Academic Modifications apply only to the dates prescribed by the physician or for two weeks following the injury if not specified.

Credit Recovery

Students who fail a class required for graduation will need to either retake the class at Sacred Heart Jr.-Sr. High School or complete a credit recovery course through an accredited agency. Here is some additional information on this program:

- Students and/or parent/guardian will need to work with the Counselor for information, and to get the process started.
- Any credit recovery course taken outside of Sacred Heart Jr.-Sr. High School must have the prior approval of the Counselor and Principal.
- Only two recovery credits in 4 years are allowed to meet graduation requirements.

- The original and repeated course grade will appear on the transcript and both figure into the cumulative GPA/percentile grade.

Schedule Changes

After classes start, students may request a schedule change before the third day of a semester. The class change must be approved by the counselor, parents, teachers and Principal. **There will be no other class changes within the semester.** Students who withdraw from a class after this time will receive an "F" for the course.

Graduation Requirements – Junior High School

Students in seventh grade at Sacred Heart Junior High School are required to enroll in English, Mathematics, Religion, Science, Geography/Kansas History and Physical Education. Each of these courses meet on a daily basis. In addition, 7th grade students must enroll in either Band or Chorus.

Eighth grade students are required to enroll in English, Mathematics, Religion, Science, History, Career Exploration and Physical Education. In addition, each JH student is required to complete 1 semester of Computer Apps either during 7th or 8th grade.

Junior High electives include Art, Family & Consumer Science, Career Exploration, Jazz Band, Vocal Music, Instrumental Music and Industrial Technology. Each of these courses meets on a daily basis. Each course is a semester course.

To be promoted from seventh and eighth grade, students must earn passing grades in all core courses and have the recommendation of the faculty and administration. Students who earn a failing grade for the year will be asked to take the course during summer school as a condition for promotion. Any summer school course work that will be used to make up a course must be approved by the Counselor and Principal.

Follow-up conferences shall be held during the remaining months and a decision should normally be made by May 31 of the current school year.

GRADING

The academic year consists of two grading periods, one in each semester, which includes Semester Finals. Student's progress reports will be sent home to parents on a three-week basis. Students receive report cards for each subject each grading period. Semester grades are used to calculate a student's cumulative grade and rank in class. Only semester grades will be placed on a student's permanent record. Incompletes will be given to students only if they have excused absences. Incompletes for unfinished course requirements must be removed within two weeks of the end of the semester or the grade will be changed to an "F" on school records. There will be no incompletes given at the end of the semester grading period except in cases of prolonged illness or other circumstances unless approved by the Principal. For eligibility purposes, incompletes (I's) are considered F's.

Grading System

Sacred Heart Jr.-Sr. High School has adopted the following grading scale:

A 94% - 100%	D 70% - 77%
B 87% - 93%	F 0% - 69%
C 78% - 86%	

Students will receive percentage grades each quarter of the school year. All grades will be reported in percentages with below 70% considered failing. Sacred Heart Jr.-Sr. High School grading scale will be posted at the bottom of the progress report, grade card, and transcript.

Advance Math, Calculus, and Physics are considered advance courses, therefore students taking these classes will be granted five extra percentile points each semester.

Honor Roll

Academic achievement is important at Sacred Heart Junior-Senior High School. These honor rolls have been established to recognize outstanding academic achievement.

High Honor Roll	3.75 - 4.00
Honor Roll	3.50 - 3.749

National Honor Society

The Sacred Heart High School Chapter of the National Honor Society initiates students who demonstrate high standards of scholarship, leadership, character, and service as stipulated by the National Honor Society. Membership in National is not a right, but a privilege earned through outstanding achievement. Membership to this organization is open to second semester juniors and seniors. However, those considered for membership must realize that what they do during each of their high school years will have a bearing upon their eligibility.

National Honor Society Selection Process

- Any second semester junior or senior with a cumulative grade point average of 3.5 or higher will be eligible for consideration.
- Students must complete and turn in a resume and a 500-word personal statement.
- Each candidate will be evaluated and voted on by a faculty committee.
- Voting is done by secret ballot.
- Any candidate not elected will be eligible for membership the following year if they maintain the required grade point average of 3.5.
- If elected, candidates must be present at the initiation ceremony.
- Any candidate who is NOT present for the initiation ceremony will not be included; however they will be considered the next year, if eligible.”

ATTENDANCE

Regular school attendance is a partner to academic success. Parents and students are urged to recognize the need for

promptness each day and attendance in all classes throughout the school year. When students miss class, they lose valuable in-class instruction and form poor habits often resulting in problems for them later in school or in the workforce. Sacred Heart Jr.-Sr. High School requires regular attendance of all students in their assigned classes and activities. For those times when it is absolutely necessary for a student to be absent, the following provisions have been made:

Attendance Procedures

Students SHOULD NOT MISS SCHOOL for reasons such as going out of town or family vacations. Vacations should be taken during Spring Break, Summer, or “No School Days” scheduled throughout the year. When it is unavoidable to miss school for these reasons, students should inform their teachers a week in advance, and parents should contact the Principal. See “*Pre-arranged Absence*,” and “*Personal Trips*,” on page for more information.

If your student will be absent or late

1. Parents must call the school (785-827-4422) by 8:15 a.m. if the student is not going to be in school or if the student is going to be late in arriving.
2. When calling, the parent states who they are and why their student will not be in school.
 - Being late to school 20 minutes or more will not be excused if it is due to oversleeping, lessons, working on homework, or any other reasons that fall outside of excused absences. See “*Excused Absences*” below for more information.
 - The school reserves the right to make any absence or tardy excused or unexcused.
 - Consequences for an unexcused absence include no credit for classes missed and one detention for each class period missed.
 - If the school is not notified upon the arrival of the student, the student will be detained in the Main Office until the student makes contact with the parents and receives a pass.

Excused Absences

An excused absence is an absence, which occurs and falls under one of the following five (5) reasons and will be excused if the student and parent/legal guardian follow the building attendance procedure. If a student misses class for an excused absence, the student will be allowed to make up any work missed. Absences will be considered excused for the following reasons:

1. Personal illness - The school administration may, with reasonable notice to the student or parent/legal guardian,

require verification from a physician of absences due to reasons of health.

2. Funeral of a family member.

3. Participation in a KSHSAA, or any other school sponsored activity.

4. Absence(s), which has/have been requested in writing and approved in advance by the Principal. *See "Pre-arranged Absence," and "Personal Trips," on page for more information.*

5. Parent Request

Unexcused Absences

An absence will be classified as unexcused if it does not fall into one of the four (4) categories above, or if the student and the parent/legal guardian do not follow the Attendance Procedures.

- Students will not receive credit for absences that are considered unexcused.
- Teachers will inform students of the work missed, and
- Students will be encouraged to complete that work in order to acquire the knowledge missed by not being in class, even though no credit will be given for that work.
- One detention will be assigned for each class period missed.

Appointments - Medical

All appointments should be made before or after school, on Saturday, or on school holidays unless this is impossible. Students will be released for medical appointments only if the student has cleared the appointment through the office by the following methods.

- A note, written by a parent or guardian, must be presented or a call from a parent or guardian must be received in advance.
- Students will be excused for appointments allowing reasonable time to arrive and get back to school.
- Students must go directly to and from the medical appointment without stops at any other location.

Office Sign-in and Sign-out

Students must sign out whenever they leave the school during the school day and must sign in when they return to the building. The sign-out book is located at the Main Office. *Failure to properly follow this procedure will result in a detention.*

Leaving the Building or School Grounds

- Students must have the permission of the Principal or his designee to leave the building or school grounds.
- Students will be dismissed for legitimate reasons and only when they have presented a note signed by the

parent or guardian or a call is received from the parent or guardian.

- A student leaving the building must sign out in the office and give the time and destination.
- Upon returning to school the student must sign in. This procedure shall be followed even if the absence has been pre-approved.

School Related Activities and Athletic Contests

Students are expected to make school attendance a priority. This includes attendance both the day of and the day after athletic contests or school activities. Students are expected to be in attendance at school on time the day following any and all evening activities. All efforts are made to avoid late activities on school nights, but they are sometimes necessary.

- Students must be in attendance at school by 11:09 a.m. on regular days and
- 10:07 a.m. on 1:30 dismissal days, and
- attend the last 5 class hours of the day to participate in or attend any school related activities or practices on that day. *See "Eligibility - Junior High and High School," on page for more information.*

Truancy

When a student misses all or part of a school day without proper authorization or excuse, he or she is truant. Once students have arrived in the school they are not allowed to leave the building without prior approval of the Principal or delegate. ***Kansas Law (KSA 72-1113) states: "A child is inexcusably absent from school if he or she is absent there from all or a significant part of a day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such a child." SHJSHS the Principal or his/her designate is the attendance officer.***

Excessive Absences

A student who is absent from a class ten (10) times in one semester may lose credit for that course, pending the following actions;

- The student and their parent/legal guardian will be notified by letter when they reach eight (8) absences for any class.
- At the point of reaching ten (10) absences in any one class an additional letter will be sent, and
- The Vice Principal will contact parents by phone to arrange a meeting that would include the student, their parent/legal guardian, the Vice Principal and/or the Principal, Counselor, and a member of SIT (Support Team).

During this meeting, the Support Team will review

- Teacher reports regarding the student's grade, missing assignments, willingness to make up work, and demeanor in class.
- All classes will be reviewed even if the student has not reached ten (10) absences in all classes.
- The Support Team will discuss the reason(s) for excessive absences.
- As a result of information presented and gathered in the attendance meeting, the Principal may at his/her discretion:

1. Decide to waive the attendance policy and allow the student to earn credit for the courses in which he or she has accrued ten (10) absences, or

2. Decide to leave the student's status conditional, and review their academic status at a reasonable date in the future. An academic support plan may be created for the student by the school SIT if deemed necessary, or

3. Decide not to waive the attendance policy, which would result in the student receiving no credit regardless of their grade in the classes in which they have reached ten (10) absences.

Tardies

Students are to be in class before the tardy bell ends at the beginning of the first period. The Vice Principal will handle the discipline for abusive tardies. The following policy will be administered;

- Students that are late to class must obtain a pass/tardy slip (regardless of the hour).
- Students must present the Teacher with a pass/tardy slip in order to gain admittance into class..
- Each student is allowed two (2) unexcused tardies per semester.
- Students will serve a detention after receiving three (3) tardies in a semester.

Pre-arranged Absence

In the case of a pre-arranged absence, a written request in advance of the first day of absence is required to be presented to the building Principal. Students are required to obtain a Sign out Sheet when absent as a result of approved field trip or an excused absence. Sign out Sheets must be signed by the teachers and parents. ***The final responsibility will rest with the student for completing all missed assignments as a result of being absent from school.***

Personal Trips

The school's policy in regard to personal trips (student absent 3 or more consecutive school days) scheduled when school is in session rests upon the premise that the chief responsibility for a child's education belongs to the parents. In an effort to assist parents in determining how this trip will affect their son's/daughter's education, the following process has been set in place:

- The parent contacts the Principal to explain the circumstances by coming to the office and requesting an **Extended Absence Sign-Out Sheet**
- The Administration and the student's teachers will hold a meeting to review the request to determine impact on learning.
- **If it is determined that the absences will negatively impact the student's learning**, a report will be drafted detailing the rationale for this conclusion. The Vice Principal will set up a meeting with the parent(s)/legal guardian to present and discuss the report.
- **If it is determined that the absences will NOT negatively impact the student's learning**, the student will receive the signed Extended Absence Sign-out Sheet and must contact each teacher for assignments.
- The assignments may be given, before or after the trip, at the teacher's discretion.
- The student returns the completed form to the Principal prior to the absence. If the student fails to return the form, make-up work may not be allowed.
- One copy of the completed form is given to the students and one is kept at school.
- The student is responsible for completing the work assigned. **All work is due in the same number of days the student was absent.**

Junior/Senior College Visit Days

A junior or senior may be excused from school to visit a college or post-secondary school provided the parents contact the school 24 hours in advance of the visit.

- All college visits **MUST** be scheduled before April 30th.
- Seniors will be allotted two (2) approved college visitation days during the course of the school year.
- Juniors will be granted one (1) college visit day during the second semester.

Senior Day

The Council of Education has allowed the Senior Class a one-day* Senior Trip to be taken during the second semester. The Senior Class President in consultation with the Senior Class Sponsor(s) and Principal will designate a date and destination for the trip. The Senior Class is responsible for fund-raising for their trip Senior trip. ***Senior students going on the trip must be in good standing** and be eligible for graduation.***

****If seniors take more than one "Senior Day", it will be recorded as an unexcused absence and service hours for make-up will be assessed.***

Field Trips and Class-Sponsored Trips

All students participating must have a signed parent permission slip returned to the office before being allowed to participate. All transportation will be in vehicles provided by Sacred Heart and driven by a qualified driver. Students are NOT permitted to provide their own transportation. For class sponsored non-academic trips, students will be required to be in good standing.** Parents, with the approval of the

Principal, may drive personal vehicles on field trips if a copy of the parent's driver's license and insurance company is on file with the office.

****Good standing is defined as NO suspensions (ISS/OSS) throughout the current school year. Note: When a student receives his/her fifth (5th) discipline referral an automatic ISS is assigned. See "Discipline Chart," on page for more information.**

CELL PHONE POLICY

Grades 7-8

- Students in grades 7-8 will not be allowed to carry, use, or access their cell phones, or any other personal electronic devices* during school hours (8:00 am – 3:20 pm).
- Cell phones/electronic devices must be turned OFF and put in the student's School locker (**NOT PE Locker**) before 1st hour (8:00) and remain off in their school locker for the remainder of the school day.
- Students may use their personal cell phones before 8:00 AM and after 3:20 PM. **Cell phones are STRICTLY PROHIBITED in locker rooms or restrooms.**

Grades 9-12

- Students in grades 9-12 will not be allowed to carry or use their cell phones or any other personal electronic devices during school hours (8:00 am – 3:20 pm).
- Cell phones/electronic devices may remain on, but must be put in the student's school locker before 1st hour (8:00) and remain in their school locker for the remainder of the school day.
- Students in grades 9-12 CAN CHECK their cell phones at their school lockers during passing periods (Lunch is NOT a passing period). However, phones MUST remain in their school locker from 8:00 am – 3:20 pm.
- Students may use their personal cell phones before 8:00 AM and after 3:20 PM.
- **Cell phones are STRICTLY PROHIBITED in locker rooms or restrooms at any time.**

**Electronic devices are defined as any device(s) not issued by the school, or required for class. This includes any wireless/bluetooth headphones, smart watches, cell phones, etc.*

General Provisions that apply to ALL Students

- Students should never lend their cell phones/personal electronic devices to another student.
- The school provides lockers with locks and we strongly recommend students lock their lockers. The School is not responsible for lost, stolen, or damaged cell phone/electronic devices brought on school property by students or families.
- Parents who need to get in touch with their child during the day are welcome to call the school office,

827-4422 and we will ensure the message is delivered. Likewise, if a student needs to contact parents, they can report to the main office.

- Cell Phones are **STRICTLY PROHIBITED** in locker rooms and restrooms. Students violating this rule risk additional consequences from the school, and/or law enforcement.
- Violation of these rules and expectations will result in the consequences listed below.

Students with health issues that rely on specific apps to monitor their condition are the only exception to this policy. A Parent or Guardian of the student must disclose the health condition to the school, and provide the school administration with documentation from the student's doctor.

Consequences

1st Offense: Cell phone/electronic device taken by a staff member and taken to office; the student can pick up the device at the end of the school day

2nd Offense: Detention and parent/guardian must pick up phone/device

3rd Offense: Detention and conference between administrator, student, and parent/guardian before picking up the device. Students are required to check their phone/device in the office each morning and pick it up at the end of the school day for the rest of the semester, or a time specified by the administration.

DRESS CODE

Sacred Heart Jr.-Sr. High School has established requirements for uniform dress for the following purposes:

- To promote an atmosphere of discipline and learning to enhance academic achievement.
- To value students for their character, by providing an equal socio-economic footing for all.
- To foster the school's sense of "community" by enhancing school pride and student self-esteem.
- To uphold the value of modesty.

See [SH Uniform Guidelines](#) to view the policy in its entirety at the end of this document

DISCIPLINE

At Sacred Heart, Teachers and Administrators alike take a common approach to discipline by leaning on the Cardinal Virtues as a guide. The virtues order our lives according to what is right and good, and let us experience the full joy God intends for us. "Discipline" comes from the Latin word "*discipulus*," meaning student. By its etymology, the word discipline implies teaching our children. Therefore, our approach to discipline must have both educational and consequential elements. Our ultimate goal is to educate and form our student's minds, hearts, and wills so they *freely* choose to behave appropriately and internalize our moral beliefs. See [Discipline Chart](#) for listing of offenses and consequences.

Diocesan Policy Handbook

For matters not covered in this handbook but which are included in the Diocesan Educational Policy Handbook, the Diocesan Educational Policy Handbook will be in force. A copy of the handbook can be obtained through the Principal. As educators, our primary concern is to provide ALL students with a classroom environment that is safe and conducive to learning. The “learning environment” belongs to everyone. Consequences for negative behavior within the classroom will be handled directly by teachers. As a result, students are urged to perform at their very best at all times. Habitual behavior problems, and/or incidents that negatively impact the learning environment will be referred to the Vice Principal for further disciplinary action.

Off Limits Areas

The faculty workroom and faculty lounge are for faculty and staff use only. Students may not use these rooms. Students may not be behind the counter in the office without special permission. Students may not be in areas where the confidentiality required in a school would be endangered or in any areas specifically designated for staff.

Detention Hall

A detention hall is held at the discretion of the Vice Principal. All detentions must be made up by the end of the school year. Grade cards and/or transcripts will not be mailed until all detentions are made up. Students in detention will follow all rules of the detention supervisor.

Leaving the Classroom

Students will not be allowed to leave the classroom during class time without special authorization and a pass from the teacher. The teacher, and not the bell, is responsible for dismissing students at the end of the period.

U-KNIGHTUS

U-KNIGHTUS is an online form that students can fill-out to report an incident. Reports will be reviewed daily by Administration. Upon review, Administration will follow-up with student(s) as soon as possible. Misuse of this form will result in disciplinary action. *See also [Anti-Bullying Policy](#).*

MAJOR/CRIMINAL BEHAVIOR

Code of Conduct Policy

Sacred Heart Junior/Senior High School, its Council of Education, administrators and teachers believe students who attend Sacred Heart should conduct themselves at all times in a manner that portrays a high level of moral conduct for themselves and our school. **It will be required for each student, and the parent/guardian of each student, to sign and return this Code of Conduct Policy to the school prior to the student being admitted.** This policy will not replace or supersede any policies in the Sacred Heart Jr. /Sr. High School or Student Handbook. See [Code of Conduct Policy](#) to view in its entirety.

Discipline and Learning

Sexual Harassment

I. Policy

- A. It is the policy of Sacred Heart Jr.-Sr. High School to provide a learning and working environment that is free from harassment. No employee or student of the school shall be subjected to sexual harassment nor shall any employee or student of the Diocese be subject to harassment on the basis of race, color, creed, religion, or sexual orientation. All employees and students of the Diocese are expected to act in a manner consistent with the teachings of the Catholic Church.
- B. It shall be a violation of this policy for any member of Sacred Heart Jr.-Sr. High School to harass another staff member or student through conduct of a sexual nature or with respect to race, color, creed, religion, national origin, gender, disability, age, marital status, or sexual orientation. It shall also be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or with respect to race, color, creed, religion, national origin, gender, disability, age, marital status, or sexual orientation.
- C. The Principal shall be responsible for promoting, understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedure governing harassment within his or her school or office.
- D. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion or dismissal.

II. Definitions of Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made whether explicitly or implicitly a term or condition of a person’s employment or advancement or of a student’s participation in school programs or activities;
2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee’s or student’s performance or creating an intimidating or hostile working or learning environment.
4. Sexual harassment, may include, but is not limited to the following:
 - a. Verbal or written harassment or abuse
 - b. Pressure for sexual activity
 - c. Repeated remarks to a person with sexual or demeaning implication
 - d. Unwelcome touching

- e. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.
- E. Harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, harass, distress, agitate, disturb, or trouble persons when:
1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
 2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.
 4. Harassment, may include, but is not limited to the following:
 - a) Verbal, physical, or written harassment or abuse
 - b) Repeated remarks of a demeaning nature
 - c) Implied or explicit threats concerning one's grades, job, etc.
 - d) Demeaning jokes, stories, activities directed at a student or employee

III. Procedure

If there is a complaint to be filed against any person at Sacred Heart Jr.-Sr. High, the person must file a written complaint to the Principal or designate. Violation of this policy shall result in disciplinary action, up to and including dismissal from the school.

ANTI-BULLYING POLICY

“I give you a new commandment: love one another. As I have loved you, so you should also love one another.” John 13:34

Sacred Heart Jr.-Sr. High School is committed to providing a Catholic, Christ-centered environment for all students, employees, volunteers, and patrons in which Christian 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 be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

Definitions

In order for our Sacred Heart Community to successfully combat these incidents together, we must first have a common understanding of what “Bullying” is. Kansas State Law provides the following definitions:

1. **“Harassment, intimidation or bullying” means any intentional written, electronic, verbal, or physical act that harms a student or damages a school’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.**
2. **“Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.**

Harassment, intimidation or bullying can take many forms, including: exclusion, teasing, slurs, rumors, jokes, innuendos, demeaning comments, drawings/visuals, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action.

Counseling, corrective action, 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, or retaliation for reporting, harassment, intimidation, or bullying also constitutes violations of this policy.

- The school will communicate with all students, employees, volunteers, and patrons that bullying behaviors (including cyber-bullying) will not be tolerated.
- Bullying (including cyber-bullying) prevention/social-emotional-character development lessons, will be incorporated into our Career-Curriculum and taught each month at all grade levels.
- All staff will support the teachings of Jesus and Christ-like behaviors.

Procedures

- Report of the incident is made to a trusted adult.
- [U-KNIGHTUS](#) is an online form available on the school website for reporting an incident.
- The incident is reviewed, and appropriate measures are taken to correct the situation.
- Reconciliation of students is the goal.
- Each incident will be monitored to ensure repeat offenses do not occur.
- If such an incident reoccurs, measures taken are at the discretion of the Administration.

SUSPENSION-EXPULSION POLICY

In-School Suspension

An In-School suspension (ISS) is a disciplinary corrective for violations of proper school conduct. ISS may be for one to five days and are designed to allow time for the student to evaluate his/her own actions, the school to evaluate his/her own actions, and for the school to evaluate the relationship between the student and school. Parents or guardians will be notified if a student receives an in-school suspension and may be requested to talk with school officials.

The in-school suspension (ISS) program is an effort to assist students in their process of maturing, plus to help them to understand the responsibility of their actions. There is no intention of substituting ISS for all discipline problems.

Acts of unacceptable behavior, whether in the classroom or school at large, may result in a suspension assignment. Example of these acts are:

- Repeated offenses contrary to school regulations and the lack of response to preliminary disciplinary efforts.
- Acts of behavior which interfere with the learning of the students.
- Open defiance of authority.
- Failure to comply with reasonable request from the staff.
- Use of profanity or obscenity.
- Repeated tardiness or attendance problems (may be excused or unexcused).
- Conduct that disrupts the school.
- Loss of temper.
- Use of physical force against another student, faculty, or staff.
- Sexual harassment.
- Possession or use of tobacco product.
- Vandalism of school property.
- Fighting/Violence.
- “Mouthing off” to a teacher, staff member or administrator.
- Intimidation or bullying of another student
- “Cyber-Bullying” is the use of electronic information and communication devices, to include but not limited to, e-mail, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, Facebook, twitter, My Space, etc. that: deliberately threatens, harasses, intimidates or slanders an individual or group of individuals.

This is not an exclusive list and the Principal may add other incidents to warrant the suspension.

The basic format of ISS will be:

1. Students must report to the office at 8:00 a.m. with textbooks, paper, pencil or pen, and assignments from teachers and will be dismissed at 3:20 p.m.
2. Assignments may be by the hour or day.
3. Students will be permitted restroom privileges only after obtaining permission from the person in charge.

4. Students will not eat lunch in the cafeteria. Lunch will be brought to the ISS room.
5. Student will need to “check-in” their cell phone with the Vice Principal at the beginning of each ISS session.
6. Students will not be allowed to attend or participate in extra-curricular contests or activities throughout the duration of the ISS.
7. Students will not be allowed to select the choice of an in-school or out-of-school suspension. This assignment is made by the administration.
8. Students in ISS must work toward completion of assigned work. Credit will be given for all work completed.
9. Students failing to perform appropriately in the ISS may be subject to eventual suspension from school.
10. If students are found to be sleeping or lying down during their ISS, parents may be called to pick up their child from school and OSS will be assigned for the remainder of the suspension.

Out-of-school suspensions (OSS) will be used when it is deemed by school officials to be in the best interest of the student and/or the school.

When a student is given an out-of-school suspension, the parents will be notified by the school and may be requested to talk with school officials. This type of suspension will be used when students have previously served in-school suspensions or there has been a serious violation of school policy resulting in a threat to the safety and welfare of one or more students, teachers, or staff members. Out-of-school suspensions may not be more than (5) consecutive days. OSS will be assigned by the Principal or delegate. The number of days in OSS will also be determined by the Principal or delegate.

A student in OSS may not participate in any school activities, practices, or athletic contests. A student cannot make up any work missed in OSS, unless enrolled in an outside school program approved by the Principal.

A student who served an OSS will be placed on probation for the remainder of the school year.

Expulsion

Expulsion shall be defined as the permanent dismissal of a student from school. Like, suspension, it shall be enacted only as a last resort after all other means of motivation and correction have failed.

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

A written notice of intent to expel and the charges upon which the expulsion is based shall normally be given to the student's parents or guardians within seventy-two hours of the student being suspended. The notice shall also contain the day, time and place that the student will be afforded a hearing. This date shall be not later than the last day of the five school day suspension.

Formal hearings may be conducted by the local school council members or appropriate persons appointed by the Pastor Designate. The Pastor Designate shall make the final determination, and students may seek a review of the matter with the Diocesan Superintendent of Schools.

Grounds for Suspension/Expulsion

Examples of grounds for which a student may be suspended or expelled:

1. willful violation of any published regulation for student conduct adopted and approved by the school administration;
2. conduct which disrupts, impedes, or interferes with the operation of the school;
3. conduct which infringes upon or invades the rights of others;
4. disobedience of an order of a teacher, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school;
5. grave immoral conduct;
6. conduct contrary to the official teaching of the Catholic Church;
7. Use of physical force or threats against another student, faculty member, staff member, or an administrator on or off school property.
8. bringing guns, knives or other weapons to school or on school property; (police will also be called)
9. violation of the drug/alcohol policy; or
10. Sexual harassment.

Notice of Suspension/Expulsion

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

Suspension/Expulsion Outside School Hours

Sacred Heart Junior Senior High reserves the right to suspend or expel students from Sacred Heart Jr.-Sr. High School for acts which are illegal or contrary to the Catholic Church's teachings or hurting the reputation of Sacred Heart Jr.-Sr. High School. The act may occur outside of school hours and off the school grounds. The school reserves the right to hold students accountable for their conduct at all times.

STUDENT ACTIVITIES

Sacred Heart Jr.-Sr. High School is a member of the Kansas State High School Activities Association (KSHSAA). All Sacred Heart students who participate in activities must conform to the eligibility requirements of this association.

Academic Requirement for Dual Sport Participation

Any student who requests to participate in 2 extracurricular sport activities simultaneously must carry a "C" average or higher in all coursework as indicated by the 3-week progress reports. If a student's grade drops below a "C" in any class, the student will be required to drop their secondary sport for the remainder of the season.



Diocese of Salina Policy on Co-Ed Participation Contact Sports

In any activity/sport in which co-ed participation is permitted, the appropriate ecclesiastical authority designated by the Bishop of Salina may issue and enforce rules of conduct that reflect morally appropriate norms of contact between participants.

The Diocese of Salina believes that it is incompatible with its religious mission and with its efforts to teach Gospel values to condone competitions between young men and women in activities that involve substantial and potentially immodest physical contact.

The Superintendent of Schools, with supervision and guidance from the Bishop of Salina or his designee, will determine on an as-needed, case by case basis what other activities and/or sports will be so restricted.

Sportsmanship

The spectators at an athletic contest also have an important role in displaying good sportsmanship. Their habits and reactions reflect directly upon the reputation of their school and community.

Fans should:

- Show respect for the opponent in every way possible.
- Positively support their team in every manner possible--including the content of cheers and pep signs.
- Know and understand the rules and concepts of the game.
- Maintain self-control at all times.
- Recognize and acknowledge good performances by athletes on either team.
- Give support to those participating in and/or conducting the athletic event.
- Avoid booing at all times.
- Join in standing and recognizing the school's mission, alma mater and/or fight song.
- Be modest in victory; gracious in defeat.
- Students/Parents not observing Rule 52 of the KSHSAA may be removed from the activity and denied access to future activities.

Eligibility – Junior High and High School

Academic eligibility requirements for participation in extracurricular activities for all students will be determined on a three-week basis.

- All students need to pass at least seven subjects or its equivalency in order to be eligible for activities the following three-weeks.
- Eligibility will be based on the three-week progress reports.
- In addition, students must have successfully completed their Outreach Ministry component from the previous year to be eligible.
- A student must be present by 11:09 a.m. on regular days and 10:07 a.m. on heat schedule days and attend the last five (5) class hours of the day to participate in or attend any school related activities or practices on that day.
- Each student involved in an activity offered at Sacred Heart is recognized as an official representative of the school and its community. Conduct and sportsmanship on and off the school premises should display the highest possible standards.

Additional Eligibility Guidelines

To be eligible, the student must meet the following guidelines:

1. The student is a bona fide student in good standing.
2. The conduct and standard of sportsmanship of the student are satisfactory and do not bring discredit to the student or the school.

3. The student is not nineteen years of age (HS) or fifteen years of age (JH) on or before September 1 of the school year in which he/she is to complete.
4. The student has met the following semester requirements: A student shall not have more than two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in Junior High or a Senior High school. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.
5. The student has passed five subjects of unit weight the last semester of attendance. If the student is a first semester Junior or Senior High student, he/she must have passed five new subjects of unit weight in the last semester of attendance. Incompletes count as a failure.
6. The student is attending and is enrolled in six new subjects (those not previously passed) of unit weight.
7. The student has not been in more than four seasons in a sport in a four-year High School or in two seasons in a two-year Junior High.
8. The student does not engage in outside athletic competition in the same sport while he/she is a member of a school squad. The student should consult the coach or Principal before participating individually or on a team in any game, training session, or tryout conducted by an outside organization.
9. The student must pass an adequate physical examination by a practicing physician and must have the written consent of a parent or legal guardian. The completed form must be on file in the office prior to the first practice.
10. The student must be regularly enrolled and in attendance not later than Monday of the fourth week of the semester of participation.
11. Transfer students must meet the requirements of the transfer rules as explained on the physical examination form. Contact the Principal concerning this regulation.
12. The student may not be a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. The student must not compete under a false name.
14. The student may not have competed for cash or merchandise of intrinsic value and must have

observed all the provisions of the amateur and awards rules.

15. The student must comply with the Undue Influence Rule.
16. The student must not violate the Anti-Tryout and Private Instruction Rule, which states: "Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."
17. After a student is enrolled and/or eligible in his/her initial year in a school, that student may not change schools without forfeiting eligibility as stated in KSHSAA regulations unless there is a bona fide move on the part of that student's parents to a permanent residence within the district boundaries of the new school.

All students participating in athletics, debate, forensics, vocal music, instrumental music, scholar's bowl, and academics for Sacred Heart Junior-Senior High School must meet each of the stated requirements.

Student Transportation for Activities

All students attending activities out-of-district shall be required to go and return from that activity by transportation authorized and provided by the school. Under normal circumstances, a student may not be released to anyone other than a parent or guardian.

Under unique circumstances, a student may be released to a person designated by a parent or guardian. These arrangements must be made with a Principal or Athletic Director in advance of the activity.

An exception may be granted under the following conditions:

- A written request from the parent is on file on an administrator's office in advance of the activity and
- There is personal contact/signoff made between the person designated by the parent to pick up their child and the coach/sponsor at the activity.

Field Trips and Class-Sponsored Trips

All students participating must have a signed parent permission slip returned to the office before being allowed to participate. All transportation will be in vehicles provided by Sacred Heart and driven by a qualified driver. Students are NOT permitted to provide their own transportation. For class sponsored non-academic trips, students will be required to be in good standing (No suspensions throughout the school year).

Parents, with the approval of the Principal, may drive personal vehicles on field trips if a copy of the parent's driver's license and insurance company is on file with the office.

Awards and Letters

The head coach or sponsor for each activity (JH or HS), will develop, maintain, and explain the procedures for lettering and other awards in each sport or activity. To receive any award including a letter, a student must finish the season in good standing.

Activities covered by this policy:

Sports

Cheerleading, Dance Team, Cross Country, Basketball, Football, Volleyball, Track, Tennis, Softball, Baseball, Golf, Bowling.

Activities

Band, Choir, Drama Productions, Scholars Bowl, School Dances, Forensics/Debate, Homecoming Candidate.



League Affiliation

Sacred Heart Senior High School is a member of the North Central Activities Association (NCAA). Other league members are Belleville, Beloit, Ellsworth, Minneapolis, and Southeast of Saline. Sacred Heart Junior High School competes as an independent.

College Letters of Intent

Senior students who would like to sign their "letter of intent" to a college during the school day need to have all the arrangements made through the Athletic Director at least two days prior to the signing date. Public signings will need to take place during lunch or after 3:00.

Dances

All school sponsored dances must be scheduled a week in advance through the Principal. Dances must be supervised by faculty sponsors and by parents. Dances will not be allowed during the season of Lent. All school dances will be on school property or on property covered by the school's insurance company. These guidelines will apply to dances sponsored by the school:

1. No student or guest will be permitted to return to a dance after leaving. All students must arrive within 30 minutes of the start time of the dance unless prior arrangements with the Principal have been made.

2. Guests and alumni may be admitted with administrator approval and presentation of valid identification. Guests must register at the door, unless stipulated by the school
 3. That registration will be in advance because of the special nature of the dance (Homecoming, Prom, etc.).
 4. Any person creating a disturbance or violating the drug/alcohol policy at a dance or anywhere on the premises will not be allowed to attend future dances. A record of non-student guests who have created disturbances will be maintained and a list of those names made available at future dances so that admission may be denied.
 5. No junior high student will be permitted to attend high school dances. No high school student will be permitted to attend junior high school dances or parties.
5. This policy is binding upon all representatives and employees of the school and no one has authority to make exceptions to this policy.

Transfer Students

Students who are transferring to Sacred Heart Jr.-Sr. High School during the school year are required to pay first and last month's tuition/registration before attending school.

Student Insurance

Sacred Heart Junior-Senior High School provides basic catastrophic accident medical insurance on all students participating in any of the activities recognized by the Kansas State High School Activities Association. Students, as representatives of SHJSHS and under direct supervision of an employee, are covered while practicing for, competing in, or traveling to and from athletic and activity events sponsored by or under the jurisdiction of KSHSAA. The policy is not meant to replace individual insurance, but only provides catastrophic insurance.

Additional student insurance is available on an optional basis at the time of registration.

EDUCATION FINANCES

For additional information on schedule of fees, tuition, and financial support please see our Accounting Manager in the Business Office

- Seniors are asked to be current on financial support, fines, and fees prior to graduation in order to receive grades, transcripts, or diplomas.
- All other students are required to be current on financial support and to have all fees, fines, and other obligations paid to receive end-of-the-year grades or transcripts.

In The Event a Family Becomes Delinquent in Financial Support

1. When a payment is delinquent a simple reminder statement is sent to the family, reminding them of the delinquency.
2. No student will be allowed to attend school at the beginning of the 2nd semester if the family is more than 30 days behind in their payments for the current year.
3. No student will be allowed to enroll for or attend school at the beginning of a new school year unless the family has paid in full all money owed from the previous year.
4. If financial support is not paid in full or arrangements made, the school will turn account over to a collection agency.

HEALTH AND SAFETY

Health and Medical Procedures

SHJSHS is governed by the same health and safety laws affecting public schools in Kansas. Through the efforts of the school nurse, we offer students at SHJSHS screening procedures* for vision and we monitor immunization records and report to state agencies.

- Vision screenings are held annually for grades 7, 9, 11, as well as for students in special education, and students new to the school.
- Hearing screening for grades 7, 9, 11, special education, and new students is provided by the Central Kansas Education Co-op.

**If any parent wishes their child to be exempt from any of the screening procedures, please send written notification to the office. Indicate on the envelope, "Attention, School Nurse."*

- If any student becomes ill at school, school personnel may judge it is necessary for him/her to go home. Parents or guardians will be notified.
- No teacher or staff member may be responsible for the administration of any medication, including aspirin. **MEDICATIONS ARE NEVER TO BE LEFT IN A CLASSROOM OR LOCKER.**
- **Students must leave medications in the office with an accompanying note of specific instructions for administration.**

Contagious and Communicable Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis) shall NOT be permitted at school or school-sponsored activities as long as the possibility of contagion exists.

To determine the diseased condition or the possibility of transmitting disease, the Principal may require a student to be examined by a physician and, if the diagnosis is positive, shall exclude the student from school as long as the danger of disease transmittal exists.

Chronic Infectious Conditions

Each individual situation involving a chronic infectious condition (such as HIV-III virus or Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B) shall be considered by a team on a case-by-case basis. The team shall consider the current recommended policies and procedures of the Kansas State Department of Health that are appropriate to the situation. The members of the team shall be selected by the Principal. A suggested team could be the student's parent(s) or legal guardian(s), the student's physician, a public health officer, and the pastor(s) involved with the school and/or the pastor of the resident parish of the student.

Immunization Policy

Any pupil entering a Catholic school for the first time in Kansas shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician the he/she received, or is in the process of receiving, immunization against;

- poliomyelitis (IPV, OPV), mumps, measles, rubella, diphtheria, tetanus, pertussis (DTaP), varicella (chicken pox), Hepatitis A and B, Hemophilic influenza type b (hib) and Pneumococcal conjugate (PCV) by such means of immunization as are approved by the Kansas State Board of Health, or in the alternative shall present to the appropriate school authorities:
- Certification from a licensed physician condition of the child to be such that the test and immunization would seriously endanger the student's life or health. In the event the sole exception is claimed, parents must execute and deliver a declaration assuming full responsibility for their children.
- The declaration must include an agreement on the part of the parents that allows the Catholic school to exclude the non-immunized student from classes in the event a disease for which immunization has been declined is present in the Catholic school and which waives the right to privacy of student and medical records and information for any actual or implied release of protected information which occurs as a result of removal of non-immunized student from classes. A parent/guardian has ninety (90) days from the day the student enrolls in school to comply with the above policy. If no statement or certification is produced, the student shall not be admitted to classes until documents are produced.

- **This policy is required for all students enrolled in any Catholic School in the Salina Diocese**

Disaster Drills

Every school, according to state law, must hold fire drills. Everyone must leave the building in an orderly, regulated manner. In addition, tornado and building lockdown drills will also be conducted to prepare in the event an emergency would occur.

Emergency Safety Interventions Policy KSDE

- The use of bodily force or physical restraint as a form of discipline is prohibited in a Pre-K-12 school setting.
- Physical restraint and seclusion should never be used as a form of punishment for misbehavior.
- Physical restraint and seclusion may be used for emergency situations only if a child is in danger of themselves or others.
- Seclusion does not include a time out or ISS, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being excluded. An adult must supervise any student that is secluded in an enclosed area.
- Use of medication to control a student's behavior is prohibited. This does not include prescribed treatments for student's medical needs or psychiatric conditions by a person appropriately licensed to issue these treatments.
- Mechanical devices to restrict student's movement is prohibited unless restraint is carried out by law enforcement officials, use of seatbelts, or for protective purpose ordered by a licensed person.
- All emergency safety interventions should be reported to parents and reported in the KAN-DIS (Discipline Intervention System).

GENERAL INFORMATION

Lockers

Each student will be assigned a locker and provided a lock in which to keep his/her possessions. The school is not liable for any items missing. Lockers are the property of the school and may be inspected at any time by the Principal or other school personnel. Students will be asked to pay for any damage to lockers. Book bags are the only items allowed to be stored on the top, however all items should be removed by the end of the school day or 3:30 p.m.

Personal Items

Students should not bring valuables to school. If valuables must be brought to school for some reason, students are requested to leave them with a teacher or in the office for safekeeping. The student should label all personal clothing and equipment. The school will not be responsible for the loss of personal items. In addition, students may not bring to school or on school property water pistols, stink/smoke bombs, firecrackers, or any other items that may disrupt the school environment.

School Cancellation

In case of severe weather, the announcement of school closing will be made via SWIFT, on KSAL or KINA, Salina.

School Visitors

Any person who visits Sacred Heart Jr.-Sr. High School buildings and/or grounds must follow the Office Sign-in and Sign-out Procedures. The visitor shall make his/her presence known to the Principal or Office Manager before proceeding to contact any other person in the building or on the grounds.



Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds.

A “guest of the school” is defined as a person who comes to visit classes and/or a student. The visitor must be from out of this geographic area (i.e. not from other Salina schools, Solomon, Assaria, etc.), must be school age (7th-12th), and must be limited to one day’s visit (*typical allotted time example is 8:00 a.m. to 12:00 p.m.*). Any teacher has a right to refuse the guest into the classroom on a particular day, upon which the guest should return to the office for that hour.

Further, the parents of the enrolled student must contact the school and inform the office of their student’s bringing a guest to visit 2 days prior to the visit.

Cafeteria

The cafeteria, besides being a lunch room, is also a place where good human relations are developed. Each student is expected to practice respect and courtesy, as would be found in the home. These rules of courteous behavior will help make the lunch period pleasant and relaxed.

1. The school operates under a closed lunch period. All students will remain at the school through the lunch period. Lunch will be eaten in the designated areas according to the schedule established by the Principal. An emergency exception from the above regulations will be made only for specific instances in the same manner in which a student may be excused from a class.
2. Teachers will accompany each of their classes to the cafeteria and students should not cut through the gymnasium. Students, by classes, are to enter the cafeteria through the doors by the chapel.
3. Students are not to leave the cafeteria or outside dining area without permission from their supervisor

4. All students are to report to the cafeteria regardless of whether they plan to eat.
5. Students should help keep tables and/or bleachers and surrounding areas clean. Each individual is asked to take his/her own tray to the counter and put trash in proper containers.
6. At the discretion of the school administration, the senior class will be allowed to order food in from local restaurants “twice per month” as long as that food is delivered on time, does not cause unnecessary problems and is according to Catholic teachings, such as meatless Fridays.
7. Students may bring a sack lunch from home if they choose not to partake of the school lunch program. The only packaged drinks or canned drinks allowed will be those intended to accompany a sack lunch. **Fast food orders are not considered a sack lunch, unless pre-arranged by the Principal.**
8. The Sacred Heart hot lunch program is handled through the Business Office. The Business Office also has the responsibility to make sure all accounts are current. Student lunch accounts are not to be used as charge accounts. Students with a negative balance of \$20.00 or more may receive an alternative lunch. See [Lunch Info Flyer](#) for more information.

Snack Food

Snack food is not permitted in the classrooms unless prior permission has been obtained from the classroom teacher and Principal. Students are encouraged to consume their snack foods in the cafeteria. Sunflower seeds are not allowed at any time.

Automobile Use

Students are expected to drive courteously and at a speed not above 15 mph at all times while on school or parish property. Driving on school property is a privilege and may be restricted if rules of good judgment and common sense are not followed.

The front parking spaces are reserved for visitors and SHJSHS faculty and staff members. All other parking areas around the school are reserved for use by SHJSHS students. Student vehicles driven to school are to be parked on the school parking lot.

Under normal circumstances, students will not drive to school activities where attendance is required. All vehicles parked on school property are subject to search by school personnel.

Any vehicles displaying inappropriate bumper stickers, window clings or writings will not be allowed on campus.

COMMUNICATIONS

Website

The purpose of our school website is to present up-to-date information in a way that is user-friendly, and makes it easy for parents, students, and staff to find what they are looking for. We also want to share with families the many ways our school mission is being lived and practiced.

SWIFT

Swift is an instant messaging system which provides our school administration and staff with an easy-to-use notification system to rapidly send parent notifications and emergency alerts.

Knightline

Official school newsletter highlighting recent stories and upcoming events at Sacred Heart Jr.-Sr. High School.

Announcements

A bulletin containing routine announcements, daily activities, and meetings will be published and distributed to the classrooms each morning. All announcements for the bulletin must be approved by the sponsor and the principal and be submitted before 7:50 a.m. on the day the announcement is to be made.

Handling of any complaints

Sacred Heart Administration believes that the most effective method of solving problems is a face-to-face conversation, and/or direct communication with individuals involved. The following process should be followed for handling a complaint;

1. The person with the complaint should first request and meet with the other individual involved.
2. If no satisfactory agreement comes from this conference, the person should then contact the Vice Principal or Principal for an attempt at resolution.
3. If there is still no resolution reached, the person should then present the problem in writing to the Pastor Designate.

Note: *Any parent/guardian who is physically or verbally abusive to any faculty or staff member, whether in person, written, or online, may be asked by the Principal to remove their child from Sacred Heart Jr.-Sr. High permanently.*

SACRED HEART JUNIOR/SENIOR HIGH SCHOOL CODE OF CONDUCT POLICY

Sacred Heart Junior/Senior High School, its Council of Education, administrators, and teachers believe students who attend Sacred Heart should conduct themselves at all times in a manner that portrays a high level of moral conduct for themselves and our school. **It is required for each student, and the parent/guardian of each student, to sign the Policy Acknowledgement form which includes this Code of Conduct Policy, prior to the student being admitted.** This policy outlines basic expectations for every student through our 5 Pillars of Knighthood, as well as major behavioral violations. It does not replace or supersede any policies in the Sacred Heart Jr. /Sr. High School or Student Handbook.

General Statement on Discipline

Sacred Heart Jr.-Sr. High School reserves the right to discipline any student whose action, whether in or out of school, seriously, habitually, and clearly contradicts the philosophy of the school. The school reserves the right to insist upon the immediate withdrawal, suspension, or dismissal of any students whose presence is considered detrimental either to other students or to the school's best interest. Students may also be asked to leave if it becomes evident that the attitude of their parents/guardians is seriously uncooperative or has harmful effects on students or the total program of the school. The acceptance, suspension, and dismissal of students are ultimately the responsibility of the Administration.



5 Pillars of Knighthood

1. A KNIGHT is a good STEWARD. Sacred Heart Students personally appreciate and exemplify a life founded on faith. They do this by applying past knowledge to new situations, managing their impulsivity, and fostering a sense of responsibility in the family, school, parish, and civic community.

Students develop leadership responsibilities such as initiative and self-discipline.

2. A KNIGHT is HONEST. Sacred Heart Students communicate with clarity and precision to represent the truth at all times, even when the truth is difficult.
3. A KNIGHT is KIND. Sacred Heart Students gather all appropriate information, listen with empathy, think rationally, express thoughts clearly, and act with application of Biblical Truth. They gain respect between those in authority and fellow students.
4. A KNIGHT is VIRTUOUS. Sacred Heart Students recognize an awareness of God's presence and action among us, respond with wonderment and awe, and learn to worship God both liturgically and individually.
5. KNIGHTS are EQUAL. Sacred Heart Students realize that all humans are equal in fundamental

worth regardless of gender, nationality, or faith. They develop mature relationships with their peers and think independently. They are FREE to develop habits of good practical judgment and thoughtful consideration and apply them to their daily life.



Major Behavioral Violations

All Major Behavioral Violations will be investigated and appropriate discipline determined by the school administration. Potential corrective actions for "Code of Conduct" violations are listed below in first through third offense scenarios:

The following infractions would be considered major behavioral violations.

1. Possession or use of alcoholic beverages, on or off school property.
2. Possession, use, or selling of illegal drugs (including prescription drugs not prescribed for you), on or off school property.
3. Criminal activity, including theft and vandalism, whether or not prosecuted by the judicial system.

Verification of the infraction

This may include one or more of the following:

- a) Self-admitted involvement by the student or his/her parent or guardian.
- b) Witnessed involvement by a coach, administrator, staff member, parent, or other reliable person.
- c) Verification by an official law enforcement agency, or report, to include positive results of a certified drug or alcohol test.
- d) Postings of unacceptable behavior on social networking websites platforms

Corrective Disciplinary Actions – First Offense

- If the offense is not alcohol/substance abuse related the student must submit to an appropriate behavioral modification program approved by the school administration.
- The student shall serve 4 periods of detention, or 3-hours services on School/Parish property supervised by a parent prior to reinstatement into activities.
- Also, forfeiture of 20% of any extra-curricular activities the student is presently participating in, or in the event the student is not currently participating in an extra-curricular activity the student will forfeit 20% of the activities of his or her next extra-curricular activity.
- Participation in practice may be allowed at the coach/sponsor's discretion.

Corrective Disciplinary Actions - Second Offense

- If the offense is not alcohol/substance abuse related the student must submit to an

appropriate behavioral modification program approved by the school administration.

- Suspension from participating in any events until such time as CKF provides proof that the counseling sessions have been administered. The student will be required to perform three days of **In School Suspension** and will forfeit 40% participation in designated extra-curricular activities the student is presently participating in, or in the event the student is not currently participating in an extra-curricular activity the student will forfeit 40% of the activities of his or her next extra-curricular activity*

Third Offense

Should a Third Offense occur, it shall be dealt with by a committee of one school administrator, representative of Salina Catholic Parish, and two members of the Council of Education. Possible discipline may include, but not limited to, the following: Three days of OSS, parental involvement stating a plan of corrective action, further assistance by CKF, and forfeiture of 365 days of participation in any extra-curricular activity* If a student is participating in more than one extra-curricular activity at the same time, the disciplinary action will apply equally to all activities the student is participating in.

Diversion for First Offense

If any student apologetically admits self-involvement of any violation of this policy to school administration in a timely fashion, the first offense activity participation will be reduced to 10% and detentions reduced to two. Prior to reinstatement in any extra-curricular activity from which the student was suspended, the student shall complete all of the following steps.

1. The student shall meet and admit involvement both verbally and in writing to the prohibited activity and share no less than two learning experiences or consequences derived from the behavior with all body of students, coaches, staff members, and administration involved in each extra-curricular activity currently in season. This written document shall become part of the student's permanent file.
2. The student and parent/guardian must agree to complete a substance abuse counseling session by CKF as described above.
3. Serve all activity suspensions and detentions.

This policy will be cumulative for Sacred Heart Jr. /Sr. High School students attending grades 9-12. This policy shall also be in effect for grades 7 and 8 but shall not be cumulative. This policy will be in effect during the calendar school year only

* A behavior modification program and/or provider other than Central Kansas Foundation may be substituted as long as the curriculum of the program is at least equivalent to the CKF program and approved by school administration.

Alcohol and Substance Abuse

No student shall knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, alcoholic beverage, or intoxicant of any kind:

- 1) In a school building or on the school grounds during, before, or after school hours;
 - 2) In a school building or on school grounds at any other time when the school is being used by any school personnel or school group; or
 - 3) off the school grounds at a school activity, function, or event
- in addition, a student shall be subject to disciplinary action within thirty (30) days of a found action or any criminal drug or alcohol conviction.

A student who is found to be selling any substance that is defined in the above sections will be detained immediately with the evidence. A school administrator will contact the police department and the student's parents. A short-term suspension of five (5) school days will be imposed and a hearing will be scheduled, and the student may be subject to a long term suspension. Prior to re-admission to the student's regular school, the student may be referred for a substance abuse evaluation to an agency licensed for same by the State of Kansas and this evaluation will be part of the student's re-admission to school. Failure to complete the substance abuse evaluation as scheduled will result in a hearing for a long-term suspension or expulsion.

A student found to be under the influence of any substance in the prior sections will be detained immediately with an administrator contacting the student's parents. A short-term suspension of five (5) school days will be imposed and a formal hearing will be scheduled and the student may be subject to a long-term suspension. The student will be referred for a substance abuse evaluation to an agency licensed for the same by the State of Kansas and this evaluation will be a part of the student's readmission to school. Failure to complete the substance abuse evaluation as scheduled will result in a hearing for a long-term suspension or expulsion. The provisions of this policy shall also apply to all school-sponsored activities off the school grounds. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Violation of any provision of this behavior code may result in suspension and/or expulsion.

Alcohol Breath Screening Policy

Sacred Heart students attending any school sponsored activity, regardless of location, may be subject to an alcohol breath screening as follows:

All students may be given a screening prior to entering the activity.

Students may be randomly selected for a screening prior to entering the activity.

Students may be given a screening at any time if school personnel have a reasonable suspicion of alcohol consumption.

Students who test positive

- Will receive consequences according to the student handbook.
- The parents or designated guardian will be contacted & informed of the positive test and may be required to remove the student.
- Law enforcement officials will be notified.

Students who refuse to take the test

- Will not be forced.
- Will be denied entrance or removed from activity.
- Parents or designated guardians will be notified.
- Law enforcement officials may be notified.
- May receive a 5-day suspension.

Weapon Possession

A Student shall not possess weapon(s) at school, on school property, or at a school supervised or sponsored activity (K.S.A. 72-6131 et seq).

Mandatory Expulsion for Student Weapon Possession

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 not less than one (1) calendar year. The Principal shall have limited discretion to modify such expulsion but upon consultation with the Pastor Designate and Superintendent.

Reports of Weapon Possession

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, if under 18 years of age, shall also be referred to the Department for Children and Families (DCF).

Definition of Weapon

Weapon means (A) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any weapon described in the preceding example; (C) any firearm muffler or firearm silencer; (D) any explosive, incendiary, or poison gas: (I) bomb, (II) grenade, (III) rocket having a propellant charge of more than four ounces, (IV) missile having an explosive or incendiary charge of more than 1/4 ounce, (V) mine, or (VI) similar device; (E) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (F) any combination of parts either designed or

intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (G) any bludgeon, sand club, metal knuckles or throwing star; (H) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or (I) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

The Definition of a Weapon Does NOT Include:

(A) an antique firearm; (B) an air gun; (C) any device which is neither designed nor redesigned for use as a weapon; (D) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (E) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4784 (2), 4685, or 4686 of title 10 of the United States Code; or (F) class C common fireworks. Although excluded from the definition of a weapon as set out in K.S.A. 72-6131, students shall not possess fireworks of any type at school, upon school property or at a school supervised or sponsored activity.

Smoking/Vaping/Tobacco Products

Sacred Heart Jr-Sr. High School expressly forbids students from smoking, vaping, or using tobacco products, as well as possessing such products (or related paraphernalia), at any time in or on school grounds, buses or other school vehicles, adjacent properties, or school-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on school grounds by students will be confiscated. Students should also be aware that vaping of mind-altering substances, such as marijuana, violates Sacred Heart Jr-Sr High School's Drug and Alcohol Policy. Discipline for any of these violations will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion.

Vaping is a rapidly growing problem in schools. Vaping or having any e-cigarette devices on school grounds or any Sacred Heart event or activity is prohibited. Parents will be notified and the following consequences will also result:

First Offense: 2 service hours & one-week suspension from all school activities as a participant and spectator.

Second Offense: 4 service hours & a three-week suspension from all school activities as a participant and spectator.

PRAYERS OF OUR FAITH

Prayer of Consecration to the Sacred Heart

Most sweet Jesus, Redeemer of the human race, look down upon us humbly prostrate before Thine altar. We are Thine, and Thine we wish to be; but, to be more surely united with Thee, behold each one of us freely consecrates himself today to Thy most Sacred Heart.

Many indeed have never known Thee; many too, despising Thy precepts, have rejected Thee. Have mercy on them all, most merciful Jesus, and draw them to Thy sacred Heart. Be Thou King, O Lord, not only of the faithful who have never forsaken Thee, but also of the prodigal children who have abandoned Thee; grant that they may quickly return to Thy Father's house lest they die of wretchedness and hunger. Be Thou King of those who are deceived by erroneous opinions, or whom discord keeps aloof, and call them back to the harbor of truth and unity of faith, so that there may be but one flock and one Shepherd.

Be Thou King of all those who are still involved in the darkness of idolatry or of Islamism, and refuse not to draw them into the light and kingdom of God. Turn Thine eyes of mercy towards the children of the race, once Thy chosen people: of old they called down upon themselves the Blood of the Savior; may it now descend upon them a laver of redemption and of life.

Grant, O Lord, to Thy Church assurance of freedom and immunity from harm; give peace and order to all nations, and make the earth resound from pole to pole with one cry: "Praise be to the divine Heart that wrought our salvation; to it be glory and honor forever." Amen.

Our Father

Our Father, who art in Heaven, hallowed be thy name;
Thy kingdom come; thy will be done on earth as it is in heaven.
Give us this day our daily bread; and forgive us our trespasses
As we forgive those who trespass against us;
And lead us not into temptation, but deliver us from evil.
For the kingdom, the power, and the glory are yours
Now and forever. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with thee
Blessed are you amongst women and blessed is the fruit of thy womb Jesus.
Holy Mary, Mother of God pray for us sinners
Now and at the hour of our death. Amen

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit:
As it was in the beginning, is now, and ever shall be,
World without end. Amen.

Apostles Creed

I believe in God the Father Almighty,
Creator of Heaven and earth;
I believe in Jesus Christ,
His only Son, our Lord,
He was conceived by the Holy Spirit

And born of the Virgin Mary.
He suffered under Pontius Pilate,
Was crucified, died, and was buried.
He descended to the dead.
On the third day He rose again.
He ascended into Heaven
And is seated at the right hand of the Father.
He will come again to judge the living and the dead.
I believe in the Holy Spirit,
The Holy Catholic Church,
The communion of Saints,
The forgiveness of sins,
The resurrection of the body,
And the life everlasting. Amen

Motorist's Prayer

Grant me, O Lord, a steady hand and watchful eye. That no one shall be hurt as I pass by. You gave life, I pray no act of mine may take away or mar that gift of thine. Shelter those, dear Lord, who bear my company, from the evils of fire and all calamity. Teach me, to use my car for others need; nor miss through love of undue speed. The beauty of the world; that thus I may with joy and courtesy go on my way. St. Christopher, holy patron of travelers, protect me and lead me safely to my destiny. Amen.

Act of Contrition

My God, I am sorry for my sins because I have offended you. I know I should love you above all things. Help me to do penance, to do better, and to avoid anything that might lead me to sin. Amen

The Angelus

V. The Angel of the Lord declared unto Mary,
R. And she conceived of the Holy Spirit. Hail Mary...
V. Behold the handmaid of the Lord.
R. Be it done unto me according to Your Word. Hail Mary...
V. And the Word was made flesh,
R. And dwelt among us. Hail Mary...
V. Pray for us, O holy Mother of God.
R. That we may be made worthy of the promises of Christ.
V. Let us pray:
Pour forth; we beseech You, O Lord,
Your Grace into our hearts;
That as we have known the incarnation of Christ,
Your Son by the message of an angel,
So by His passion and cross
We may be brought to the glory of His Resurrection.
Through the same Christ, our Lord. Amen

Hail, Holy Queen

Hail, holy Queen, Mother of mercy, hail, our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve: to thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious Advocate, thine eyes of mercy toward us, and after this our

exile, show unto us the blessed fruit of thy womb, Jesus, O merciful, O loving, O sweet Virgin Mary! Amen.

Angel of God

Angel of God, My Guardian Dear,
to whom His love commits me here,
ever this day be at my side,
to light and to guard,
to rule and guide. Amen.

Serenity Prayer

God, grant me Serenity to accept the things I cannot change,
Courage to change the things I can, and
Wisdom to know the difference.



2023-2024 School Lunch Prices



Student Meal \$3.75

(1 month of student meals is approximately \$75.00)

Adult Meal \$4.75



A La Carte Items Available

- Water/Juice/Sports Drink bottle- \$1.00
 - Whole Grain Cookie- \$.60
 - Carton of Milk- \$.50
- Other KSDE approved snacks available- \$.25 - \$1.50
- 2nd helping of Main Dish (When available or ordered ahead) - \$1.80

• Daily Salad Bar with fruits and vegetables is included as part of each paid lunch. A La Carte items are also available for purchase.

• Each new student will be given their 4-digit lunch acct number at the start of the school year. The student will enter their number into a key pad to authorize charges to their lunch account. This number will be the same throughout the student's time here at Sacred Heart.

• Parents may choose to apply money to their child's lunch account weekly, monthly, or annually. Lunch payments may be dropped off in either the main office or business office.

• First hour teachers will take lunch count of those students planning to eat a meal that day. Students have the option of purchasing a second main dish and must notify their first hour teacher of their intention when lunch count is taken.

• Included in this packet is an application for free and reduced meals. If applicable, please complete and return the application at registration. We encourage all families who may qualify to complete an application, as it helps the school with outside funding sources.

All applications are confidential.

• Students will be notified when their lunch balance goes below \$10.00, in addition, lunch account balances will be mailed every 3 weeks with progress reports.

• If a student's lunch account has a negative balance, **they will not be allowed to purchase any A La Carte items** until the account has a positive balance.

• Student lunch accounts are not to be used as charge accounts. Students with a negative balance of \$20.00 or more may receive an alternative lunch.