

**SACRED HEART JR-SR HIGH SCHOOL**  
**Student Handbook 2017-2018**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Sacred Heart reserves the right to interpret rules and policies as individual situations and needs arise.**

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# **MISSION STATEMENT SALINA CATHOLIC SCHOOLS**

The mission of the Salina Catholic schools is to educate the whole person--body, mind, and spirit--in Christian values in accordance with our Catholic faith tradition. The Salina Catholic schools are committed to providing a value-based environment that is conducive to the individual's academic, spiritual, social, and physical growth. We seek to prepare students for responsible adult leadership in society, world, and church.

## **ORGANIZATION AND ADMINISTRATION**

### ***The Bishop***

*Most Reverend Edward Weisenburger*

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***

*Dr. Nick Compagnone*

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 Assistant Principal***

*Mr. Eric Muninger*

The Assistant 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.

## **INTRODUCTION AND ADMISSION**

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

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.

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. 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.

## **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.

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.

The goal is to have students attending Sacred Heart Junior Senior High School become knowledgeable in the teachings of the Catholic Church. Sacred Heart will emphasize the two components of religious formation—knowing the faith and practicing the faith. To fulfill these two components, students are required to take and pass a religion class each year. In addition, students will need to successfully complete one unit of Outreach Ministry for each year of attendance at Sacred Heart. Students are responsible to complete all necessary paperwork and verification by the required dates as determined by the Catholicity Committee. Projects for this Outreach Ministry must be chosen from the list of activities provided by the Catholicity Committee. Both the religion credits and Outreach Ministry credits are required for graduation from Sacred Heart.

Students who do not satisfactorily complete their annual Outreach Ministry component will receive an “F” in Outreach Ministry. 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 Outreach Ministry credit has been successfully completed. They will also participate in the school ASP program, using the ASP time to focus on service to others.

Religion is not just 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.

Sacred Heart Junior Senior High School is a Catholic school. 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.

All Catholic students are required to participate in the Confirmation program at the parish where their family is registered.

All students are required to participate in the annual class retreat.

## **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:** 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

Students enrolled in grades 7-12 are required to enroll in eight classes. The only exception would be for junior or senior students who enrolled at Salina Vo-Tech, in college courses, career internships, peer tutoring or serve as teacher aides.

Sacred Heart High School requires eight (8) semesters of secondary school attendance to meet graduation requirements. 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. In such cases, and as specified by a student's Individual Education Plan, Sacred Heart will support students' opportunities to participate in academic enrichment programs, college study, and/or international study providing they align with graduation requirements set forth by Sacred Heart and the Kansas State Department of Education. In order for students to be considered for these special programs, a written request must be presented to the Council of Education for approval six (6) months prior to the affected academic year.

College bound students are strongly encouraged to take 2 units of Foreign Language as an elective.

To be classified as a senior a student must have a least 20 1/2 credits, at the start of the senior year.

(NOTE: One unit 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.

#### **Zero-hour for Jazz Band/Knightengales**

Two different performances classes will be offered during Zero hour (7:00 a.m.-7:45 a.m.), Jazz Band (Monday and Wednesday) and Knightengales on Tuesday and Thursday. Students would receive ½ credit per semester and be a recorded grade on their transcript. Audition and Instructor approval required for enrollment.

College courses will be allowed to Seniors. Students must obtain prior approval from the Principal and/or Counselor before enrolling in college courses. Parents are responsible for tuition and other expenses of any college courses.

Students may also enroll at Salina Vo-Tech if the Vo-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 at the Salina Vo-Tech.

A career internship program is available. This is an opportunity for senior students to work with and learn from area businesses. An application must be submitted, and prior approval must be obtained from the Principal, and/or Counselor.

After classes start, students may request schedule changes before the third day of classes. The class change must be approved by the counselor, parents, teachers and Principal. After the first semester students may also make changes within the first three days of the second semester with proper approval. There will be no other class changes within the semester.

#### **PROMOTION 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. 7<sup>th</sup> grade students must enroll in either Band or Chorus.

Eighth grade students are required to enroll in English, Mathematics, Religion, Science, History and Physical Education. Each of these courses meets on a daily basis. Junior High electives include Art, Family & Consumer Science, Computer Coding and Industrial Technology. 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/or Principal. Exceptions, can be made with the approval of the Counselor and Principal. Teachers shall consult the Principal about the possible grade retention of a student. Then the Principal and/or Teacher shall consult with the parents or guardians concerning the possible retention of their child.

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 four grading periods, two in each semester. Students 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 nine weeks period or the grade will be changed to an "F" on school records. All course work will be completed by the end of the fourth grading period. There will be no incompletes given at the end of the fourth grading period except in cases of prolonged illness or other circumstances 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% to 100%	D – 70% to 77%
B – 87% to 93%	F – 0% to 69%
C – 78% to 86%	

Students will receive percentage grades each quarter of the school year. All grades will be reported in percents 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 3.750-4.00**

**Honor Roll 3.500-3.749**

### ACADEMIC AWARDS

An academic award will be given to those students who meet these qualifications:

#### *Letter Award*

3.750-4.00 for two semesters. Good Citizenship (in good standing with the school with no suspensions) a letter will be awarded the first year and a bar for each following year.

#### *Honor Certificate Award*

3.500-3.749 for two semesters. Good Citizenship (in good standing with the school with no suspensions)

### GRADUATION RECOGNITION

Summa Cum Laude, Magna Cum Laude, and Cum Luade 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-minimum 3.900

Magna-minimum 3.750

Cum-minimum 3.500

### ACADEMIC SUPPORT PROGRAM

The Academic Support Program (ASP) is part of Sacred Heart Jr-Sr High School's eligibility policy designed to improve and support student academic success under the current grading system. An eligibility change is designed for all students, not simply those involved in extra-curricular/co-curricular activities.

**RATIONALE for ASP:** To get students the help they need to not only become better students, but to improve performance in specific academic areas. The key component of the ASP is individualized/small group instruction with specific teachers in academic areas of concern.

#### **The Program:**

\*- Students in the ASP program are required to attend two 30 minute sessions after school on the designated days each week for the three week grading period.

\*- ASP sessions are limited to the designated day each week. Friday mornings are intended for make-up session for students who missed the regular scheduled session due to illness.

\*- Students not fulfilling their ASP obligations may receive a Saturday School assignment. Saturday School will be held from 8:00-11:00 A.M. Failure to show for Saturday School may result in an out-of-school suspension.

### SUMMER SCHOOL POLICY

The Curriculum Committee found that summer school can play an effective and desirable role at Sacred Heart Jr/Sr High School. At the same time, the committee recommended that summer school be made available only to those students that made a determined effort to pass the class during the regular school year. The committee noted that it would be counterproductive to offer a Summer

School alternative to students who did not try their best to pass the class at Sacred Heart.

Summer School for some courses taught at Sacred Heart is offered through USD 305 or the Smoky Hill Learning Center. Sacred Heart students may participate in Summer School if all of the following conditions are met:

- 1) A student who has failed a course must have completed all requirements for the class (example: notebooks, reports and daily assignments).
- 2) An application form for Summer School is submitted to the Principal prior to the end of the school year. This allows time for the Principal to present the application to the Curriculum Committee for consideration.
- 3) The Sacred Heart Jr/Sr High School Curriculum Committee must approve the application.

Only those students who meet all of the above criteria will be allowed to receive grade credit from Sacred Heart for attending Summer School. Students who are approved to attend Summer School would be notified by the committee. Only two semester credits in four years are allowed to meet the graduation requirements at Sacred Heart. In special circumstances, students with identified needs may be exempt from the "two semester credits" limitation. The "F" received in a class will remain on the student's permanent record as well as the grade received in Summer School. The highest grade a student can record for Summer School is a "C".

### **ATTENDANCE POLICY**

School attendance is important. Employers, colleges, and the armed services place a great amount of importance on the attendance of students during the school years. There is a high correlation between attendance and personal reliability. Regular and punctual attendance is necessary for a school to function properly. Absence from a class for any reason results in a loss to the student that is irretrievable. It shall be the responsibility of the students, parents, and school Principal to insure student attendance.

An absence is recorded when a student has missed 15 or more minutes of a class period. Heat schedule days count as a full day of school.

Students absent from class because of school related activities, i.e. field trips, athletic events, college visits and academic events, will not count as an absence in computing perfect attendance or granting credit for course work.

Kansas Law (KSA 72-1113) states: "A child is inexcusably absent from school if he or she is absent therefrom 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". At SHJSHS the Principal or his/her designate is the attendance officer.

### **Minimum student attendance for class credit**

In order to receive course credit for a class, the student must be in attendance for a minimum of 90% of all scheduled meetings of the class per semester. There is no differentiation between "excused" and "unexcused" absences for this requirement (school activities excluded). Only unusual and extenuating circumstances would be the basis for an appeal and review by a committee designated by the Principal and School Council President.

### **Excused Absence Procedure**

When a student is absent from school, parents or guardians need to call the school prior to 8:00 a.m. The parent is asked to state who they are and why their student will not be in school. If the school is not informed, a call will be placed to the home to verify the student's absence. It is the responsibility of each student to make up any and all work missed as the result of an excused absence.

### **Pre-arranged Absence**

In the case of pre-arranged absences, a written request in advance of the first day of absence may be required to be presented to the building Principal.

Students may be 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, parents, and Principal or delegate. The final responsibility will rest with the student for completing all missed assignments as a result of being absent because of school related activities.

### **SEMESTER FINALS**

All students at Sacred Heart Jr/Sr High School are required to take semester exams at the end of each semester. However, students who have met the following criteria are excused from semester exams:

- Have not missed more than 16 class periods during the course of a semester or have a 94% or higher grade average 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 exams.

Final exams may account for up to 20% of the final semester grade.

### **Junior/Senior College Visit Days**

A junior or senior may be excused from school to visit a college or post-secondary school provided:

- 1) All college visits are scheduled through the counselor's office.
- 2) The required form is filled out and signed by the teachers and parents two days in advance.
- 3) The visitation day is not a testing day or day of special school activity in which the student is participating.
- 4) The college visit is scheduled before April 30th.

Senior students will be allotted two (2) approved college visitation days during the course of the school year that will not count as an absence in computing attendance or in granting credit for course work.

Junior students will be granted one (1) college visit day during the second semester that will not count as an absence in computing attendance or in granting credit for course work.

If the above procedure is not followed, the absence is unexcused.

Any expenses associated with college visitation days are the responsibility of the student.

**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 officers in consultation with the senior class sponsors and Principal will designate a date and destination for the trip. Senior class funds will be used to finance the 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 double time for make-up will be assessed.

**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.

**Appointments-Medical**

Medical and dental appointments should be made outside of school time, whenever possible. Students will be released for medical appointments only if the student has cleared the appointment through the office by the following methods.

- 1) A note, written by a parent or guardian, must be presented or a call from a parent or guardian must be received in advance.

- 2) Students will be dismissed for appointment times and not for any time other than the appointment time and a reasonable time to return to the building. Failure to clear through the office and sign out or back in may result in an unexcused absence.

- 3) Students must go directly to and from the medical appointment without stops at any other location.

**Truancy**

When a student misses all or part of a school day without proper authorization or excuse, he or she is truant. The first offense will result in make-up detention time. Each hour a student is truant will result in 1 hour of detention time. (For example, if a student is truant for 8 hours, that would result in 8 hours detention time.) The second offense during the school year will result in in-school suspension and the third offense will result in out-of-school suspension and possible expulsion. Once students have arrived in the school they are not allowed to leave the building without prior approval of the Principal or delegate.

**Tardies**

Students are to be in class before the tardy bell ends at the beginning of the first period. The designated attendance officer will handle the discipline for abusive tardies. The following policy will be administered:

- 1) If a student is going to be late to first hour, parents will need to call the school by 8:15 a.m. Failure to do so will result in an unexcused tardy.
- 2) Each student is allowed two (2) unexcused tardies per semester.
- 3) After two (2) unexcused tardies per semester, the student will have a conference with the assistant principal and his/her parents or guardians will be notified of the situation by letter. Each tardy after two (2) is one detention.
- 4) After the fourth unexcused tardy students will be assigned one day ISS.

This policy will cover unexcused tardies only. If a student is detained by a teacher, he/she should secure a pass from that teacher to get into the next class. Students tardy for classes without a pass during the rest of the school day are accountable to the teacher assigned during that period. Classroom teachers may assign detention for classroom tardies.

The Principal or Assistant Principal, as the designated attendance officers, are authorized to make any decisions necessary for the benefit and best interest of any student and the school at large.

### **PUBLIC AFFECTION**

Inappropriate displays of affection by students are not allowed on school property or at school functions 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.

### **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.

### **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 area 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 without permission from the supervisor of the cafeteria and all students are to report to the cafeteria regardless of whether they plan to eat.

4) Students should help keep tables and surrounding areas clean. Each individual is asked to take his/her own tray to the counter and put trash in proper containers.

5) 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.

6) 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.

7) 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. Students will be notified when their accounts are nearing depletion and parents will be notified when a \$25 negative balance occurs. At this time, the student may receive an alternative lunch until the balance is paid.

### **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 either the student lounge or cafeteria. Sunflower seeds are not allowed at any time.

### **CHEATING**

Cheating, whether on daily assignments or tests, will be handled in the manner described below. The act of cheating will include use of a cheat sheet or copying from any other student's paper or allowing another student to copy from his/her paper, etc.

1) Written notification will be made by the Principal or the teacher to the parent.

2) A conference with the Principal, teacher, student, and parent may be held.

3) The student will receive a zero (0) on the test or daily assignment.

### **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.

### **DISCIPLINE POLICY**

Classroom management will be the primary responsibility of individual teachers. 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 may be referred to the Assistant Principal for further disciplinary action.

### **DISCIPLINARY PROCEDURES**

- I. Teachers will be responsible for setting rules for their individual classrooms and these rules will be communicated to both parents and to students.
- II. A disciplinary referral slip will be sent to parents when an incident occurs that disrupts the normal class or school proceedings. The referral will state the reason for referral and any action taken.
- III. After a student receives their fifth behavior detention during the course of a semester, a three-day In School Suspension will be automatically imposed. The student will also meet with the Student Intervention Team, composed of teachers and administration, during the suspension period. The team and student will draw up a behavior modification contract specific to the student's needs to assist and encourage appropriate behavior. The Student Intervention Team will keep in close contact with parents whenever their attention to a matter is necessary.
- IV. Each student will have on file a record of all instances of discipline referrals. At the end of the senior year, all discipline files are destroyed.

### **DETENTION HALL**

A detention hall is held at the discretion of the Assistant Principal. Students who fail to report to detention hall as requested will be assigned by the Assistant Principal an additional detention. 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.

### **DISCIPLINARY PROBATION**

For repeated violations of the Student Code, students may be placed on disciplinary probation for a specific period of time. This probation usually establishes that a serious offense during the time of probation will result in the student's dismissal from school. Parents will be informed whenever a student is on such probation.

### **DRESS CODE**

SHJSHS has established a requirement for uniform dress for the following purpose:

- 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.

Uniforms must be purchased from:  
Parker School Uniforms  
650 N. Carriage Parkway #145  
Wichita, Ks 67206      1-800-500-4634

#### Girls Uniform

- Skirt - navy blue or khaki pleated
- Slacks - navy blue or khaki
- Shorts - navy blue or khaki
- Shirts - white, navy, or burgundy polo  
(long or short sleeved)

#### Boys Uniform

- Pants - navy blue or khaki
- Shorts - navy blue or khaki
- Shirts - white, navy, or burgundy polo  
(long or short sleeved)

ALL - navy blue monogrammed sweatshirt, v-neck vest, v-neck pullover or cardigan sweater and ¼ zip sweater.

- All polo shirts will be monogrammed by Parker Uniform.
- Belts are required. No "extraordinary" belts or other accessories will be allowed. Belts are to be traditional with a buckle. No ropes or unusual wrap around will be permitted. Chains, hooks, keys, rings, wallet chains, or any such items hanging from the person are not acceptable or permitted.
- Socks or hose are required. No distracting colors allowed.
- Open-toed sandals must have a heel strap. No flip-flops are allowed. Moccasins, bedroom slippers and other soleless shoes are not allowed.
- Skirt lengths must cover the knee.
- Shorts may be worn the entire school year but must be of appropriate size. No sagging of shorts or pants are allowed. All shorts and pants should be clean and in good condition. No rips, tears or holes allowed. All shorts need to have at least a 7" inseam.
- No v-cuts in uniform pants or shorts are allowed.
- Shirts must be tucked in at all times. A white, black, navy and grey undershirt may be worn under any color uniform polo as long as it contains no visible lettering. Long sleeved undershirts may be worn but must be white or the identical color of the polo being worn, (Red, light or royal blue undershirts are not allowed) A uniform shirt must be worn under the button sweater. No coats, jackets, or non-uniform outer wear are allowed in the classroom.
- Gym clothes, as designated by the instructor are required for gym and weight class.

- No hats, caps, bandanas, or sunglasses are allowed during the school day.
- All students must comply with the uniform requirement on their first day of school.
- Visible body piercing and tattoos are not allowed. Young ladies are permitted to wear earrings as long as they do not present hazard of injury, cause disruption or a distraction. Young men are not to wear earrings at school or school activities.
- Hair should be clean and well-groomed and close to a natural color. Non-natural hair coloring is not permitted. (Ex. Orange, purple, red streaks, multi color or other unnatural colors). Extreme hair styles are not allowed. Excessive jewelry or hair accessories are not to be worn.
- No rolling down of waistbands.

**Dress Code Violations:**

Any student found to be in violation of the dress code policy may be sent home to change. Any school time missed will be made up after school and a school detention assigned. The school administration reserves the right to decide if a student's attire and appearance is inappropriate, offensive, distracting, or gang related.

**Athletics, after School Activities and Field Trips:**

All students participating in athletic events and/or any sanctioned activity in which they are representing SHJSHS must be in uniform, unless other clothing is deemed more appropriate by the sponsor or the coach, and is approved by the administration.

**General Dress Regulations that apply to after-school activities are:**

- Clothing must be neat and clean.
- Any clothing article with sexually suggestive writing, pornography, or advertisement of alcoholic beverages, tobacco, or drugs is prohibited.
- Skirts lengths must cover the knee. Shorts of good quality will be permitted as long as they are hemmed at an appropriate length. Boxer shorts or v-cut shorts are not acceptable. Spandex shorts may be worn, but only when accompanied by outer shorts. In all cases, the outermost garment will determine the overall length.
- No clothing or objects may be worn that indicate affiliation with a gang or gang activities.

The school administration reserves the right to decide if a student's attire is inappropriate, offensive, distracting and is in violation of the dress code. Repeated violations may lead to suspension.

**TOBACCO**

In order to provide a healthy environment and to set the proper example for our students, the use of all tobacco products is prohibited on the grounds, property, in the buildings and vehicles of Sacred Heart Jr-Sr High School. This policy applies to employees of the school district, students and visitors. This policy also applies to all school

functions and any outside agency using the district's facilities. This policy is in effect 24 hours per day, every day.

The use and/or possession of tobacco products by students is prohibited in school buildings on school grounds or at school activities at all times.

Students who violate the policy will be subject to the following:

First Offense: Three days in-school suspension, parent notification in writing, and parental assistance requested.

Second Offense: Three days out-of-school suspension, a conference with parents, and a requirement that the student attend a tobacco use cessation clinic.

Third Offense: Five days out-of-school suspension and a conference with parents.

Fourth Offense: Five days out-of-school suspension and a hearing for a long-term suspension.

Students who receive a long-term suspension and return during the same school year will be placed on probation and subject to the consequences outlined under the fourth offense.

**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 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.

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 has 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.

#### **HAZING**

There shall be no "hazing" or "initiation" of students at Sacred Heart Junior-Senior High School.

#### **LEAVING THE BUILDING OR SCHOOL GROUNDS**

A student 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.

A student will be permitted to leave in his/her vehicle or the parent or guardian may pick up the students. Students normally may not have another student take them home or to an appointment.

#### **OFF-LIMIT 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.

#### **PERMISSION TO LEAVE 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.

#### **PREGNANCY**

The Diocesan Education Policy Handbook shall be followed if there is a pregnancy.

#### **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 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.

### **SUSPENSION**

An In-School suspension is a disciplinary corrective for violations of proper school conduct. Suspensions may be for one to five days and are designed to allow time for the student to evaluate his/her own actions, and to allow time for the school to evaluate his/her own actions, and to allow time 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 for the hour or total 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” their cell phone with the Assistant 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.

### **SUSPENSION/EXPULSION PROCEDURES**

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 (5) 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 (72) 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 (5) 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.

### **GROUND 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 OR EXPULSION**

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

### **SUSPENSION/EXPULSION FOR STUDENT CONDUCT 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.

Procedures for suspension and/or expulsion will be the same as previously outlined in this handbook.

## **STUDENT ACTIVITIES**

### **ELIGIBILITY**

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 request to participate in 2 extra-curricular 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.

### **JUNIOR HIGH AND HIGH SCHOOL ELIGIBILITY**

Academic eligibility requirements for participation in extra-curricular activities for all students will be determined on a three-week basis. All students need to pass at least seven (7) 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.

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 (19) years of age (HS) or fifteen (15) 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 (5) 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 (5) new subjects of unit weight in the last semester of attendance. An incomplete counts 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 compete 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.

### **SACRED HEART JUNIOR/SENIOR HIGH SCHOOL CODE OF CONDUCT**

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's/guardians 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.

### **UNACCEPTABLE BEHAVIORS:**

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.
- All unacceptable behaviors will be investigated and appropriate discipline determined by school administration.

Verification of the infraction can/will come in one of the following forms, and may include one 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 (Facebook, MySpace, personal websites, etc.)
- e) Verification by a staff member/sponsor shall be investigated according to Code of Conduct Protocol located in Staff/Coach's Handbook.

All reports a student's violation to any staff member will be taken seriously and validity of the allegation will be investigated and substantiated by procedures of a) b) c) d) and e). Enforcement of this policy shall not be circumvented by diversion from law. The verification process will be directed by the school administration, and will concentrate on confirming the allegations of violation.

### **CORRECTIVE DISCIPLINARY ACTION:**

#### ***First Offense:***

The student and the student's parent/guardian must submit to a drug/alcohol counseling session and enroll/attend the YES Program to be provided by Central Kansas Foundation (CKF) at the student's/parent's expense, within 45 calendar days of violation. CKF will report completion of evaluation session to school administration. If the offense is not drug/alcohol related the student must submit to an appropriate behavioral modification program approved by school administration. The student shall serve 4 periods of detention, or 3 hours service on School/Parish property supervised by a parent prior to re-instatement 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/sponsors discretion.\*

#### ***Second Offense:***

The student will be required to submit to drug/alcohol counseling to be provided by Central Kansas Foundation for such length of time as CKF recommends, at the student's/parent's expense, within 45 calendar days of the violation. If the offense is not drug/alcohol related the student must submit to an appropriate behavioral modification program approved by 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 Out Of School suspension, 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.

#### **ACTIVITIES COVERED BY THIS POLICY**

**Sports:** Cheerleading, Dance Team, Cross Country, Basketball, Football, Volleyball, Wrestling, Track, Tennis, Softball, Baseball, Golf, Bowling and Swimming.

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

**Organizations:** Spanish Club, Chess Club, National Honor Society, Junior Civitan, and STUCO.

#### **AWARDS AND LETTERS**

The head coach or sponsor for each activity, in Junior or Senior High, 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.

#### **CHAPTER of the 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. If the personal statement and resume are not turned in, the student will not be considered for membership. Completion of the resume and personal statement does not guarantee membership. Each candidate will be evaluated by a faculty committee. Voting is done by secret ballot. There is no way to identify who voted for which candidate. 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.”

#### **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, Russell, and Southeast of Saline.

Sacred Heart Junior High School competes as an independent.

#### **EDUCATION COST AT SACRED HEART**

See appendix for a schedule of fees and a financial support chart.

Seniors are asked to complete payment of 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 10 days delinquent a simple reminder statement is sent to the family, reminding them of the delinquency and notifying them that a late charge has been assessed.



2. When a payment becomes 30 days delinquent:

a) a letter is sent to the family, telling the family that their account is now seriously delinquent and that their child may be prevented from attending school if payment is not made;

b) a certified letter is sent by the school notifying the family that payment must be made in full within 30 days. If payment is not received within that time frame their account **will be** turned over to a collection agency, and reminding them that their child will be unable to attend Sacred Heart Jr/Sr High School if payment is not made (see Items 4 & 5 below).

3. When a payment becomes 60 days delinquent, the school will notify the family that their account has been turned over to a collection agency.

4. 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.

5. No student will be allowed to enroll for or 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.

6. Families paying annually must pay tuition in full by July 1 in order for their child to be able to enroll in or attend school at the beginning of a new school year.

7. Families paying semi-annually must make a half tuition payment by July 1 in order for their child to be able to enroll for or attend school at the beginning of a new school

year. They must make the second half payment by January 1 in order for their child to be able to enroll for or attend school at the beginning of the 2nd semester.

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 months tuition/registration before attending school.

#### ***STUDENT LEADERSHIP REQUIREMENTS***

Qualifications for any student who holds any student leadership positions at Sacred Heart Jr/Sr High School.

1. Must have a cumulative grade point average of at least 2.5.

2. No ISS or OSS at any time during the present school year.

3. No more than 3 disciplinary referrals for any reason during the present school year.

4. Agrees to carry out the duties of the leadership as recommended by the Director of Community.

5. Must be nominated by at least 2 peers.

#### ***COMPUTER USAGE***

Use of the school computers is a privilege not a right.

Abuse of the computer network will not be tolerated.

Users who jeopardize the system will lose their privileges.

Jeopardizing the system includes, but is not limited to:

1. Unauthorized or improper use of the internet.

2. Unauthorized downloading of files from disks or internet.

3. Unauthorized use and changes within programs and desktop.

4. Sharing passwords, accounts, and files.

Computer teachers and administration reserve the right to change, add, or amend any of the above guidelines.

**First Offense:** Two weeks ISS during computer class time.

Account is disabled for a minimum of two weeks and requires a parent conference to activate. Student is on computer probation for the next semester. (Probation allows the student to use the computer during class time only. Offenses occurring in the spring will carry probation over the fall semester).

**Second Offense:** Account is disabled for the remainder of the school year.

## **GENERAL INFORMATION**

#### ***ACCREDITATION***

Sacred Heart Junior-Senior High School is fully accredited by the Kansas State Department of Education and Advanced Ed, an accrediting agency of secondary schools and colleges.

#### ***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.

### **BAPTISMAL CERTIFICATE**

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

### **BUILDING HOURS**

The school building is open in the morning by 7:40 a.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. As a general rule, students will not be allowed to enter the building before 7:40 a.m. Students who are 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. Any student or group of students remaining in the building after 3:30 p.m. must be supervised by a member of the faculty. Custodians may not assume this responsibility. 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 member.

### **STUDENT USE OF THE OFFICE TELEPHONE**

The telephone is available in the front office for student use between classes, during lunch or after school. Students should obtain permission before using the phone.

### **CONFERENCES**

Parent-teacher conferences are held after the first quarter and during the month of February.

### **COPY MACHINES**

Student use of the copy machines in the office is limited to work done by office staff and teachers. No student use of the copy machines will be permitted.

### **DANCES (SENIOR HIGH)**

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 that registration will be in advance because of the special nature of the dance (Homecoming, Prom, etc.).
- 3) 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.

- 4) 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.

### **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 a emergency would occur.

### **EIGHTH GRADE TRIP**

Members of the eighth grade class who are in good standing with the school and who have not been suspended for any reason during the school year will be permitted to take a day-long class trip. This trip will be planned by the eighth grade class and sponsors in consultation with the Principal.

### **HANDLING OF ANY COMPLAINT**

The following procedure should be followed regarding complaints:

- 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 meet with the Principal of the school.
- 3) If there is still no satisfaction, the person should then present the problem in writing to the Pastor Designate.
- 4) Any parent who is physically or verbally abusive to any faculty or staff member may be asked by the Principal to remove their child from Sacred Heart Jr/Sr High permanently.

### **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, Haemophilus influenzae 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**

#### **LOCKERS**

Each student will be assigned a locker 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 need to 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.

#### **ELECTRONIC DEVICES**

Sacred Heart views the use of personal electronics as affecting everyone involved with a learning process. Therefore, the use of these devices is dictated by the school's acceptable technology use policies and is not solely an individual's choice. These policies apply to but are not limited to: cell phones, smart phones, blackberries, pagers, tablets, beepers, iPods, MP3 players, texting calculators, camera phones, digital cameras or laptops.

1) All extraneous devices, including cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, digital recorders, beepers, palms, iPods, MP3 players, texting calculators, camera phones, digital cameras or laptops, are not to be used during class unless the classroom teacher authorizes their usage for a class-related purpose.

- In particular, cell phones are to be turned off and are not to be used during a class.
- If the instructor gives permission for the use of a personal computer and or digital recorder for note-taking that is the sole purpose to which these devices should be used.

2) The use of any electronic devices during examinations and quizzes, other than those sanctioned by the classroom teacher, is strictly prohibited.

3) Students may access the internet during class sessions for only teacher authorized, class-related purposes.

4) Students who require electronic devices for their day-to-day functioning in the classroom setting, are to coordinate the use of electronics during class sessions with their classroom teacher.

Students expected to comply with the acceptable use policies for personal electronic devices. Individuals using these technologies without instructor approval and appropriate authorization are subject to disciplinary actions.

#### **Cell Phone Acceptance Use Policy:**

According to Sacred Heart Acceptance use policy students may use cell phones before school, during passing periods, at lunch and after school. However, during the regular school day all students entering a classroom will need to turn their cell phone to off or silent mode and then check their phone to the cell phone storage device located in each classroom. The student may retrieve their cell phone with teacher's permission or at the end of the class period. A student who retrieves/uses their cell phone without permission or does not 'check' their cell phone upon entering the classroom will be subject to the following consequences:

#### **1<sup>st</sup> Violation**

The cell phone will be confiscated for the remainder of the day. The parent may pick up the device from the principal at the end of the school day. A detention/service hour is assigned.

#### **2<sup>nd</sup> Violation**

The cell phone will be confiscated for 1 week or until student completes 4 service hours.

#### **3<sup>rd</sup> Violation**

The cell phone will be confiscated for 2 weeks or until student completes 6 service hours.

#### **SCHOOL CANCELLATION**

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

#### **SCHOOL PARTIES (Junior High)**

Junior high school parties may be held periodically throughout the school year. The junior high student council, seventh and eighth grade sponsors, and the Principal will be in charge of these parties. High school students may not attend junior high parties.

#### **SCHOOL VISITORS**

Any person who visits a school building and/or grounds of the district shall first make his/her presence known to the Principal or designated representative 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 is defined as a person who comes to visit classes along with 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 (7-12), and must be limited to one day's visit. 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 call the school and inform the office of their student's bringing a guest to visit 2 days prior to the visit. The guest must check in at the office, final approval will be given by an administrator, and a visitor's pass will be issued.

#### **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**

A. 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:

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implication
- Unwelcome touching
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

B. 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, harr, 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:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, job, etc.
- 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.

## **EMERGENCY SAFETY INTERVENTIONS POLICY** **per 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 in school suspension, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

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

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

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

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

## **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.

## **Prayers of our Faith**

### **Prayer for the Intercession of Blessed Mother Teresa of Calcutta**

Blessed Teresa of Calcutta, you allowed the thirsting love of Jesus on the Cross to become a living flame within you, and so became the light of His love to all. Obtain from the Heart of Jesus (here make your request). Teach me to allow Jesus to penetrate and possess my whole being so completely that my life, too, may radiate His light and love to others. Amen.

Immaculate Heart of Mary, Cause of Our Joy, pray for me. Blessed Teresa of Calcutta, pray for me.

### **THE DAILY PRAYER OF MOTHER TERESA**

Dear Jesus, help me to spread Thy fragrance everywhere I go. Flood my soul with Thy spirit and love. Penetrate and possess my whole being so utterly that all my life may only be a radiance of Thine. Shine through me and be so in me that every soul I come in contact with may feel Thy presence in my soul. Let them look up and see no longer me but only Jesus. Stay with me and then I shall begin to shine as you shine, so to shine as to be a light to others. Amen.

### **Prayer seeking the intercession of Blessed Pope John Paul II**

Oh Blessed Trinity, We thank you for having graced the Church with Pope John Paul II and for allowing the tenderness of your Fatherly care, the glory of the cross of Christ, and the splendor of the Holy Spirit, to shine through him.

Trusting fully in your infinite mercy and the maternal intercession of Mary, he has given us a living image of Jesus the Good Shepherd, and has shown us that holiness is the necessary measure of ordinary Christian life and is the way of achieving eternal communion with you.

Grant us by his intercession, and according to your will, the graces we implore, hoping that he will soon be numbered among your saints. Amen

### **A Prayer by John Paul II**

Holy Spirit and Seat of Wisdom

help us in the great endeavor that we are carrying out to meet on a more and more mature way our brothers and sisters in the faith. Through all the means of knowledge, of mutual respect, of love, may we be able to rediscover gradually the divine plan. Teach us constantly the ways that lead to unity. Help us all to proclaim Christ and reveal the power of God and the wisdom of God hidden in His Cross. How greatly I desire to entrust to You all the difficult problems of the societies, systems, and

states—problems that cannot be solved with hatred, war, and self-destruction, but only by peace, justice, and respect for the rights of people and nations. Amen.

### **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 for ever." 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.

