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ADDITIONAL POLICY INFORMATION AND REFERENCE MATERIALS

Comprehensive policy details and reference pages are available online at **OLLsmcschools.org/handbook**
Topics include:

- Assemblies
- Birthday Treats
- Emergency Drills
- Emergency Information
- Emergency Response Plan
- Fundraising
- Guidance
- Holiday Closures
- Homework
- Library
- Lockers
- Lost and Found
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- Releasing Students from School
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- Search of Person or Property
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- Study Trips
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- Testing
- Textbooks
- Traffic Regulations
- Transportation
- VIRTUS Training
- Visiting Students/Visitors

St Mary's Colgan
CATHOLIC SCHOOLS

2026-2027 SCHOOL HANDBOOK

MISSION STATEMENT

St. Mary's Colgan, a ministry of Our Lady of Lourdes Parish, assists parents in teaching the Catholic faith in an environment that challenges students academically, expects high standards of Christian behavior and stewardship, and cultivates the development of the whole person.

ST. MARY'S COLGAN CATHOLIC SCHOOLS' POLICY

St. Mary's Colgan Catholic Schools strive to offer religious and educational opportunities "second to none". In order to have a system that operates smoothly, effectively, and efficiently, certain guidelines and rules must be established, implemented, and followed.

DIOCESAN DEFINITION OF STEWARDSHIP

Stewardship is the grateful response of a Christian disciple who recognizes and receives God's gifts and shares these gifts in love of God and neighbor.

MOTTO: *FAITH ▪ EXCELLENCE ▪ TRADITION*

GUIDING PRINCIPLES

We Believe...

- Teaching the Catholic faith is the single-most important reason St. Mary's Colgan Catholic Schools exist.
- Every faculty and staff member, every parent, every coach, and every volunteer is responsible for teaching the Gospel message.
- All Catholic school families must be active stewards in the parish.
- School curriculum should challenge every student, supporting those who struggle while challenging those who excel.
- Teachers and parents should communicate often about grades, student activities, and behavior.
- Fine Arts, Athletics, and other co-curricular opportunities should be available to all students, helping build disciplined work habits, and serving students' entire development - mind, body, and spirit.
- Parents should be encouraged to participate in school life and volunteer.
- Teachers must use a variety of methods and styles to teach and assess students.
- Technology is an important part of each student's education.
- We are a parish school, not a private school, and accountable to Our Lady of Lourdes Parish, our pastor, and our bishop.

THREE PILLARS OF SMC: 3 C'S: CARING CATHOLIC COMMUNITY

This planner belongs to:_____

If found, please return to: St. Mary's Elementary School at 301 E 9th St, Pittsburg, KS 66762 or St. Mary's Colgan at 212 E 9th St, Pittsburg, KS 66762

ST. MARY'S COLGAN CATHOLIC SCHOOLS

Pittsburg, Kansas 66762

ST. MARY'S ELEMENTARY SCHOOL
301 East 9th Street
(620) 231-6941 | Fax: (620) 235-7442

ST. MARY'S COLGAN JR. HIGH/HIGH SCHOOL
212 East 9th Street
(620) 231-4690 | Fax: (620) 231-0690

SCHOOL WEBSITE: OLLsmcschools.org

SCHOOL APP: SME-SMC is available for Android & iPhone

ADMINISTRATION/CLERGY

Rev. Mike Simone, Pastor	Email: SimoneM@OLLsmc.com
Rev. Jon Tolberd, Parochial Vicar/Schools Chaplain	Email: TolberdJ@OLLsmc.com
Rev. Peter Bergkamp, Parochial Vicar	Email: BergkampP@OLLsmc.com
Mr. Tim Conrad, Principal 7-12	Email: ConradT@OLLsmc.com
Mrs. Kristen O'Brien, Principal PreK-6	Email: ObrienK@OLLsmc.com
Mr. Jeff DeLaTorre, HS Athletics Director	Email: DelatorreJe@OLLsmc.com
Mr. Kent O'Neal, JH Athletics Director	Email: OnealK@OLLsmc.com

SISTERS OF THE IMMACULATE HEART OF MARY

Sr. Mary Elizabeth, IHM	Email: SrMaryElizabeth@OLLsmc.com
Sr. Maria Jacinta, IHM	Email: SrMariaJacinta@OLLsmc.com
Sr. Mary Grace, IHM	Email: SrMaryGrace@OLLsmc.com
Sr. Mary Francesca, IHM	Email: SrMaryFrancesca@OLLsmc.com

A MINISTRY OF OUR LADY OF LOURDES PARISH

OFFICE: 109 East 9th Street (Mailing Address: PO Box 214) | **Pittsburg, Kansas 66762**
(620) 231-2135 | Fax: (620) 231-4804
PARISH WEBSITE: OLLsmc.org

GENERAL GUIDELINES

Students who choose to attend St. Mary's Colgan Catholic Schools should understand that they may not have the same freedoms found elsewhere. We hold firmly to the belief that discipline is essential to academic success, that it fosters self-discipline, and that both eternal salvation and temporal happiness depend on it. The information and motivational guidance in this handbook are intended to support students on their path toward Christian maturity.

The administration and faculty strive to create only the necessary rules and regulations to ensure a safe and orderly learning environment. As part of the Catholic Diocese of Wichita, St. Mary's Colgan Catholic Schools adhere to diocesan policies as well as state and federal regulations, as we are accredited by the state of Kansas.

Students are expected to become thoroughly familiar with the contents of this handbook and to retain it for future reference. In the event of unforeseen circumstances, and in order to maintain a fair and orderly environment, administrators reserve the right to establish reasonable rules and procedures that support the spiritual, academic, physical, and emotional well-being of all students. These rules and procedures will be applied consistently and fairly across the student body.

POWERSCHOOL [DISTRICT CODE: KNBG]

The PowerSchool Parent/Student Portal is a secure, password-protected website where parents and students can access grades, attendance history, and account balances. PowerSchool login credentials for both parents and students are issued through the school office at the time of enrollment. Users are responsible for updating their own passwords when prompted by the system. Please note that we do not retain records of PowerSchool passwords.

PowerSchool can be accessed at: **cdowk.powerschool.com/public** or through our website: **OLLsmcschools.org**. PowerSchool is also available on smartphones through the **PowerSchool Mobile app**. We encourage families to check PowerSchool regularly to stay informed and engaged in student progress.

ACCEPTABLE USE OF TECHNOLOGY POLICY FOR CATHOLIC SCHOOL STUDENTS GRADE 3–12 (DIOCESAN POLICY)

The Diocese's goal in providing technology is to promote educational excellence by facilitating access to information, resources, tools, and communication. The use of technology is a privilege, not a right. All employees and students must act responsibly when using technology.

With access to people and information from all over the world comes access to material that may not be of educational value. All churches, schools and ministries in the Catholic Diocese of Wichita (collectively "Diocese") have taken precautions to restrict access to such material. Students are not allowed to use technology at school unless adult supervision is present. Weblogs ("blogs"), personal websites, social network applications, discussion forums, and other public internet communications can be a valuable means for sharing experiences, ideas, and opinions. However, because of the ramifications that may stem from publicly posted material, these requirements for all internet communications and applications are implemented.

Terms and Conditions

1. Security requires the use of strong passwords that contain at least eight characters (recommended 12) that are combinations of number, symbols and upper and lower case letters (should not contain any common words or proper names of five or more letters). Keep passwords secure.
2. Use of technology shall be in support of education and research, consistent with the moral and educational standards of the Catholic Church, the Catholic Diocese of Wichita, and the Catholic school system.
3. Use of any information obtained via the internet is at the user's own risk. The Catholic Diocese of Wichita specifically denies responsibility for the accuracy or quality of information obtained through the internet. The Diocese does not guarantee the protection of privacy while using Diocesan technology, and there is no right of privacy for employees, students or volunteers using Diocesan equipment. The Catholic Diocese of Wichita reserves the right and the responsibility to monitor usage of Diocesan technology resources at any time and without prior notice
4. Unacceptable technology/internet behaviors include, but are not limited to:
    - Anything that violates Catholic morals, human dignity or any state or federal law or regulation, or municipal ordinance such as accessing or transmitting pornography or offensive messages of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials, using obscene or offensive language, possession, viewing, sending, or sharing sexually explicit pictures in any digital format or insulting or harassing another person or entity;
    - Circumvention of security protocols, procedures, or passwords, or in any way gaining unauthorized access to local, network, or internet resources, such as by hacking, using unapproved devices, utilizing another's password, leaving PowerSchool open and unattended when it is not in use;
    - Use of and/or sharing of passwords or accounts with anyone other than a network administrator for any reason other than troubleshooting purposes;
    - Alteration or attempt at alteration of resources in a manner inconsistent with their proper and primary use;
    - Intentionally introducing false or incorrect personal data into resources;
    - Accessing websites or apps that are inappropriate and/or not part of an assigned lesson, or part of a student's academic duties;
    - Using another student's name, an employee's name, or the Catholic Diocese of Wichita on any internet site or app without administrative approval;
    - Using any unauthorized storage device (for questions regarding authorized devices, contact school administration);
    - Selling or purchasing any illegal items or substances;
    - Creating, acquiring, or using unauthorized, illegal, or pirated software;
    - Obtaining and/or using anonymous email sites, software known to be malicious (i.e., "free" file and music sharing software or websites), spamming, blogging (except as part of class project), spreading viruses/spyware/malware/ransomware;
    - Causing harm to others or damaging their property such as:
        1) Cyberbullying, using profane, abusive or impolite language, threatening, harassing or making damaging or false statements about others, or accessing, transmitting or downloading offensive, harassing, disparaging materials or sexually explicit content;
        2) Deleting, copying, modifying or forging other's names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous communications;
        3) Damaging technology equipment, files, data or the network in any way including intentionally accessing, transmitting or downloading computer viruses, other harmful files or programs, or disrupting any computer system performance;
        4) Using any Diocesan technology or equipment to pursue hacking, internal or external to the Diocese, or attempting to access information protected by privacy laws; or
        5) Accessing, transmitting or downloading bandwidth intensive activities such as games, music or video files including chain letters or any type of pyramid schemes;
    - Unauthorized use of any technology device such as cell phones, media players, or cameras;
    - Any other use of technology, whether owned by the Diocese or not, which violates the Diocesan Code of Conduct, Safe Environment Policy, or policies against harassment; or
    - Violating the intellectual property or privacy rights of others.

5. **SOCIAL MEDIA POLICY**
    - It is prohibited to friend the personal account of a teacher, Diocesan employee or youth leader.
    - Social media may not be utilized for personal, non-school-related correspondence with teachers or Diocesan employees.
    - When social media is used for sending ministry related information, correspondence between adults and minors (including texting, IM/chat or messaging), should always include the minor's or student's parent or guardian. The correspondence with parents does not need to be via the same technology (i.e. if a minor receives a reminder via Twitter, parents can receive it in a printed form or by an email list). When communicating with youth via electronic communication, the primary purpose shall be for providing information related to a ministry or event and not for socialization or other personal interaction. Counseling of youth through such communication methods is prohibited.
    - Acceptable hours for communication with teachers or Diocesan employees via electronic communications are between 8:00am and 9:00pm (with the exception of posting game results). Communication outside of the acceptable hours may be used only in emergency situations or to communicate time sensitive information related to the closures or weather related event.
6. If a user violates any of these provisions, the following may result:
    - Loss of access to technology or equipment provided by the Diocese;
    - Confiscation and searching of any unauthorized storage device or cell phones;
    - Disciplinary action of a student according to the school's and/or Diocese's code of discipline up to and including expulsion;
    - Contacting of the police and/or DCF (Department of Children and Families);
    - Legal action, if appropriate, to include liability for damages;
    - Suspected violation of federal, state, or local law will be referred to the proper legal authorities for disposition.

Artificial Intelligence (AI) Policy

Definition: Artificial Intelligence (AI) models, especially Large Language Models (LLMs), are powerful and evolving tools for generating many kinds of text and other content that mimic human compositions. Interacting through a conversational 'chat' interface, users can ask LLMs to answer questions about a topic, summarize sources of information, generate links between topics, suggest ways to improve grammar and style of user-inputted text, compose essays, emails, homilies, poems, etc., and engage in human-like discussion.

Purpose: This classroom policy aims to establish guidelines for the responsible and ethical use of AI programs, including ChatGPT, in our learning environment. The use of AI programs can enhance our educational experience when used appropriately and with prior teacher approval. However, if used incorrectly, the use of ChatGPT and other tools can severely limit the potential learning goals for students.

Guidelines:

1. **Prior Teacher Approval:** All usage of AI programs for class work requires prior approval from the teacher in accordance with the school's policies. Before incorporating any AI tool into an assignment or activity, you must discuss your intent with the teacher.
2. **Responsible Use:** AI programs should complement learning, not replace it. Use AI as a tool to assist your understanding and creativity, but do not rely on it exclusively for assignments.
3. **Originality and Attribution:** When using AI tools to help with your work, make sure everything you create is not copied. Plagiarism, including content generated by AI, is not allowed. If you use AI-generated content in your assignments, you must properly cite it. Always do your own thinking and learning!

   A student should include the following statement in assignments to indicate use of a Generative AI Tool: "The author(s) would like to acknowledge the use of [Generative AI Tool Name], a language model developed by [Generative AI Tool Provider], in the preparation of this assignment. The [Generative AI Tool Name] was used in the following way(s) in this assignment [e.g., brainstorming, grammatical correction, citation, which portion of the assignment]."
4. **Academic Integrity:** Maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences.
5. **Privacy and Data Security:** Respect the privacy and data security of yourself and others when using AI programs. Do not share sensitive information or engage in any unethical activities.
6. **Assistance, Not Substitution:** AI programs are tools for assistance. They are not a substitute for your own critical thinking and understanding of the subject matter.
7. **Verbal Review:** Any assignment created with the use of AI programs is subject to a verbal review with the teacher. Be prepared to explain and discuss the content of your work, without the contributions or assistance of AI. If you cannot adequately represent your work, it will be assumed AI was utilized as a replacement for your learning, and the consequences will be subject to the teacher's discretion and school policy.

Initial Cautions in Using Generative AI Tools

- Protect confidential data: You should not enter confidential or personally identifiable information into publicly available generative AI tools. User inputs and uploaded documents are used to continuously train the tool's AI model. Data that you share should be anonymized.
- You are responsible for any content that you produce or publish that includes AI-generated material: AI-generated content can be inaccurate, misleading, or entirely fabricated (sometimes called "hallucinations") or may contain copyrighted material. Carefully review your AI-generated content before employing it in any fashion.
- Adhere to current policies on academic integrity
- Be alert for AI-enabled phishing: Generative AI has made it easier for malicious actors to create convincing and targeted fraudulent messages at a large scale.
- Contact the IT Director before procuring or installing generative AI software on school computers: Beyond the use of AI services hosted on websites, some AI tools can also be installed locally. If you are interested in installing an AI tool on a School computer, or on your personal computer that is connected to the school network, the IT Director should first assess it for network security and privacy concerns.

Conclusion: We acknowledge the use of AI programs in our classroom as a tool to enhance our learning experiences. However, it is crucial to maintain the integrity of our academic work and follow ethical guidelines. Remember that **prior teacher approval** is necessary for any AI-related activities, and all assignments created with AI assistance are subject to a verbal review. By adhering to these guidelines, we can harness the power of AI to support our educational journey responsibly and effectively.

STUDENT AGREEMENT

- I accept this policy as part of the agreement to use technology provided by the Catholic Diocese of Wichita, its parishes, and schools. I will use technology/computers in accordance with this policy.
- As a student of the Catholic Schools of the Diocese, I understand that all use of technology, especially internet use on Diocesan computers, must be in accordance with the teachings of the Catholic Church and the policies of the Catholic Diocese of Wichita.
- I understand that any personal use of the computer must be in accord with these guidelines, may not interfere with my academic studies, and must be approved by the school's administration.
- I will use Diocesan technology and equipment for academic purposes or as part of an approved academic lesson.
- I accept responsibility to protect Diocesan technology, whether accessed through Diocesan or personal resources.
- I understand that, unless specifically authorized by the school's administration, blogging and other public internet communications are not permitted at any time while using Diocesan equipment or connections.
- I understand that social networking sites or apps may not be utilized to socialize with teachers, staff members, or Diocesan employees and that correspondence with the same must always include my parent or guardian and should not be posted on a social networking site.
- I understand that I am personally responsible for material I post on a blog or website and that I could be held responsible for content posted by third parties on my personal blogs or website.
- I understand that if I receive a sexually explicit picture I will show it only to an administrator immediately.
- I accept responsibility for any damages or loss of data that may be caused by use of my personal device in accessing Diocesan resources.
- While individuals retain intellectual rights to their products, I understand that any student work created on Diocesan equipment is subject to review by the Diocese.

I will abide by the above Acceptable Use of Technology Policy for Students. I understand that should I violate the regulations above, my access privileges may be revoked, and disciplinary and legal action may be taken. *(A signed copy was collected during PowerSchool Enrollment.)*

ADMISSION

St. Mary's Colgan Catholic Schools admit students of any race or ethnic origin to all the rights, privileges, programs, and activities generally offered or made available to students, and we do not discriminate on the basis of race or ethnic origin in the administration of educational or admission policies, scholarship programs, and athletic or other school programs.

Catholic Schools welcome students of all abilities. However, the range of services available will vary according to each school's resources. Decisions concerning admissions and continued enrollment of a student in a parochial school are based upon the student's emotional, academic, and physical abilities, as well as the resources available to a particular school in meeting the student's needs.

New students transferring from other diocesan schools will be accepted at the grade level recommended by their former diocesan school. Other new admissions will not be considered until records are received from the former school.

Recommendations from the former school and St. Mary's Colgan Catholic Schools faculty members will determine grade placement. We reserve the right to further evaluate new students for grade placement. Once admitted, new students are placed on a 45-day probationary period to confirm student and parental commitment to Catholic education.

To enter three-year-old preschool, a child must be 3 years of age on or before August 31. To enter four-year-old preschool, a child must be 4 years of age on or before August 31. Kindergarten admission requires that every child be 5 years of age on or before August 31 of the year in which they enroll. All new students must provide copies of their birth certificate and immunization records signed by a doctor. Catholics must provide a copy of their Baptismal, Communion, and Confirmation records if such sacraments have been received. In accordance with Kansas Statute 72-5209, the Kansas Certification of Immunization form and the Child Health Assessment must be filled out and submitted to school authorities prior to admission to any Kansas school. More information regarding immunizations is available on our website at *www.OLLsmcschools.org*

According to Diocesan Policy, students must live with and be subject to a parent or legal guardian. Married students are not admitted.

There is no legal requirement that parochial schools verify the immigration status of prospective or actual students. Therefore, schools will not require proof of immigration status as a condition for enrollment. However, students may not attend Catholic schools with a B-1/2 tourist visa.

Parents of new students are required to meet with the pastor or pastor's representative to discuss their desire to enroll their children in our school and review financial arrangements. A signed Parish Family Agreement (PFA) is required and must be renewed annually through the PowerSchool Enrollment Forms online.

St. Mary's Colgan Catholic Schools are parish schools, not private schools. Parishioners of Our Lady of Lourdes are asked to complete an annual stewardship commitment card indicating their planned level of parish support, with contributions made weekly, bi-weekly, or monthly. Catholic families who are members of other Catholic parishes are to make their stewardship and tithing commitments to their own parishes. Non-Catholic families in the school are to submit their tuition payments directly to the school or parish. Any deviation from this procedure must be arranged through the pastor.

SCHOOL FEES: School fees are charged annually for all K–12 students and are due in early August. Specific due dates and other payment options are detailed on the fee statement. Fees cover classroom supplies; technology and software; health screenings; textbook replacement and consumable workbooks; membership fees for certain Greenbush programs; catastrophic insurance coverage for 7–12th grade students participating in school activities; and many other school-related expenses.

Fees play an important role in maintaining the quality of our school. They are not tuition, nor do they come close to the amount it costs to educate a single child. However, an inability to pay the cost of fees should in no way be a reason for a child not to attend our school. If your family is unable to pay the assessed amount according to our fee schedule, please contact the parish office to discuss an equitable solution. This should be done before your fees are due. Failure to pay or contact the office may result in your child being unable to attend St. Mary's Colgan Catholic Schools.

Fee amounts for students who enter after the first semester will be reduced by one-third. Fee refunds will not be given if a student withdraws from school.

TUITION: Tuition is required for all non-Catholics or non-practicing Catholics with students enrolled in Kindergarten–12th grades. Tuition is in addition to the school fees required of all families and is due in either a lump sum by the first day of school or in monthly payments of nine equal installments to be paid through automatic withdrawal.

ALCOHOL, DRUGS TOBACCO/NICOTINE, VAPING AND SUBSTANCE ABUSE POLICY

Disclaimer: This policy does not override any applicable state or federal laws.

I. DRUGS AND ALCOHOL

Scope: St. Mary's Colgan Catholic Schools' substance abuse program includes education, prevention, and intervention. For the policy to be effective, it is essential that parents do not support or enable student drinking. This includes providing alcohol to students or allowing parties with alcohol on their property.

This policy applies to all students:

- While at school
- At school- or parish-sponsored events (on or off campus)
- On school property
- During non-school hours or off-campus if, in the judgment of school administration, the behavior affects the educational mission of the school (e.g., arrest or conviction for DUI or possession of alcohol/drugs).

Policy: Students may not possess, distribute, sell, be under the influence of, or test positive for any narcotic drug, alcohol, hallucinogen, amphetamine, barbiturate, marijuana, non-prescription steroid, mood-altering chemical, or misused prescription drug.

Students may not falsify or assist others in falsifying or altering a drug and/or alcohol test in any way.

Identification and Response: Any known or suspected policy violations must be reported to the principal. The principal may also inform the police if a controlled substance is used on school grounds or at a school event.

Violations are cumulative throughout a student's enrollment at St. Mary's Colgan Catholic Schools. The Pastor (or a representative) is the final authority in all disciplinary decisions and may modify or bypass listed actions.

Policy Limitations:

- The administration will not act on rumors, anonymous reports, or unverified claims.
- The administration will not take disciplinary action based on incidents more than 30 days old, although parents may still be informed.

Consequences for Violations of the Drug/Alcohol Policy

First Offense

- **3-day suspension** (in-school or out-of-school at the discretion of administration; all classwork must be completed)
- **15 school-day suspension** from school-sponsored events/activities (including games, dances, tournaments, etc.)
- **Mandatory conference** with a team including an administrator, teachers, counselor, parents, and activity sponsors
- **Possible counseling or drug/alcohol testing**, at parent/guardian expense
- **7 hours of community service per suspended day** (21 hours total), to be completed within 14 days of the suspension's end. Incomplete service may result in a disciplinary hearing and further consequences, up to expulsion.

Second Offense

- **5-day suspension** (in-school or out-of-school; all classwork must be completed)
- **30 calendar-day suspensio**n from school-sponsored activities
- **Mandatory team conference**
- **Required professional evaluation** through a licensed/approved provider within 10 business days (Parents must follow through on recommendations; costs are their responsibility)
- **7 hours of community service per suspended day** (35 hours total), to be completed within 14 days. Failure to do so may result in additional disciplinary action, including expulsion.

Third Offense

- **10-day suspension** (in-school or out-of-school; all classwork must be completed)
- **90 calendar-day suspensio**n from school-sponsored activities
- **Mandatory team conference**
- **Required evaluation and follow-throug**h with treatment recommendations (at parent/guardian expense)
- **7 hours of community service per suspended day** (70 hours total), with a 14-day completion deadline. Failure may result in a disciplinary hearing and potential expulsion.

Fourth Offense

- **Suspension pending expulsion hearing** (not to exceed 10 days)
- The student may not enter the school campus (other than the office) or participate in any activities during the suspension.
- If not expelled, the student will receive consequences appropriate to the offense's seriousness.

Drug/Alcohol Testing Policy (Grades 9–12)

All high school students are required to participate in drug and alcohol testing program. Enrollment at SMC is contingent upon students and parents signing the annual Policy Consent Form.

Agreement: By signing the Policy Consent Form, students and parents consent to random inclusion in the SMC Drug/Alcohol Screening Pool.

Procedure:

- Students may be tested: **randomly** (monthly selection) or based on **reasonable suspicion** by administration
- Tests may include urine, saliva, or hair samples
- Tests are administered at school by a certified lab using validated methods
- Students attending extracurricular activities may be required to take a **breathalyzer** test for alcohol

Privacy: All testing is conducted with the utmost respect for student privacy. If a monitor suspects tampering during testing, the procedure may be stopped, and the principal will determine whether to proceed with another sample.

Positive Test:

- A positive initial result is confirmed with a second test from the same sample
- Results are shared with the administration, who then contacts the parents
- Parents may be asked about prescription medications
- If needed, school administrators will contact a certifying scientist, at the laboratory, regarding any drug interactions
- If requested, a Medical Review Officer can be consulted to confirm results

Cost: Laboratory costs associated with the random testing of students will be paid by SMC. Any follow-up testing or evaluations due to a positive test are the responsibility of the parents/guardians.

Refusal to Test: A refusal to submit to drug/alcohol testing (or refusal to complete confirmation test paperwork) is treated as a **positive test** and is subject to the same consequences.

Consequences: Any positive test result falls under the same **disciplinary consequences** listed in the Alcohol/Drug Abuse Policy above.

Drug & Alcohol Counseling Services: Evaluation and rehabilitation services are available to students. Parents/guardians are responsible for the cost. A list of programs is available through the school office.

II. TOBACCO/NICOTINE PRODUCTS

Students may not possess, use, or distribute tobacco or nicotine products at school or during any school-sponsored event. This includes, but is not limited to, cigarettes, cigars, chewing tobacco, nicotine pouches, and all electronic vaping devices* (e-cigarettes, vape pens, JUULs, etc.).

Possession or use of these devices carries additional consequences if they are found or suspected to contain or be used for substances beyond nicotine. In such cases, the student will be subject to the Drug/Alcohol Policy as well.

- **First Offense:** 1-day suspension; no activities for 24 hours following the offense
- **Second Offense:** 3-day in-school suspension; no activities during suspension; parental conference required; missed classwork must be completed
- **Third Offense:** 5-day in-school suspension; no activities during suspension; required cessation class; missed classwork must be completed
- **Further Offenses:** Subject to additional disciplinary action, including the possibility of expulsion

* ELECTRONIC VAPING DEVICES

Due to growing misuse of vaping devices for substances other than nicotine, **all incidents involving vaping devices will include a required drug screening**. Devices that are determined or reasonably suspected to contain illegal drugs or controlled substances will result in consequences under the **Drug/Alcohol Policy**.

First Violation:

- 1-day in-school suspension
- Immediate **drug test at parent's expense**
- If test is **negative**, the ISS concludes the consequence
- If **positive**, the student is disciplined according to the Drug/Alcohol Policy

Subsequent Violations:

- Out-of-school suspension
- Possible **expulsion recommendation**

ATTENDANCE, ABSENCES & TARDINESS

Philosophy: Punctual attendance is an act of **responsible stewardship** by parents and students for the parish's gift of Catholic education. To receive the full benefit of a Catholic school education, students must be present each day. Kansas State Law requires daily attendance unless excused by the principal.

Kansas Compulsory Attendance Law & Truancy: In accordance with Kansas law (K.S.A. 72-1113), students are required to attend school daily unless excused. A student is considered **truant** if they are inexcusably absent:

- for 3 consecutive school days,
- 5 unexcused absences in one semester, or
- 7 unexcused absences in a school year — whichever occurs first.

In such cases, the principal is required to notify the County Attorney, SRS, or other appropriate officials, providing the number of unexcused days and parent/guardian contact information.

Additionally, when a student accumulates **10 total absences** (excused or unexcused), the student's name may be submitted to the county attorney for review, which may result in truancy charges.

Excused Absence: The following are reasons that may be considered **excused absences**: (1) personal illness, (2) health related treatment, examination, or recuperation, (3) serious illness or death of a member of the family, (4) participation in a diocese-approved or school sponsored activity or course, (5) absences prearranged by parents and approved by the principal (see page 10), and (6) students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

Note: a student serving a period of suspension or expulsion is considered to have an excused absence.

Any absence that does **not** meet one of the criteria above is considered **unexcused** or non-verified. An absence of two or more hours during the school day is considered an absence for a **significant part of the day** and will be recorded as such.

Attendance Procedures:

- **Elementary:** Attendance is taken each morning and monitored throughout the day.
- **JHHS:** Attendance is taken each class period.

Reporting Absences: Parents must notify the school **between 7:30am–8:30am** on the day of an absence or tardy.

- **Elementary:** (620) 231-6941 or smithb@OLLsmc.com
- **JHHS:** (620) 231-4690 or smithd@OLLsmc.com

Notifying the student's teachers is encouraged, but the **school office must be contacted to** officially report an absence. If a parent does not report the absence, the office will follow up to determine the reason. The school will determine whether an absence is excused or unexcused and will assign consequences accordingly.

Participation in School Events: Students absent for the entire school day (excused or unexcused) may not attend practices or school events that evening without administrative approval. **Junior High and High School** students must attend their **5th–7th hour classes** to participate in that day's events unless cleared by the principal.

Excessive Absences:

- **!!!** After **five absences** in a class per semester, students may be required to **make up time after school, on Saturdays**, or in an approved summer program.
- After **ten absences in a class per semester** or **twenty in a school year,** credit may be withheld or the student may be retained, unless an alternate consequence is determined by the Diocesan Superintendent.
- Families are responsible for the cost of summer school if required.
- **Excessive tardies will result in Saturday school.**

Planned Absences should be **rare** and must be pre-approved at **least 7 days prior to absence**. Requirements are as follows:

- Obtain **Planned Absence Request Form** from office and must be receive principal's signature and approval.
- Students are then required to get each teachers' signature and approval on the Planned Absence Request Form.
- Teachers may require that some or all work—including tests—be completed prior to the absence

Completion of the form **does not guarantee approval**. Students must coordinate make-up work with their teachers in advance.

Failure to follow the request process may result in an unexcused absence. Planned Absence Request Forms are available in the school office.

College Visits: Juniors and Seniors may take up to **three excused college visit days** per school year. Additional visits require principal approval. **Unused days do not roll over to the next year.**

To request a college visit day:

- Pick up a **College Visit Permission Form** from the office
- Obtain teacher signatures and complete Sections A & B
- Submit the form to the office **at least 24 hours before** the visit

Completion of the form **does not guarantee approval**. Students must coordinate make-up work with their teachers in advance.

Returning to School After an Absence: upon returning to school, the student must check in at the office before class begins or immediately upon entering the building.

- A **written parent note** stating the reason for the absence is required
- An **admit slip** will be issued and must be presented to all teachers

Students are responsible for all missed work. See *Grading – Suspension Work* for further details.

Illness: a **doctor's note** for medical absences must be submitted to the school **within five school days**. Notes submitted after this window may be accepted **at the discretion of the administration**. If not accepted, the absence may be considered unexcused.

- Do **not** send your child to school if they have vomited or had diarrhea within the last 24 hours
- Students must be fever-free for 24 hours **without medication** before returning.

Students returning from illness or injury are expected to fully participate in all school activities, including recess and P.E., unless a doctor's note states otherwise.

Leaving School During the Day: if a student needs to leave during the school day, for a doctor's appointment or similar reason, parents should notify both the teacher and the office **at least one day in advance**, either by written note or email. The student should bring the note to the office at the start of the day, if applicable. When picking up a student, parents must check in at the office; the student will be called from class and must meet the parent there to check out. Upon returning to school, whether later that day or the next, the student must check in at the office to receive an excused absence.

Funerals: honoring the Corporal Work of Mercy to bury the dead, students will be allowed to attend funeral Masses. Parents should notify the school office **in writing or by email before the start of the school day** if their child will be attending a funeral. In order to respect the privacy of the grieving family, attendance at the cemetery or funeral luncheon should be limited to family members. Students will not be able to call home during the school day to request permission to attend a funeral.

TARDINESS: students arriving after the 7:55am bell must report to the secretary's office for a tardy permit before going to class**.**

Elementary School: students are considered tardy if they are not in their classrooms when the 7:55am bell rings, including on Mass days. The fifth tardy will result in a detention and a parent conference to develop a plan to address the issue.

Junior High/High School: a detention will be assigned for every third 1st-hour tardy. The sixth 1st-hour tardy will result in a detention and a required parent conference to establish a plan for improvement. Tardiness to all other class periods results in an automatic detention. Students arriving more than 20 minutes late to any class will be marked absent and must follow the school's absence policies.

BULLYING AND HARASSING BEHAVIOR

Bullying and harassment are considered major violations of school policy. Catholic schools are communities of faith where all members, students and adults, are called to respect and protect the dignity and worth of every person, regardless of ability, gender, appearance, background, or interests. Administrators, faculty, and staff are especially attentive to students who feel isolated, targeted, or mistreated.

Bullying and harassment may be physical, verbal, written, cyber, relational, and/or damaging to property. Behaviors include, but are not limited to: teasing, taunting, name-calling, hitting, hazing, exclusion, extortion, rumor spreading, sexual/inappropriate comments, and sharing harmful/offensive material, including through electronic means. These actions may occur on or off campus and still fall under school jurisdiction if they impact the school environment, a student's well-being, or their ability to participate in school activities.

Bullying is defined as behavior that:

- **Is an intentional act**
- **Is severe, persistent or persuasive**
- **Creates an intimidating, threatening or abusive education environment.**

Harassment is defined as behavior that:

- Creates an intimidating, hostile, or offensive environment;
- Unreasonably interferes with a student's performance; or
- Negatively impacts a student's opportunities. (It is not necessary to prove intent or psychological harm.)

These behaviors are not normal parts of childhood or acceptable conduct. At best, they reflect poor judgment and set bad examples; at worst, they may be immoral or illegal.

Students who engage in bullying or harassment will face consequences, including counseling, suspension from activities, and possible expulsion. **Staff** who violate this policy may be subject to disciplinary action, up to and including suspension or termination. If appropriate, law enforcement will be notified. **Parents** who engage in bullying behavior may lose access to school property, events, or communication systems. Reports to law enforcement will be made when necessary.

Reporting: students should report bullying to a teacher, counselor, or administrator. Staff are also required to report incidents. All reports will be reviewed, and appropriate actions taken by administrators and/or counselors. All students involved will be interviewed and an appropriate response determined. Suspension may occur even if the incident is a first offense, depending on severity.

Consequences For Bullying / Harassing Behavior

School-sponsored activities include, but are not limited to, performances, prom, homecoming, games, retreats, and tournaments. Suspensions may be in-school or out-of-school at the discretion of the administration.

First Offense

- One-day suspension with academic work required; no participation in school-sponsored activities that day.
- Required conference with administrator, teacher(s), counselor, and parents.
- One hour of after-school community service on the day of suspension.

Second Offense

- One-day suspension with academic work required; no participation in school-sponsored activities that day
- Required parent conferences (2): one with administrator and staff; one with a priest or spiritual leader.
- Two hours of after-school community service each day.

Third Offense

- One-day suspension with academic work required; no participation in school-sponsored activities that day
- Required parent conferences (2): one with administrator and staff; one with a priest or spiritual leader.
- A professional evaluation must be scheduled within 10 business days. Families must follow all recommendations. Results will be shared with the principal. All costs are the responsibility of the parents/guardians.
- Three hours of after-school community service each day.

Fourth Offense

- Out-of-school suspension up to 10 days pending expulsion hearing; no participation in school activities during suspension.
- Student may not be on campus during the suspension (except to report to the office).
- If expulsion is not recommended, further consequences will be assigned based on the severity of the offense.

NEW CELL PHONE, SMART WATCHES, AND OTHER ELECTRONIC DEVICES POLICY

Elementary students may **not** use cellular phones, personal iPads/tablets, smart watches, or similar devices during the school day. Devices must be turned off and **kept in the front office**.

As per Kansas law, HB2299-April 2026:

Junior High and High School students are not allowed to have a cell phone, smartwatch, any watch that resembles a smartwatch, or any non-school issued personal electronic device in their locker, book bag, backpack, or on their self at any time upon entering the building during the school day as per Kansas statute. This includes passing periods, lunch period, in restrooms, in locker rooms, during assemblies. If a student must have a device, they must store it in the high school office in the designated cabinet upon entering the building and may retrieve it at the conclusion of the day (exception: ie, verified medical condition –such as a monitoring device-approved by principal). If it is deemed necessary for a student to use their own phone to communicate, instead of using the available school phone, it must be done in the office and under direct supervision of office staff or administration. Students are responsible for taking their phones/devices with them at the conclusion of the day. All phones stored in the high school office must be turned off or muted as to not cause a distraction. It is highly recommended that students choose not to bring their device to school. Lost or missing phones are not the responsibility of the school.

Violations will result in the following disciplinary actions for the year:

- **1st offense: Demerit and 60-minute detention-served before school, device confiscated until parent retrieves it at the end of the day.**
- **2nd offense: Demerit and One day of In School Suspension, no credit for missed assignments, device confiscated until parent retrieves it at the end of the day, possible suspension from activity/game.**
- **3rd offense: Demerit and Three days of In School Suspension, no credit for missed assignments, device confiscated until parent retrieves it, possible suspension from activity/game.**

Subsequent offenses beyond three will result in multiple In School Suspensions and/or Out of School Suspension. All discipline is subject to administrative action in the determination of a student in good standing and may determine future enrollment/attendance.

St. Mary's Colgan is a no phone zone during the school day.

COMMUNICATION

If you are not receiving school communications or need to update your information, please call or email Jess Nicholson at 620-231-2135 or nicholsonj@OLLsmc.com.

Flocknote: is the primary communication tool used by the school, sending both text and email messages. All parents/guardians are added to the system at the start of each school year. If a user opts out of text notifications, alternate communication is not guaranteed. Families are strongly encouraged to create an account at *OLLsmc.flocknote.com* to manage and customize notification settings.

With parent/guardian permission, students in 7th grade and above may receive notifications on their personal devices. Contact information must be submitted to the office. It is the responsibility of the parent/guardian to keep contact details current.

Parent phone numbers and email addresses are collected in PowerSchool at enrollment. If either changes during the school year, it is the parent's responsibility to notify the school with updated information.

Additional School Communication: Parents should check the parish bulletin, printed notes, and school website, app, and social media for additional information, including school lunch menus and sports schedules.

Phone Calls: School phones are available for students to use to call home for forgotten items such as homework or lunches. It is recommended that students arrange transportation prior to coming to school in order to reduce phone usage.

DISCIPLINE BEHAVIORS AND ACTIONS

Student Behavior: Students at St. Mary's Colgan Catholic Schools are expected to demonstrate good Christian values in their conduct. All members of the community are to be treated with the respect and dignity that Christ commands. These policies are designed to ensure a safe, respectful, and orderly environment during the school day and all school-sponsored events. Exemplary Christian behavior fosters an environment where learning and the development of strong work habits can thrive.

Failure to comply with the policies of St. Mary's Colgan Catholic Schools or to act in accordance with these principles will result in disciplinary action. The pastor, or the pastor's delegate, is the final authority in all disciplinary matters and reserves the right to amend or bypass any listed disciplinary action when appropriate.

Students are expected to behave in an orderly and respectful manner at all times, whether on campus or at a school-sponsored activity. This includes respect for faculty, staff, peers, visitors, and school property, as well as practicing honesty in all areas of school life. Illegal or immoral behavior—on or off campus—is unacceptable.

While off-campus conduct is the primary responsibility of parents and guardians, the school expects families to support the mission and values of St. Mary's Colgan Catholic Schools and the Catholic Church. If it becomes evident that a student's or family's actions undermine these values, philosophies, or policies, the student may face disciplinary action, including possible withdrawal from the school.

Conduct: The disciplinary system is divided into two categories: **Minor Violations** and **Major Violations**. Some specific behaviors have unique consequences outlined in other sections of this handbook.

MINOR VIOLATIONS: include, but are not limited to, tardiness, failure to turn in assigned work, dress code or uniform violations, chewing gum or eating food inappropriately, littering, excessive noise in the halls, use of disruptive or vulgar language, minor misconduct at school events, inappropriate displays of affection, general inappropriate behavior, disruptive classroom conduct, and parking violations.

Consequences of Minor Violations

GRADES K-6: most disciplinary issues at this level are addressed through classroom management techniques. Teachers and administrators may use strategies such as warnings, time-outs, loss of privileges, and parental contact. Additionally, minor violations are tracked using a **demerit system**, with demerits recorded by the classroom teacher and accumulating throughout the school year.

Demerit System - Grades K-6: after three demerits, the principal will notify parents that their child is approaching the first detention threshold.

- **5 demerits:** 1st detention
- **10 demerits:** 2nd detention
- **15 demerits:** One-day in-school suspension and parent conference with administration
- **20 demerits:** Two-day in-school suspension and parent + student conference with administration
- **25 demerits:** Three-day in-school suspension and parent conference. A formal behavior plan will be implemented.

Detentions - Grades K-6: Detentions are served on the **date assigned by the principal from 3:15-3:45pm**. A note will be sent home on the day a detention is issued. A detention may also be assigned without demerits at the discretion of the principal.

GRADES 7-12: Students in grades 7–12 will carry a **demerit card** at all times. Demerits are recorded on the card and in the office. Failure to present a demerit card when asked will result in a detention. Lost cards must be reported and replaced. Parents can monitor demerits by reviewing their child's card.

If a student accumulates demerits rapidly, additional consequences may be imposed. In some cases, a minor infraction may merit a detention immediately. A demerit may also be recorded in addition to the detention. **Detentions must be served by the following school day. Failure to serve a detention results in an additional detention.**

Grades 7-8: Junior High Demerit System Demerits are categorized as **organizational** or **behavioral**:

Organizational Demerits: *For example, leaving materials in hallways or failing to bring supplies.* Every five organizational demerits, the student will be scheduled for a conference with a junior high teacher to discuss strategies; parent/guardian will be notified.

Behavioral Demerits: For disruptive or inappropriate conduct.

- **3 demerits:** 1st detention
- **4 demerits:** 2nd detention
- **5 demerits:** One-day in-school suspension and parent + student conference with administration
- **6 demerits:** Two-day in-school suspension and parent + student conference with administration
- **7 demerits:** Three-day in-school suspension and parent + student conference with administration. A formal behavior plan will be implemented. Future enrollment at St. Mary's Colgan will be reviewed.

Grades 9-12: High School Demerit System Demerits may be assigned for minor or class policy violations and will accumulate each semester. **Classroom teachers reserve the right to issue detentions as well as demerits. Admin reserves the right to adjust sequence accordingly.**

- **3 demerits:** 1st detention
- **4 demerits:** 2nd detention
- **5 demerits:** One-day in-school suspension and parent + student conference with administration
- **6 demerits:** Two-day in-school suspension and parent + student conference with administration
- **7 demerits:** Three-day in-school suspension and parent + student conference with administration. A formal behavior plan will be implemented. Future enrollment at St. Mary's Colgan will be reviewed.

***Detentions - Grades 7-12*:** Detentions are issued for violations disrupting class, school rules, or any conduct deemed inappropriate by school staff. Detentions must be served by the day following the incident. Students who do not serve the detention by the required date will receive an additional detention.

Quarterly Detention Accumulation:

- **1st & 2nd Detention:** 30 minutes each
- **3rd Detention:** One-day in-school suspension and parent conference
- **4th Detention:** Two-day in-school suspension and parent conference
- **5th Detention:** Three-day in-school suspension and parent conference. A formal behavior plan will be implemented. Future enrollment will be reviewed.

MAJOR VIOLATIONS: include, but are not limited to, the use or possession of alcohol, drugs, tobacco, nicotine-based products, or drug paraphernalia; vandalism; theft; forgery; unexcused absence from school Mass; obtaining unauthorized test materials; unexcused absences; failure to serve detention; truancy; threatening behavior; bullying or harassment; refusal to follow directions from staff; disrespect toward staff or other students; the use or possession of fireworks or any materials that could be considered harmful or disruptive; fighting; cheating or plagiarism; repeated dress code or uniform violations; repeated minor violations; removal from class due to behavior issues; use or possession of weapons; inappropriate behavior including that of a sexual nature; violations of the Technology Acceptable Use Policy; soliciting violence; arrest or conviction of any misdemeanor or felony; adjudication as a juvenile for any crime that would constitute a felony or misdemeanor; minor in possession of alcohol; driving under the influence (DUI) or while intoxicated (DWI); and minor in possession or purchasing of tobacco or nicotine-based products.

Consequences for Major Violations (Grades K-12): major violations may result in disciplinary actions including detention, probation, suspension (either in-school or out-of-school), expulsion, or placement on a Severe Behaviors Contract.

Probation may be assigned for a specific period or until certain conditions are met.

Suspension may be assigned by the principal after notifying the parents and pastor, when possible. During suspension, students may not attend or participate in school events until reinstatement.

Grading during Suspension:

- **In-School Suspension:** Work accepted at 20% deduction
- **Out-of-School Suspension:** Work accepted at 30% deduction
- All assigned work must be completed.

Expulsion: may be considered after repeated violations or a single, serious infraction. The student may be suspended for up to ten days during an investigation involving the principal, pastor, Catholic Schools Superintendent, teacher(s), and parents. Parents will be notified of the expulsion decision in writing within 48 hours of the final meeting.

Specific Violations and Consequences

Threats of Violence: St. Mary's Colgan Catholic Schools are committed to providing a safe, peaceful, and secure learning environment for all students and staff. Any threat of violence—whether made by a student, adult, or employee—must be taken seriously and acted upon promptly by school officials.

Actions: in the event of a threat to the life of a student or staff member, a threat to bring a weapon to school, or any other serious threat made by a student, the following steps will be taken. The order of these steps may vary depending on the specific circumstances of the incident:

1. All threats must be taken seriously and reported immediately.
2. The individual(s) involved will be isolated and supervised.
3. Law enforcement will be contacted through 911 for an immediate response when necessary.

If the threat is **made by a student**, the student's parents or guardians will be contacted to arrange a meeting with the administrator or pastor, the student, and the appropriate authorities. It may also be appropriate to involve a counselor or psychologist in this meeting.

After the incident, the student may return to school and participate in school activities only if:

1. The student presents a written recommendation from a licensed psychologist or psychiatrist—approved by the administration—stating that the student may safely return, and
2. The administrator, after consultation with the pastor, determines that the threat of future harm has been sufficiently addressed.

If the student is permitted to return, the parents or guardians will be notified in writing that a second offense of this nature will result in automatic expulsion.

Any adult who makes a threat of violence will be immediately banned from school property and all school activities. The ban will remain in place until:

1. The adult complies with all conditions set by the administration, and
2. The administrator, in consultation with the pastor, determines the adult no longer poses a threat to the school community.

School administration reserves the right to report any such threat to law enforcement. A second offense will result in a permanent ban from campus and activities, removal of the adult's child(ren) from the school, and, if appropriate, legal prosecution.

Use or Possession of Weapons: Students are strictly prohibited from knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon while on school property or attending a school-related activity, function, or event. This includes actual weapons, any item used as a weapon or destructive device, or any facsimile of a weapon.

Actions: in accordance with the Weapons-Free School Act, any student found to be in possession of a weapon, as defined by state law, on school grounds or at a school-sponsored event will be expelled for a minimum of one calendar year.

Additionally, under the Kansas School Safety and Security Act, school employees are required to report to the appropriate state or local law enforcement agency any act—or credible threat of an act—committed or believed to be committed at school, on school property, or during school-sponsored activities that involves a direct and immediate threat to human life, the possession or use of explosives, firearms, or other weapons, or any inherently dangerous criminal act.

School staff reserve the right to conduct reasonable searches of persons, vehicles, lockers, and personal belongings when there is cause to believe a weapon or dangerous item may be present. (Refer to the section on "Search of Person or Property" for further detail.)

EXTRACURRICULAR ACTIVITIES

St. Mary's Colgan Catholic Schools offer a wide variety of athletic, fine arts, and co-curricular opportunities for both girls and boys, beyond the regular academic schedule. Participation in these programs is a privilege. Students who represent SMC in competitions or performances are expected to do so in a Christ-like manner that reflects the mission and values of our school.

We encourage all students to participate in as many activities as they are able; however, maintaining academic progress and prioritizing time for study remains the student's primary responsibility. No student is expected to participate beyond their capacity. Students who are absent for the entire school day may not attend practices or school events that evening unless granted permission by administration. Junior High and High **School students must attend their full schedule of 5th–7th hour classes in order to participate in that day's practices or extracurricular activities, unless approved by the principal.**

Athletics, Fine Arts, School-Sponsored Events, and Co-Curricular Programs

Practice Schedule: Practice times are determined by the coach or sponsor based on facility availability. Practices on Sundays require administrative approval. Practices on holy days should not prevent students from attending Mass. No competitions may be scheduled during the Easter Triduum. Practices and competitions may resume on Easter Monday. For elementary students, practices should not extend past 9:00pm on school nights. Optional practices may be held on snow days if roads are cleared, but attendance at these practices is not mandatory.

Eligibility: St. Mary's Colgan Catholic Schools follows the eligibility requirements of the Kansas State High School Activities Association (KSHSAA). To participate in any KSHSAA-sanctioned activity, students must:

- Have passed at least five subjects of unit weight during the previous semester.
- Be currently enrolled in and attending at least five subjects of unit weight.
- Be a bona fide undergraduate student in good standing. Students under suspension or whose behavior reflects poorly on the school may be deemed not in good standing by the administration.
- Have a current physical examination form and parental consent form on file (required for interscholastic athletics, cheer, and dance).

In addition to KSHSAA requirements, SMC students must maintain academic eligibility by passing all classes. Beginning the fifth week of each semester, weekly grade checks will be conducted on Wednesdays through PowerSchool. Any student with one or more failing grades will be declared ineligible for participation in extracurricular activities until the next grade check confirms all grades are passing. This policy applies to all extracurricular activities including athletics, cheerleading, dance, debate, forensics, theater, art, and music performances. It does not apply to general attendance at school events.

Holiday Closure and Moratorium: the school campus and all facilities will be closed for all activities during the KSHSAA-mandated no-practice dates. During this time, no practices or events may take place in school facilities to allow for maintenance.

CONDUCT & SPORTSMANSHIP

Attitude Toward Officials: Officials are mutually agreed upon by the participating schools and must be treated with respect. Booing or unruly behavior by players or spectators reflects poor sportsmanship and is not acceptable. All decisions made by officials are final and must be respected.

Student Spectators and Cheering Sections: It is unsportsmanlike to cheer when an opposing player commits a foul. Mechanical noisemakers are not permitted at athletic contests. Cheering sections from both schools should treat each other respectfully. Support should be shown for our teams during both wins and losses. Whenever possible, designated seating should be provided for visiting student sections and cheerleaders. SMC students are expected to show respect for the property of other communities when traveling. Students who display disruptive or unsportsmanlike conduct may be suspended from future athletic events.

Student Conduct: students participating in extracurricular activities represent St. Mary's Colgan Catholic Schools and are expected to conduct themselves with Christian character. Activities are meant to foster confidence, sportsmanship, poise, and self-discipline. Displays of temper, disrespect toward officials or others, and inappropriate clothing (including anything promoting alcohol, tobacco, drugs, or containing offensive or suggestive content) are not acceptable.

SPIRIT SQUADS

Purpose: the purpose of SMC spirit squads is to promote school pride and support students involved in extracurricular activities. Through cheerleading and dance, these groups foster enthusiasm at athletic and school spirit events and contribute to a positive school culture. In keeping with the school's mission and extracurricular programming, participation in the Dance and Cheer Teams is reserved for female students.

HS Cheerleading Squad: serves as a leadership presence at games and pep rallies, promoting school spirit and encouraging student and crowd engagement through cheers, chants, and skits.

HS Dance Team: promotes school spirit by providing entertainment through dance performances at athletic events and spirit activities.

JH Cheerleading Squad: offers a developmentally appropriate opportunity to develop leadership skills and school spirit through cheers, chants, skits, and pep rally participation.

Pep Clubs: may be organized at the junior high and high school levels to promote school spirit. When active, these groups help support athletic events and spirit activities and may coordinate as a unified cheering section at games. Pep club attendance and support are expected to be equitable for all teams and school events. They are subject to all school policies, regulations, and exceptions outlined in this handbook, as well as any directives issued by the administration.

Dramatics and Music: participation in dramatic productions may require evening rehearsals. For elementary students, practices should not extend past 9:00pm on school nights.

Music is part of the regular curriculum at St. Mary's Elementary School. All students in Kindergarten through 6th grade are expected to participate in at least one evening music program each year.

Conduct at Performances: all audience members are expected to show courtesy and respect during plays, musicals, and concerts. Disruptions—such as excessive entrances/exits during the performance—are inappropriate. These expectations apply to all performances, including those at other schools.

Parent-Sponsored Support: while parent efforts to support extracurricular activities (e.g., pasta feeds, post-game snacks) are appreciated, not all events can be approved due to scheduling and cost to families. All parent-sponsored support must be approved by school administration before being shared via Flocknote or school social media. The school does not release parent contact lists or emails.

School Parties and Dances: Elementary School classroom holiday parties are sponsored by the PTO under the direction of the elementary school principal. High School-sponsored dances and parties are typically held on campus. Per diocesan policy, St. Mary's Colgan does not sponsor dances or after-school parties for junior high or elementary students.

Outside guests must be signed up five school days in advance. High school guests must be students in good standing, verified by a form signed by a school administrator or counselor and faxed on school letterhead to SMC the day before the dance. Guests must present a photo ID. High school graduates may attend as dates if they are under 21 and provide valid photo identification.

Entry to dances is only allowed during a designated arrival window. Students who leave may not reenter.

All music/DJ contracts must be approved and signed by administration and accompanied by a valid purchase order. Activity funds will not be used for contracts arranged by students, organizations, or classes without administrative approval.

All dances and parties must be approved by a sponsor and school administration and have adequate chaperons. Students in grades K–8 are not permitted to attend high school dances or parties.

Appropriate attire is expected at all school-sponsored dances. (See Uniforms – Dress Code.) Alcohol, drugs, and tobacco are strictly prohibited. Breathalyzer tests may be administered. Any student who tests positive will be released to a parent, and the school's Substance Abuse Policy will apply.

GRADING

At St. Mary's Colgan Catholic Schools, grades reflect the teacher's best professional effort to assess each student's academic progress and achievement. Parents and students are encouraged to communicate with the teacher if there are any questions or concerns about a grade.

For students in kindergarten through second grade, grade cards will include a list of skills taught in each subject as outlined by the Kansas Common Core Standards. Progress on these skills will be marked using a designated rubric or scale.

All grades for students are posted in PowerSchool. Parents are strongly encouraged to review their child's academic progress regularly, especially at mid-term. Families without access to PowerSchool may request paper copies of grade reports at mid-quarter and at the end of the quarter. Final exams may account for up to 20% of the semester grade. St. Mary's Colgan Catholic Schools follows the Diocesan grading scale:

Grade	Percent	Grade Point Average
A+	99-100	GPA: 4
A	94-98	GPA: 4
A–	92-93	GPA: 4
B+	89-91	GPA: 3.9
B	86-88	GPA: 3.1
B–	83-85	GPA: 3
C+	80-82	GPA: 2.9
C	77-79	GPA: 2.1
C–	74-76	GPA: 2
D+	71-73	GPA: 1.9
D	68-70	GPA: 1.1
D–	65-67	GPA: 1
F	64	GPA: 0

Honor Roll: For grades 4-6, honor roll requires satisfactory or above satisfactory marks in behavior, effort, and work-study habits.

- First Honors = all A's
- Second Honors = four A's and the rest B's
- Third Honors = all A's and B's in any combination

For students in grades 7-12, honor roll is awarded at three levels.

- Highest Honors = All A's
- High Honors = 5 A's and the rest B's
- Honors = 3 A's and the rest B's

GPA and class rank are calculated one week after each semester, using the enhanced GPA for rank. Incompletes are recorded as no credit. Recalculation does not occur until the next semester, except for eighth-semester GPAs, which may be updated once incompletes are resolved (class rank will not change). GPA and class rank are not calculated at the junior high or elementary levels.

Valedictorian and Salutatorian: will be selected from seniors in the top 10% of their class (based on enhanced GPA) at mid-fourth quarter. The student with the highest enhanced GPA will be named Valedictorian; the second highest, Salutatorian. To be eligible, students must complete the Kansas Scholars Curriculum. In the event of a tie, all students tied will have the title printed on their transcript. Those sharing the honor will collaborate with school and diocesan administration to determine a plan for delivering graduation speeches.

Academic Honors (other than Valedictorian/Salutatorian)**:** when only one student may be nominated for an honor based solely on academic performance, the highest enhanced GPA will determine the recipient. In the event of a tie, the following tiebreakers will be used in order:

1. Completion of the Fr. Thomas Colgan Scholars Curriculum
2. ACT scores
3. Review by a five-member panel of staff and/or stakeholders who will evaluate applications and make a recommendation to the school administration

Grading Late Work: when a student is not absent, teachers may allow partial credit for late work, with the amount determined by the teacher.

Grading Work Due to Excused Absence: students with excused absences will receive full credit and at least one day per day missed to complete work. Assignments given when the student was present are due on the original due date or the day the student returns—whichever is later. This applies school-wide unless the principal determines otherwise.

Grading Work Due to Unexcused Absence: for unexcused absences, missed work will be accepted with a 20% late-grade reduction or at the teacher's discretion.

Grading Suspension Work: all work must be completed and meet the expectations of the teacher.

- **In-School Suspension:** a 20% grade reduction will be applied
- **Out-of-School Suspension:** a 30% grade reduction will be applied

Incompletes: grades marked "I" will convert to an "F" unless the student satisfactorily completes the required work within a set time frame. Incompletes are given only in cases of major illness and must be approved by the principal (and, if needed, the counselor). The teacher and principal will determine the deadline for completing the work.

Students must understand that an incomplete may impact eligibility for KSHSAA and SMC-sponsored activities and academic honors. If the coursework is not completed by the deadline, the incomplete will become a failing grade. The principal may grant an extension if there is sufficient medical necessity. It is the student's responsibility to make all necessary arrangements to complete the required work.

Class Failure: students in grades 7–12 who fail a required semester course must successfully complete an administration-approved plan before advancing to the next grade level.

GRADUATION REQUIREMENTS: see **Course Handbook** available in the office or on our website at *OLLsmcschools.org*

STUDENT HEALTH SERVICE

St. Mary's Colgan Catholic Schools are committed to supporting the health and well-being of every student. We recognize that good health plays an important role in a child's ability to learn and thrive at school. Our health services aim to identify and address any barriers to learning related to physical or emotional health, while also meeting state requirements and supporting families in caring for their children.

Communicable Disease: a communicable disease is any infectious disease transmitted from person to person or animal to person—either directly or indirectly—and classified as such by Kansas law or relevant health authorities.

Students with a communicable disease that poses a public health risk will be excluded from school until the condition is no longer infectious or a health threat. Reinstatement will be based on protecting the health of all students and staff. A written statement from the student's physician may be required before the student may return.

Head Lice: students found to have head lice (pediculosis) will be excluded from school until they have been treated with an appropriate pediculicide (shampoo) and all nits have been removed. Upon returning, a designated staff member will check the student's hair or a note from a doctor or health agency stating the child is nit-free must be provided. Students may not return until all nits are gone, even after treatment. Designated staff or healthcare personnel may conduct periodic head lice checks at school as needed.

Illness and Injury at School: while we strive to provide a safe environment, illness and accidents may still occur. In case of illness or injury:

- The school may authorize emergency treatment but is not responsible for ongoing care or related transportation or service costs.
- Parents or emergency contacts (from PowerSchool) will be notified before a student is sent home.
- If a student has a temperature of **99.4°F or higher with** symptoms such as sore throat, cough, nausea, headache, or sneezing, the student must go home.
- If no one can be reached, the student will wait in the designated sick area until dismissal or contact is made.
- Students must remain home **for at least 24 hours after being fever-free without the use of medication** before returning to school or participating in any school/parish activities.
- Health updates or illness-related notices may be sent home throughout the year with additional guidelines.

Medication: to ensure student safety and proper care, the following medication policy will be followed:

- A **Request to Administer Medication** form must be completed and signed by the parent and a physician/dentist for **all** prescription and non-prescription medications.
- All medications will be administered by school office staff and dispensed from the school's sick bay according to the dosage and schedule on the form.
- Medication logs will be maintained. For elementary students, a note will be sent home with details of dosage and time administered.
- Students in **grades 6–12** may carry and self-administer emergency medications (EpiPens or inhalers) under staff supervision. Extra emergency medications may be provided for key locations.
- After administration, students will be observed for 20 minutes for possible adverse reactions.
- Medication changes require a new signed form and a newly labeled container.
- All medication must be brought in the original container, labeled with:
    1) Student's name
    2) Physician's/dentist's name
    3) Medication name and dosage
    4) Date and RX number (for prescriptions)
- Non-prescription medications must include the student's name on the container.
- Medications prescribed three times a day should be given before school, after school, and at bedtime, and will not be administered during school hours.
- The first dose of any new medication must be administered at home by a parent.
- If an adverse reaction is suspected, medication administration will stop and parents will be contacted immediately.

Immunization Policy (DIOCESAN POLICY 411a): Any student entering a Catholic school in the Diocese of Wichita shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary the Kansas State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendent of Catholic Schools.

Exemptions for Immunization State of Kansas

In the state of Kansas, government and school authorities may legally grant exemptions to immunization for two reasons: medical and religious.

Exemption for Immunization Catholic Diocese of Wichita
Medical Exemption: If a medical exemption is warranted, an annual KCI-FORM B Medical Exemption Form must be completed and signed by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.). Annual medical exemptions shall be documented on this form and attached to the student's Kansas Certificate of Immunizations (KCI) form. Annual medical exemptions must be completed as long as the medical exemption is warranted. Students with medical exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school.

Religious Exemption: Although the Catholic Church supports and encourages vaccinations, it is not a moral obligation imposed on every member of the Church. It must be voluntary, and not obligatory by mandate. The Diocese supports the rights of the parents to make informed medical decisions for their children. Therefore, the Catholic Diocese of Wichita grants the religious exemption to parents who choose not to vaccinate their children. This decision is based both on respecting the rights of parents in making health care decisions for their children and respecting the right for them to act according to their consciences. Annual religious exemption shall be documented on the official form for the Catholic Diocese. Students with religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school.

For the Catholic Diocese of Wichita Complete Statement on Immunization Exemptions, please visit our website.

Health Screenings: State-required wellness screenings are conducted annually by licensed medical professionals. Parents may opt out through the PowerSchool enrollment forms or by contacting the school office.

- Hearing: PreK, K, 1, 2, 4, 6, 8, 10, and 12
- Vision and Dental: All PreK–12 students

Wellness Policy: St. Mary's Colgan Catholic Schools promote healthy lifestyles and monitor the nutritional value of food and drinks offered on campus. Full details are outlined in the Diocesan Wellness Policy, available on our website at OLLsmcschools.org.

HUMAN SEXUALITY (DIOCESAN POLICY 413)

All members of the Catholic school community are expected to strive to live a life of chastity guided by the teachings of the Catholic Church in all aspects of their lives. Our pastoral policies and regulatory practices are written in fidelity to the moral guidance and teachings of the Church.

Definition of Terms: ***Sex*** means the biological condition of being male or female as based upon physical differences at birth. ***Gender*** is a person's identity as male or female, harmonious with one's biological sex upon birth. (CCC #2333) Chastity is the moral virtue by which individuals master and direct their powers of sexual intimacy. ***Chastity*** reserves sexual intimacy in marriage. (CCC #2337-#2365) ***Marriage*** is a covenant by which one man and one woman unite in a lifelong partnership and commitment for the good of the spouses and the procreation and education of children through the sacrament of Matrimony. (CCC #1601)

Offenses against chastity and marriage, including those described in the CCC, cannot be accepted or ignored. Behaviors that are contrary to Catholic morality and the expectations of the Catholic school include, but are not limited to, vulgar language and gestures of a sexual nature, sexual harassment or abuse, immodest dress or deportment, expressions of lust, masturbation, pornography, sexting, fornication, homosexual behavior, cohabitation in a sexual relationship outside of Christian marriage, adultery, voluntary sterilization, artificial contraception, in vitro fertilization, and procuring an abortion.

Outside of normal classroom discussions on the teachings of the Church, members of the school community may not advocate, celebrate, or express same sex attraction, share publications of a prurient nature, or otherwise impede chastity in our Catholic schools. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them is welcome. However, open hostility or public defiance and challenge of Catholic truths or morality may be signs that a student, parent, or employee is not a good fit for a Catholic school's primarily evangelical mission. Students, parents, or employees who are openly hostile or publicly defiant in their violation or opposition to Catholic truths or morality may be denied continued enrollment or asked to leave the school. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate consequence in each instance.

The moral teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by "the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences" *(Amoris Laetitia ("AL"), #56)* Pope Francis further notes that "biological sex and the sociocultural role of sex (gender) can be distinguished but not separated," and that although we must always be "understanding of human weakness and the complexities of life," that does not require us to "accept ideologies that attempt to sunder what are inseparable aspects of reality" *(Ibid.)*

Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" *(Ibid.; see also* Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (AL, #285). [Taken from Diocese of Little Rock, Policies and Procedures Manual]

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths. [Taken from Diocese of Little Rock, Policies and Procedures Manual]

Gender Dysphoria *Diocesan Policy 413b*: every child is loved by God and therefore deserves respect and protection in a Catholic school. Especially at a young age and in schools, it is important that our children understand the depth of God's love for them and their intrinsic worth and beauty. Children should always be and feel safe and secure and know they are loved. (See Student Bullying and Harassing Policy 408a). Children, youth, and parents who are struggling with gender dysphoria deserve compassion, sensitivity, and respect. All of these can be expressed without infringing on the legitimate concerns about privacy and security on the part of the other students and parents.

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents

Pastoral care will be available to assist the family in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school will provide or direct the family to appropriate counseling services. If the matter is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

Student Pregnancy *Diocesan Policy 413c*: acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal.

When sexual misconduct results in pregnancy, the school's response must be to first reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct.

Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances that require specific interpretation and application. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate response in each instance. (See Guideline 318-M for details.)

SCHOOL SCHEDULE

School Day: runs from **7:55am to 3:15pm** for grades K–12. St. Mary's only offers full-day kindergarten. A half-day kindergarten option is available only with administrative approval.

Early Dismissal: on early dismissal days (e.g., for faculty meetings), advance notice will be provided via text/email alerts, the school website and app, and the Sunday bulletin.

Staff Supervision & Arrival: teachers are present from **7:40am to 3:30pm**. Supervision of elementary students begins at **7:30am** in a designated area. Students arriving before 7:40am must go directly to this area. At **7:40a**m, students move to homerooms. Students arriving after 7:40am may go directly to their classrooms. **Do not drop off students before 7:30am or leave them after 3:25pm**, as supervision is not guaranteed outside these hours.

GRADES 7–12 CLASS SCHEDULE: there are **seven class periods daily**, plus **Mass/House/Seminar/Lunch time** and a **3-minute passing period**. The **first bell rings at 7:50am**.

- **BLUE Days:** Monday & Thursday
- **WHITE Days:** Tuesday, Wednesday, Friday

Additional Notes:

- JH — House meets on selected Tuesdays; optional House/Study Hall on Mondays and Thursdays.
- HS — Seminar is used for Study Hall or meetings on Monday, Wednesday, and Thursday

Period	BLUE Days (Mon/Thurs)	WHITE Days (Tues/Wed/Fri)
1st	7:55am – 8:48am	7:55am – 8:45am
2nd	8:51am – 9:44am	8:48am – 9:28am
3rd	9:47am – 10:40am	9:41am – 10:31am
4th	10:43am – 11:36am	10:34am – 11:24am
House/Seminar	11:39am – 12:03pm	11:27am – 12:05pm (Mass/JH House)
Lunch	12:03pm – 12:33pm	12:00pm – 12:30pm
5th	12:33pm – 1:25pm	12:30pm – 1:23pm
6th	1:28pm – 2:20pm	1:26pm – 2:19pm
7th	2:23pm – 3:15pm	2:22pm – 3:15pm

SOCIAL MEDIA POLICY

"Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." — Pope Francis, Message for the 48th World Communications Day, 2014

As members of the Panther Family, we are called to communicate in a way that is respectful, faith-filled, and supportive of one another. When concerns arise, they must be addressed directly and privately through appropriate school channels—not through public social media platforms.

Common Inappropriate Social Media Use: *(this list is not exhaustive)* parents and students may not use social media to:

- Criticize or make allegations against staff, students, or families
- Complain about school policies, events, athletics, or assignments
- Post defamatory or offensive content about any member of the school community
- Share images, videos, or content that reflect negatively on the school, staff, or families

Accountability: parents are expected to monitor their child(ren)'s social media use. When off-campus activity impacts the learning environment, it may becomes a school disciplinary issue. Inappropriate posts will result in a request for removal and a required meeting with administration and/or the pastor. Student consequences range from demerits to expulsion. Families may be dismissed from the school based on the severity of a parent's actions. The administration and pastor reserve the right to modify or expand this policy as needed.

When concerns arise, we ask that you communicate directly with those involved. For school-related issues, please begin by speaking with the teacher. If the matter is not resolved, contact the administration. If further attention is needed, the pastor may be involved. Our goal is to listen, collaborate, and work toward solutions that serve the best interests of the child(ren). We appreciate your cooperation in maintaining a school culture grounded in faith, responsibility, and mutual respect.

UNIFORMS / DRESS CODE

Purpose: the uniform policy supports a safe, orderly, and respectful learning environment. Standardized dress minimizes distractions and peer pressure, promotes discipline, and reinforces school identity. Compliance is essential to maintain consistency and focus on education.

Parental Responsibility: parental cooperation in enforcing proper dress is expected. Parents must check their child's attire before leaving home. Students violating the dress code will be reminded and asked to correct the issue immediately. Parents may be contacted to assist with compliance. Uniforms must be kept in good repair—no cutting, tearing, or altering for comfort. Worn or damaged items must be replaced. Exceptions require administrative approval.

Ordering Uniforms: new uniform ordering information are available at *OLLsmcschools.org*

Used Uniforms: are sold through St. Mary's Elementary used uniform shop by appointment. Please call or email the office to coordinate times. Donations may be left at school offices. All previously approved uniform items remain acceptable if in good condition, regardless of vendor.

Uniform Requirements

Shirts (K-12): Polo with logo (green or blue; long or short sleeve). Shirts must be tucked in. Plain white undershirts only, no markings.

Sweatshirts (optional): Navy Blue or Green with logo (crew or quarter-zip). Only approved sweatshirts allowed in class.

- **7-12: Hoodies are not allowed.**

Jumpers (Girls K-3): dark plaid pleated jumper, top-of-knee length. Shorts required underneath but must not show; no pants* underneath.

Skirts (Girls 4-6 and 7-12): top-of-knee length. Shorts required underneath but must not show; no pants* underneath.

- **4-6:** Dark plaid pleated skirts
- **7-12:** Light plaid pleated skirts

Pants and Shorts (year-round):

- True khaki color only
- No denim or cargo styles
- Materials limited to cotton, twill blend, or dri-fit
- No athleisure fabrics
- No drawstring waists or elastic ankles
- Standard pockets only
- Must not be excessively tight
- Plain with no embellishments, rivets, or logos
- Shorts length must be at the top of the knee
- **PE Attire (shorts) must be appropriate length**

Belts: black, brown, navy, or white; one solid color only. Must be worn with pants and shorts.

Socks: solid white, black, navy, or gray only. Required with all shoes.

***Tights/Leggings (Girls):** solid blue, white, black, or gray only. No patterns, glitter, cutouts, or multiple colors. Tights cover feet (no socks needed). Leggings require socks. No sweatpants, pajamas, or uniform pants under skirts or jumpers.

Shoes: no sandals or backless shoes.

- **PreK-6:** tennis shoes/sneakers required
- **7-12:** sturdy, comfortable shoes recommended; tennis shoes/sneakers required for P.E. or Strength & Conditioning classes. No Crocs, flip-flops, slides, etc.

Hair/Headwear: hairstyles must be neat and not draw undue attention. Shaved designs, patterns, and unnatural or extreme hair colors are not permitted. Bandanas and head scarves are not allowed as headwear.

- **Boys:** hair must be above eyebrows, off the collar, and ears visible. Must be clean-shaven; sideburns may not extend below the earlobe.
- **Girls:** no colored streaks or unnatural hair extensions.

Jewelry: is highly discouraged for safety and security reasons. No jewelry is allowed during P.E. or Strength & Conditioning classes and students are responsible for personal items removed for class.

Piercings: jewelry, studs, or spacers may not be worn in any piercings other than the ears. **Boys** are not permitted to wear any earrings or spacers. **Elementary girls (K-6)** may wear stud earrings only—no hoops or dangling earrings.

Other: Tattoos must be covered. No non-prescription fashion eyeglasses (K-6). Makeup and false nails prohibited (K-6). Girls 7-12 may wear light, tasteful makeup. Clothing advertising tobacco, drugs, alcohol, sexual content, or offensive material is prohibited. Co-curricular teams must wear administration approved attire on spirit days.

Dress Code for Non-Uniform Events (e.g., May Crowning, Dances, Prom): it is expected that all students attending a school-sponsored dance event will dress appropriately and in a manner consistent with our Catholic values. We count on parents and guardians to help support these

expectations. If there is any uncertainty about whether an outfit is appropriate, please seek approval in advance or consider an alternative. **Admittance to a dance is subject to attire. Parents will be called to bring a change of clothes or student will be asked to leave if not in compliance.**

Guidelines: St. Mary's Colgan Catholic Schools events should reflect the mission of our school and the teachings of the Catholic Church. One of our primary considerations is modesty, in accordance with Church teaching. Dress code expectations apply to all attendees, including current students and off-campus guests. Determining modesty can be challenging, especially when fashion trends conflict with traditional standards. The guidelines below can help avoid any issues.

Ladies:

- Necklines must be modest with no cleavage. Back and sides must not be cut below the navel.
- Skirts, dresses, and slits must be no shorter than five inches above the kneecap..
- No visible midriffs. Two-piece dresses allowed only if the gap between top and skirt is less than two inches
- The top/bodice must not have plunging necklines or cutouts, especially in the cleavage area. Any cutouts elsewhere on the bodice must be less than one inch in size and covered with netting or similar material.
- Dresses should not be excessively tight or flesh-colored giving the illusion of bare skin.
- Shoulders and back must be covered during Mass with a shawl.

Gentlemen:

- Pants must not be excessively tight.
- Clean-shaven and compliant with hair length/style policy.
- Prom attire: tuxedo, suit with tie/bow tie, or sport coat with slacks and tie.

WEATHER-RELATED DECISIONS

In cases of severe weather, the Administration has the authority to close the school. When the forecast predicts bad weather, the Administration closely monitors conditions and seeks input from:

- The National Weather Service
- USD 250
- Pittsburg State University
- The City of Pittsburg
- Administrators of neighboring school districts

The decision to close or delay school depends on whether it is safe for students to be transported and if staff can safely make it to work. The Administration aims to make a decision by 9:00pm the evening before or by 5:30am on the morning of the school day. However, there may be times when the decision will need to be made later.

If school remains open during severe weather, parents have the option to keep their child at home. Should you choose this option, please inform your child's school building.

Notification of Changes: if there is a change to regular school operations due to weather, the following methods will be used to notify staff and families:

- **Flocknote Alerts:** Families and staff will receive notifications via Flocknote text for any school closings, delays, or early dismissals. These notifications will be sent to the contact details on file. If you do not receive them, please verify your contact information with your child's school.
- **Social Media:** Updates will also be posted on the school's official social media pages as a secondary communication method. This includes X, Facebook, and Instagram.
- **School Website:** The notification will be posted on the school website (www.OLLsmcschools.org) as a pop-up message.
- **School App:** There will be a notification via the School App called *SME-SMC*, available in all app stores.
- **TV:** Local television stations will broadcast updates and post them on their websites.

Please be aware that if school operates as usual, no notification will be sent. Notifications are only provided if there is a change to the standard schedule.

Practices, Games, and Extracurricular Activities: when school is closed due to weather, all practices, games, and extracurricular activities are cancelled unless otherwise specified. This includes all after-school programs, team events, and club meetings. The administration/coaches will communicate any changes or exceptions to this policy directly to students, parents, and staff as needed.

When School is Open: ensure your child is dressed warmly to protect against wind and cold temperatures.

- Buses might be slightly delayed, so please be patient as we ensure each route is completed safely.
- You have the right to keep your child at home during inclement weather. If you decide to do so, please contact the school office to inform the school personnel.

EASTER TRIDUUM: **Athletics competitions, practices, and other school activities will not be scheduled on Holy Thursday, Good Friday, and Holy Saturday unless special circumstances *(i.e.: cooperative agreements participation with public school)* occurs and/or exception is granted by Principal.**

NEW RETREAT MAKE-UP POLICY: **At St. Mary's Colgan Catholic School, each grade participates in its own dedicated retreat — a cornerstone of our spiritual formation program and one of the most meaningful experiences of a student's time here. Woven into every retreat is an hour of Eucharistic Adoration, during which students spend quiet, intentional time in the presence of the Lord. Because both the retreat and the Adoration within it are so central to our program, we ask that families make every effort to ensure their student is present for their class retreat. When an absence is unavoidable, students are invited to complete one hour of Eucharistic Adoration at a parish adoration chapel or scheduled holy hour as a make-up opportunity. This is not meant as a burden, but as an invitation — a chance for the student to encounter the same spirit of prayer and presence that the retreat is designed to foster. Students must document their hour on the Student Adoration Hour Form, available on the school website or in the school office, and both the student and a parent must sign the completed form. Finished forms should be submitted to Mrs. Debbie Smith by the end of the semester in which the retreat was missed. Any questions about the make-up opportunity may be directed to the school office or the high school chaplain.**

Handbook & Policy Revisions

St. Mary's Colgan Catholic Schools reserves the right to modify, update, or amend any policies or procedures at any time in accordance with federal, state, diocesan, parish, or administrative directives. Every effort will be made to communicate any changes to staff, parents, and students. All updates will be reflected on the school website.

PANTHER FAMILY NIGHTS:

In an effort to reserve family time we have designated the following evenings as "Panther Family Nights." All practices must conclude by 5pm and no homework will be assigned on these nights.

2026: September 16, October 21, November 11, December 16
2027: January 20, February 10, March 10, April 14, May 12

St Mary's Colgan
CATHOLIC SCHOOLS

AUGUST 2026	
12-14	Retreat/Professional Development/Work Days
13	PD/Mandatory Parent Back to School Meetings
17	Professional Development/Work Days
18	**FIRST DAY OF SCHOOL**
SEPTEMBER 2026	
7	**No School**: Labor Day
14	**No School**: Professional Development
OCTOBER 2026	
7-8	Parent Teacher Conferences
9	**No School**: Teacher Comp Day
16	Early Dismissal: Grandparent's Day/End of Q1/Professional Development
NOVEMBER 2026	
16	**No School**: Professional Development
23-27	**No School**: Thanksgiving Break
DECEMBER 2026	
8	**No School**: Holy Day - Immaculate Conception
18	10:15am All School Mass/**11am Early Dismissal**/End of Q2/1st Semester/PD
21-31	**No School**: Christmas Break
JANUARY 2027	
1	**No School**: Holy Day - Holy Family/New Year's Day
4	**No School**: Teacher Work Day
5	**STUDENTS RETURN TO SCHOOL**
31-2/6	Catholic Schools Week
FEBRUARY 2027	
1/31-2/6	Catholic Schools Week
8	**No School**: Professional Development
10	Ash Wednesday - Lent Begins
15-16	**No School**: Regan Institute (for Faculty)
17-18	Parent Teacher Conferences by appointment
MARCH 2027	
15-19	**No School**: Spring Break
26	**No School**: Good Friday
29	**No School**: Easter Monday
APRIL 2027	
19	**No School**: Professional Development
MAY 2027	
3	May Crowning
15	**SMC High School Graduation**
20	6th grade Mass & Promotion
21	**LAST DAY OF SCHOOL**/10:15am All School Mass/**11am Early Dismissal**/PD

Last Updated: February 24, 2026 11:14 AM

Early Dismissal

Professional Development / Teacher Work Day

End of Quarter / Semester

No School

2026

Aug

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Sep

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2027

Jan

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29