



St. John's Catholic School

2025-26

Parent/Student Handbook

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FORWARD

The handbook is intended to serve as a guide for working toward a better realization of the aims of Saint John's Schools. It will provide the School Community with a common understanding of the philosophy, objectives and general regulations of the school.

These directions will promote and foster good will and cooperation by helping to assure consistent action and objective treatment in the various situations which may arise. It is our hope that our great Catholic heritage will greatly influence all of the lives we touch by our happy response to His grace and love.

ADMINISTRATION

THE BISHOP

S. D. 3010

The bishop is the chief representative of the teaching authority of the Church in the Diocese of Salina and is responsible for the teaching mission of the Catholic schools within the diocese. He shares this responsibility with the pastors who are the delegates for the bishop for the Catholic school within the parish. Aiding the bishop is the diocesan superintendent who is the bishop's delegate for all Catholic Schools within the Salina Diocese.

THE PASTOR

S. D. 3015/S. D. 3020

The pastor is the spiritual leader and is responsible for the religious education program, Sacrament preparation, worship experiences, and the total faith community. The pastor will work closely with the principal and meet with him/her on a regular basis. The pastor has the right of veto in all school matters whenever he believes it is necessary for him to exercise it.

THE SUPERINTENDENT OF SCHOOLS

S.D. 3025

The superintendent of schools is appointed and delegated by the bishop as the chief administrative officer of the Catholic schools within the diocese. Subject to the bishop and to the mandates of the Diocesan Council of Education, the superintendent is the director of the Office of Education and, as such, bears the responsibility for the general organization, administration, and supervision of all the Catholic schools within the diocese.

THE PRINCIPAL

S.D 3030/S. D. 3035/S. D. 3040

The principal is the administrative and educational leader. He/she is the executive officer of the school council and plans the monthly agenda in cooperation with the school council president. The principal has the responsibility of administering the educational program of the school, and is responsible for the selection and hiring of the teachers. The principal determines the direction of procedure for best operation and exemplifies to the best of his/her ability a strong spiritual leadership that bonds and unites all persons in the school community in the love and service of both God and neighbor.

THE FACULTY

The faculty holds Kansas teaching certificates and is dedicated to the instruction of the students under the policies set up by this educational institution. In the hiring process, teachers are considered not only for their academic and professional training, but also for the ability to promote excellence in the total religious education program. A first criterion is the Christian personality of one who relates well with other people, administration, teachers, students, and parents. There must be evidence of enthusiasm, creativity, and a willingness to go that extra mile---to labor and not count the cost.

THE SCHOOL COUNCIL

S.D. 3100

School Council is a **non-policy making council**, serving in an advisory capacity, with no authority to implement policies or make decision binding on the school without the approval of the pastor. The School Council serves as an advisory group to the bishop, pastor, diocesan superintendent and principal in ensuring the highest possible religious and academic education for the students attending Catholic school.

1. School Council members serve as collaborators with the pastor and the principal in the mission and ministry of the school.
2. The school Council assists the pastor and the principal in the consideration of general policy matters relating to the school.
3. The School Council seeks to support, strengthen and assure the future of the Catholic school it serves.
4. Administrative decisions and their implementation are the responsibility of the principal and the pastor. Such examples include, but are not limited to: establishing regulations and implementing them; screening, hiring and firing of personnel; dealing with problems pertaining to personnel and personnel performance. In some circumstances, the principal or the pastor may choose to seek the advice of the School Council in regards to these situations.

PHILOSOPHY OF OUR SCHOOL

We believe each student to be a sacred human person, guided through life by the inspiration of the Holy Spirit toward his ultimate goal of union with God.

Therefore, the purpose of our school is to provide students the opportunity to experience Christian community among themselves and with their family and the parish, so that they may live a fulfilled, Catholic Christian life.

We do all in our power to promote the intellectual, spiritual, emotional and physical well-being of our students.

We promote each student's spiritual life by well-planned liturgies, prayer, sacramental services and religious instruction. We also encourage our students to be active members of the parish through participation in parish liturgies, activities and service.

We strive to insure each child's emotional growth by recognizing the critical importance of his/her development as persons, and do all in our power to affirm the sacredness of each person's self-concept. We also work for the unity of the family and the mutual respect of each member.

We promote physical development by appropriate health and physical education programs.

We strive to develop in our students the skills necessary to become good citizens and valuable members of society, and attitudes of responsibility to oneself and others in the promotion of universal brotherhood and sisterhood-- the basis for authentic justice and enduring peace.

MISSION STATEMENT

St. John the Baptist Catholic Schools develop students who achieve academic excellence, live as productive, responsible citizens, and exhibit Christian values in the Catholic tradition.

OBJECTIVES

1. To include a program of religion designed to bring students to a knowledge and love of God, and to develop a deeper understanding of the teachings of the Church.
2. To create a learning climate suited to the needs of the individual in which positive self-image, personal uniqueness, and individual success are emphasized.
3. To provide a comprehensive, values-based curriculum designed to increase awareness of, interaction with, and sensitivity to the total environment.
4. To make learning an enjoyable, interesting and meaningful experience for each student by tailoring his/her learning program to his/her individual learning styles, experiences, and abilities.
5. To provide a program which emphasizes the students' mastery and utilization of fundamentals, basic skills, and processes, while allowing for individual differences.
6. To help each individual realize that he/she is God's special work of art, is always in His loving care, and is helped by Him to achieve his/her highest potential.
7. To create the understanding that each one is responsible for his/her actions and will be held accountable to God, society and to him/herself.

VISION STATEMENT

St. John the Baptist School continues to be a vital part of the community of Beloit, Kansas. St. John's endeavors to meet the emotional, intellectual, spiritual, and physical needs of our school community. St. John's strives for its students to become confident Christians who are educated in the Catholic faith and live an authentic Christian life to transform society.

It is the intent of St. John's School to maintain an intimate, family-centered setting that fosters a positive climate. We seek to continually promote a collaborative relationship with our stakeholders, parents, parish and community.

Through stewardship, education, social justice, leadership training, technology integration, community service projects, academics, music, drama, and athletic competitions, our commitment is to give students opportunities to make use of their various talents. We continually promote academic excellence through the use of reason and logic, up-to-date technology, and a challenging, diverse curriculum that will enable our students to serve as leaders and gain opportunities for success in our school, community and beyond.

ACCREDITATION

St. John's Schools are accredited by Cognia and the State of Kansas

ADMISSION

ENROLLMENT

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

No child, regardless of religious affiliation, whose parents desire to enroll him/her in any Catholic school in the Salina Diocese, which possesses capacity for additional enrollees, shall be denied admission to that school on the basis of race, color, or national origin.

Everyone seeking admission for enrollment requires the approval of the principal and the pastor.

New students wishing to enroll at St. John's Catholic School must first fill out an application form for admittance. Upon the approval of the application, the new students enrolling at St. John's Catholic Schools will be placed on a 30 day probation. At that time their probation will be reviewed to determine if they will be accepted as regular students at St. John's Catholic Schools.

Students entering the St. John's School for the first time must present the school with a copy of the child's birth certificate and social security number.

AGE

Any child, who will attain the age of (4) years on or before the first day of September of any school year, shall be eligible to enter preschool. Any child, who will attain the age of five (5) years on or before the first day of September of any school year, shall be eligible to enter kindergarten. Any child who will attain the age of (6) years on or before the first day of September of any school year shall be eligible to enter 1st grade.

Any child who as a resident of another state, completed a kindergarten course maintained by a public school district, or by an accredited private or parochial school, shall be eligible to enter first grade, regardless of age.

New Student Guidelines

School Visitation: Families interested in St. John's Catholic School are encouraged to schedule a school visit. This visit will allow the family to see St. John's in action, meet faculty, staff and administration. Pending a grade level placement by administration for the incoming student (s) a specific classroom visit will not be granted, but a general building walk through would be permitted. Tuesdays or Thursdays are preferred visitation days in order to join our family for Mass and experience one of two daily Mass times each week. To schedule a visit please email or call Stacy Perez at the middle/high school: sperez@gostj.com (785)-738-2942; or Kaleigh Payton at the grade school: kpayton@gostj.com (785) 738-3941.

New Students: New students entering St. John's Catholic Schools will be placed on a 4-9 week probationary period. During such time, the student will be evaluated by teacher(s) and administration. Following the evaluation period, the St. John's administration will determine the best placement for the student; remain in current grade, change grade level, or if the school lacks resources to educate the child, the student will be dismissed from St. John's Catholic Schools.

Grade Placement: Grade placement for incoming students will be determined based upon multiple factors and the final decision will be made by St. John's administration. Math and reading placement tests will be required in order to ensure proper placement of the student(s).

Students Absent From School: Students absent from school for such events that are scheduled in advance are required to complete all homework prior to their return to school.

Immunizations: Incoming student(s) will be required to be in compliance or in the process of becoming compliant with the Salina Diocesan Immunization Policy in order to be considered for acceptance and enroll into St. John's Catholic School.

New Student Orientation: New Student Orientation will be offered at the beginning of each school year for new students to meet other new students, faculty, and staff, and to become more familiar with our buildings.

Parent Orientation: Parent Orientation is held on a week night the first full week of school. This night is designed for the parents to meet the teachers and learn all about the upcoming year and the expectations set by each classroom teacher. The specific date will be available at enrollment.

HEALTH INFORMATION

S. D. 5020

A parent/guardian of any child entering St. John's Catholic School must provide accurate health information to the school nurse and/or principal in order to ensure that each student is cared for in the healthiest way possible. This may include information related to immunization, physical assessments, health history, chronic illness, individual health plans. Per the school nurse or principal, some information is required to be updated annually prior to enrollment. The parent/guardian of a student at St. John's Catholic School agrees to allow the school nurse and/or principal to share pertinent health information with staff members who work with their student/s.

Medical/Health Accommodations

St. John's Catholic School recognizes that some students have medical or health conditions that require accommodations during the school day. It is the parents responsibility to inform the school of any changes to their child's health. In consultation with parents, any IEP, 504, health plan or student's family doctor, St. John's will attempt to meet necessary accommodations for a student. Due to the size of St. John's School, finances and staffing, some accommodations may not be possible. The Principal and School Nurse will determine what accommodations St. John's Catholic School will be able to provide. After meeting with Principal and/or School Nurse regarding accommodations, parents need to consult with their family doctor to determine if their child's health needs would be met at St. John's.

Medical Conditions and Emergencies

St. John's Catholic School Staff does their best to keep all students healthy during the school day. St. John's School paid and voluntary staff are trained to handle very limited medical conditions or emergencies. There is not a staff member with medical training (school nurse, EMT) in the building the entire school day. By sending their child to St. John's Catholic School, parents acknowledge that medical conditions and emergencies may arise and that the school will call 911, if necessary. Parents release from liability St. John's Catholic School, its paid and voluntary staff related to any medical condition or medical emergency.

Allergen Information

St. John's Catholic School does not guarantee that any of the facilities are free of any allergens.

IMMUNIZATIONS

Any child entering St. John's Catholic School for the first time, prior to enrollment, shall be required to present to the school nurse and/or principal certification that he/she has received or is in the process of receiving, immunizations against : (1) Diphtheria; (2) hepatitis A; (3) hepatitis B; (4) measles (rubeola); (5) meningitis; (6) mumps; (7) pertussis (whooping cough); (8) poliomyelitis; (9) rubella (German measles); (10) tetanus; (11) varicella (chickenpox); and (12) meningitis by such means of immunizations as are approved by the Kansas State Board of Health (per Kansas State Statute K.S.A. 72-6261 & K.A.R. 28-1-20).

Students going into kindergarten, seventh, and eleventh grades have additional immunization requirements which must be completed prior to enrollment.

IMMUNIZATION MEDICAL EXEMPTION

A parent/guardian seeking a medical exemption must obtain a signed letter/form from a medical doctor, each school year. This letter/form must be on file prior to enrollment (per K.S.A. 72-6262).

IMMUNIZATION RELIGIOUS EXEMPTION

Prior to enrollment the first time, a parent/guardian seeking a religious exemption must meet with the Pastor of St. John's Catholic School and sign the Salina Diocese Immunization Exemption. This form must be on file prior to enrollment (per K.S.A. 72-6262).

By utilizing an alternative to the above immunization requirements, the parents agree to allow St. John's Catholic School to exclude the non-immunized student from classes in the event a disease for which immunization has been declined is present in St. John's Catholic School and waives the right to privacy of student and medical records which occurs as a result of the removal of non-immunized student from classes.

By enrolling in St. John's Catholic School, a parent/guardian gives consent for information about their student's immunizations to be released to the Kansas Immunization Program for the purpose of assessment and reporting.

ILLNESS POLICY

Students will be excluded from school the following reasons:

1. The illness is preventing the student from participating in activities or requires greater care than our school staff can provide.
2. The student appears to be severely ill (with or without fever: a severe cold with yellow-green nasal discharge, excessive coughing, swollen glands, abdominal pain, or skin rash)
3. The student has a fever at or above 100.0. The student may return to school when fever free for 24 hours without the use of medications that help reduce fevers (ibuprofen, acetaminophen, aspirin).
4. Diarrhea- 2 or more loose stools. May return when diarrhea free for 24 hours.
5. Vomiting/Nausea- May return when free of vomiting for 24 hours
6. Skin lesions (ringworm, scabies, impetigo, skin weeping/oozing)- until under medical treatment- please consult school nurse for length of time
7. Infected eyes with discharge- may return 24 hours after treatment has started by a licensed health care provider
8. Streptococcal infection- strep throat or any streptococcal infection- must be on treatment for 24 hours

These guidelines apply to all school related activities outside the school day. Students who have been sent home from school will not be allowed to return to school that school day. These guidelines will be used by all school staff when determining if a child should be attending school. Any questions regarding specific situations or communicable diseases should be directed to the school nurse or principal.

SCHOOL MEDICATION POLICY

1. A student is eligible to take medication at school if it is to be given at a specific time of day during regular school hours or if it is to be given more than three times a day. Unnecessary medication administration at school is strongly discouraged. No administration of narcotic pain medications is allowed.
2. Health form "Authorization for medication/procedure to be administered at school/field trip" must be filled out by the parent/legal guardian **and** a person licensed to practice medicine or dentistry in the State of Kansas or other competent jurisdiction prior to the administration of all prescription medications in the school setting. The physician order must be updated at the beginning of each school year and dated not prior to May 1 of the previous school year. The form can be obtained through the school office.
 - a. Parent/guardian are responsible for:
 - i. Verbalizing request for medication administration to school nurse
 - ii. Obtaining medical or dental order
 - iii. Supplying medication in the original container
 - iv. Authorizing school health services personnel to exchange information with the attending health care provider and personnel from the dispensing pharmacy.
 - b. The school nurse is responsible for:
 - i. Keeping medications locked in designated cabinet and/or small locked container for refrigeration.
 - ii. Counting all regulated medications when received and verifying with at least one other adult (parent/legal guardian or school employee).
 - iii. Initiating a medication order,
 - iv. Instructing unlicensed school personnel who have been identified as necessary to implement the administration plan and document training and supervision according to the delegation regulations of the Kansas State Board of Nursing.

- v. Observing students for desired and potential effects.
 - vi. Completion of required medication documentation.
 - vii. Providing necessary feedback to parent/legal guardian and physician.
- c. Termination
 - i. Short-term medication: The medication plan will be terminated when all medication supplied by the lawful custodian has been administered.
 - ii. Long-term medication/PRN (as needed): During the school year the termination of a medication plan by the parent/legal guardian, prescribing physician, or school must be by written or verbal notice. On July 31, all medication orders will terminate.
- 3. Asthma
 - a. Any student with a diagnosis of asthma must have a “Kansas Asthma Action Plan” form completed by parent and health care provider and provided to the school prior to enrollment.
- 4. Self-Carry & Self-Administration:
 - a. The self-administration of medicine for the treatment of anaphylactic reactions or asthma is allowed for students in grades 6-12. To be eligible, a student shall meet all requirements of this policy. Parent/legal guardian shall submit a written statement from the student’s healthcare provider stating:
 - i. The name and purpose of the medication;
 - ii. The prescribed dosage;
 - iii. The conditions under which the medication is to be self-administered;
 - iv. Any additional special circumstances under which the medication is to be administered; and
 - v. The length of time for which the medication is prescribed.
 - b. The statement shall also show the student has been instructed on self-administration of the medication and is authorized to do so in school.
 - c. The student will demonstrate to the school nurse that they are competent in self-administering the medications.
 - d. An annual renewal of parent/legal guardian authorization and release of liability for the self-administration of medication is required
 - e. The school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agree to release, indemnify and hold the school and its officers, employees and agents, harmless from and against any claims relating to the self-administration of such medication. (Kansas State Statute 72-6282)
 - f. Students who self-carry medications are responsible for remembering their medications. Students who self-carry and self-administer medications for anaphylaxis must carry that medication/s with them at all times. Students who self-carry and self-administer medications for asthma will not be allowed to participate in recess, PE or sports unless the medication is present.
- 5. Over the Counter Medications
 - a. A student is eligible to take over the counter medications at school if the parent/guardian has completed health form “Over the Counter Medication Permission Form”.
 - b. The parent/guardian must provide the medication to the school.
- 6. School Stock of Medications
 - a. The elementary and high school offices will stock tablet forms of acetaminophen, ibuprofen, cough drops, Triple Antibiotic Ointment (minor cuts and scrapes only) and Hydrocortisone 1% (anti-itch for bug bites, minor rash areas)
 - b. Parent/legal guardian will provide annual written permission on school provided forms for the school nurse or trained school personnel to administer the medication.
 - c. Contact with the parent/legal guardian will be attempted by the school nurse or trained school personnel prior to each administration of the over-the-counter medication to ensure continuity of care for the student before and after school.

Cardiac Emergency Response Plan (CERP)

Kansas State Statute 72-6288 requires schools to adopt comprehensive cardiac emergency response plans (CERP). A copy of the St. John’s Catholic Schools CERP plan is available in the school nurse’s office and with each building’s emergency response plan. Per Kansas State Statute, the plan will be reviewed annually before the beginning of each school year.

Epinephrine

In accordance with K.S.A. 72-6283 and K.S.A. 65-287b, it is the policy of St. John's Catholic Schools to aid any student or school staff member exhibiting signs and symptoms of a life-threatening allergic reaction (anaphylaxis). A copy of the Epinephrine policy and protocol is available in the School Nurse's Office.

Naloxone (Narcan)

In accordance with K.S.A. 65-16,127 and K.A.R. 68-7-23, it is the policy of St. John's Catholic Schools to aid any person who may be suffering from an opioid overdose. A copy of the Naloxone policy and protocol is available in the School Nurse's Office.

Albuterol

In accordance with K.S.A. 72-6283 and K.S.A. 65-287b, it is the policy of St. John's Catholic Schools to aid any student or school staff member exhibiting signs and symptoms of respiratory distress. A copy of the Albuterol policy and protocol is available in the School Nurse's Office.

TEXTBOOKS

Textbooks are rented from the school and must be kept clean and returned at the end of the school year without damage or writing. In case of loss or extreme damage, the parents will be assessed the complete cost of replacement.

TUITION

St. John's Catholic School tuition for Catholic families is \$3100 for the 1st child, \$2100 for the 2nd child, \$1600 for the 3rd child, \$1100 for the 4th child, and \$500 for each additional child. Tuition for Pre-K is \$900. In addition to tuition, each Catholic family is required to complete an Annual Commitment to Stewardship and Tithing Form.

Catholic Families who chose to not complete an Annual Commitment to Stewardship and Tithing Form or choose not to tithe for any reason, must choose one of the following options:

- | | |
|-----------|---|
| Option #1 | Pay tuition as follows: |
| | 1 st Child \$5500 |
| | 2 nd Child \$4500 |
| | *Each Additional Child \$500 |
| Option #2 | Meet with the Priest to discuss reasons and plan for how they will give to the parish and school via time and talent. |

Non-Catholic families will pay the following tuition:

- | | |
|------------------------|--------|
| 1 st Child | \$5500 |
| 2 nd Child | \$4500 |
| *Each Additional Child | \$500 |

Non-Catholic families attending St. John's as of the 2023-2024 school year, will be grandfathered in from the tuition rates stated above. They will be subject to the same tuition rates as Catholic families, and will be asked to utilize the Tithing Table to give extra towards tuition in lieu of tithing. If they are unable to give extra towards tuition, they must meet with the Priest to discuss reasons and plan for how they will give to the parish and school via time and talent.

Tuition Payment Options:

- | | |
|------------|--|
| Option #1: | Full Payment: at the time of enrollment. |
| Option #2: | Two Equal Payments: the first half due at enrollment and second half due on January 1st. |
| Option #3: | 10 Monthly Payments: the first payment due at enrollment and the other nine payments automatically drawn on the 5 th of each month September – May. |

Families are required to complete payment of all outstanding tuition prior to enrolling in the following school year.

Payments are due in the office of the school the child attends. In the event a family has children in both schools, either school is acceptable.

Tuition: It is the responsibility of the student's custodial parent (the parent with whom the child resides with for the majority of the time) to ensure payment is made in full to St. John's at the time it is due. Example: if the custodial parent selects two equal payments, the first payment is due at the time of enrollment and the second payment is due on or before January 5 of the school term. St. John's Catholic School will not be involved in the collection of payments made by non-custodial parents or other individuals within the family.

This policy is binding upon all representatives and employees of the school.

ATTENDANCE

UNEXCUSED ABSENCES

Truancy can generally be defined as missing any class or school day without the prior knowledge of the student's parents. Truancy for a school day or significant part of the day, (significant part of the day is defined as a part of one or more periods), leaving school when school is in session without permission, and absences from a regularly assigned class without permission will result in the following:

1. Parents will be notified and the student will be subject to disciplinary action which may include suspension.
2. Time missed will double. The student must then make up all time recorded as unexcused.
3. A student will not be given credit for daily work or quizzes missed because of the unexcused absence. Students suspended because of an unexcused absence will not be given credit for daily work or quizzes missed because of suspension. However, arrangements will usually be made and credit given for major project deadlines or test missed because of a suspension for unexcused absence (e.g. term paper, nine weeks test, semester exam).

EXCUSED ABSENCES

The school council, administrator and teachers of St. John's Catholic School feel that school attendance is very important. It is our desire that parents use good judgment when excusing their children from school. Excused absences would include immediate family matters, illness, appointments, and approved activities.

Teachers will provide assistance and available make-up work to students with excused absences. Excused absences become excessive after nine (9) days per semester. Days may be scheduled for school-sponsored activities. Un-sponsored class events will be treated as unexcused absences, unless they have been approved by administration.

Tests given during an absence that is not school related may be made up before or after school at the discretion of the teacher and principal.

ABSENCE LETTERS

A student is required to be in class a minimum of 90 percent of the time or have no more than nine (9) absences during a semester. Exceptions may be made by the building administrators only for school missed as a result of school activities, hospitalization, by order of a physician, or a confirmed communicable disease. Upon reaching the following limits during a semester, parents will be notified as follows:

- Upon the 5th absence—advisory letter will be sent.
- Upon the 7th absence—a warning letter will be sent requesting a parental conference.
- Upon the 9th absence—a final warning letter will be sent notifying the parents of the consequences.

CONSEQUENCES

When a student reaches a 10th absence, he or she will make up the time missed for that absence and any subsequent absences. The time will be made up before or after school, or on Saturday (depending on the amount of time that needs to be made up). The time and day for this make-up time will be at the principal's discretion.

TARDIES

1. Students tardy to school shall report to the office for an admit slip.
2. Tardies of this category shall be treated as absences, i.e. the parent or guardian is expected to notify the office by phone or in person the day of the tardy.
3. If the office is not notified by 10:00 a.m. the day of the tardy, the reason for tardiness is deemed unacceptable by the principal. The tardiness will be recorded as unexcused.
4. Tardies become excessive after accumulating nine (9) per semester. When a student reaches a 10th tardy in a semester, he or she will be charged with an absence.

TRUANCY

S. D. 5080/LOCAL

A truant is one who:

1. Leaves home to attend, but does not report to school.
2. Without permission, leaves school premises during school hours or misses classes.

The school's policy regarding truancy:

1. The parents will be notified.
2. The child will not be readmitted in the classroom without the principal's permission.

Any student who is less than 16 years old and has three or more successive days of unexcused absences, or who has five or more unexcused absences in any semester, shall be reported to SRS in compliance with state law.

Any student who is 16 years of age or older may be expelled if he/she has three or more consecutive days of unexcused absences, or accumulates more than five unexcused absences in any semester.

MASS ATTENDANCE

All students are required to attend biweekly Mass as scheduled for the grade school. The students will prepare the liturgy during their religion classes. Mass is considered part of the school day.

SCHOOL DAY

The school day officially begins at 7:55 a.m. and ends at 3:10 p.m. Students should not arrive at school before 7:45 a.m. During inclement weather, students may enter the building and sit quietly in the hall. They may do homework, read, or visit quietly until classes begin. The school will not be responsible for accidents that happen to students before and after school since there will not be teacher supervision. Students are to be picked up or LEAVE THE PREMISES by 3:30 unless they are participating in activities. Students in activities should leave within 15 minutes after the sponsor or coach dismisses them. Grade school students are not to go over to the high school OR LINGER ON THE PLAYGROUND. The playground will be closed for students until 3:45p.m.

ELEMENTARY STUDENTS DROP OFF/PICK UP

Students arriving for the school day should be dropped off at the west doors of the elementary school. After 8:30 am the parking lot will be closed. Students should be picked up from school at the following locations: North parking stalls of the elementary school, south side of playground along the street, or church parking lot.

SAFETY PROCEDURE FOR ARRIVAL AND DISMISSAL

GS/LOCAL

Please wait for the children at the south curb on the north side of school or the north curb south of the playground. When dropping off students or picking them up please don't have them cross the street. We ask that you do not have your children enter the car and get out of the car in the middle of the street. For protection, instill in your children the need for crossing the street at the crosswalk if they are walking. Bicycles should be walked across all streets and use the crosswalks where available. The City has installed caution lights on both the East and the West sides of the school on Main Street.

PARKING

MSHS/LOCAL

Students' cars are to be parked in the parking lot or on South Street from the opening of school until the closing of the school day. Parking on Cherry and Court Streets will be reserved for faculty and visitors. Please leave the area immediately in front of the South door open (fire regulation).

TRANSFERS

Any student who transfers to St. John's Catholic School should present a report card or official school records from the former school, if possible, and also the name and address of that school.

WITHDRAWALS

A written notice should be sent to the office prior to the day of withdrawal from St. John's Schools.

VISITATIONS

Although we do not encourage students to bring visitors to school for a day, visitation by prospective students is always welcomed. To avoid possible disruption, and provide notice for classroom teachers, students must obtain permission from the administration 24 hours in advance of the visit. The student must obtain a visitor's requisition from the office, fill it out and return it to the office the day prior to the visit. The visitor's name, date of the visit, school presently attending, parents home phone number and reason for the visit will be required on the requisition form.

SCHOLASTIC INFORMATION

REPORT CARDS

Report cards are issued four (4) times a year. Mid-term reports are available on Powerschool. Warning is given in sufficient time, to a student who is not doing satisfactory work, in order that he/she may improve his/her work and avoid failure. A student in doubt should consult the teacher in time.

GRADING SYSTEM

LOCAL

St. John's will use a percentage grade converted to a letter grade that will be standard for all academic subjects in all grades. We will use the following table to convert percentage grades to letter grades:

A	96-100	4.0	C	78-83	2.0
A-	94-95	4.0	C-	76-77	2.0
B+	92-93	3.333	D+	74-75	1.333
B	88-91	3.0	D	72-73	1.0
B-	86-87	3.0	D-	70-71	1.0
C+	84-85	2.333	F	69 or below	0.0

HONOR ROLL

MSHS/LOCAL

To attain the 1st honor roll a cumulative average of 93.5 to 100 is necessary. To attain the 2nd honor roll an 88 to 93.4 cumulative average is necessary.

PARENT-TEACHER CONFERENCES

Parents are invited to parent-teacher conferences twice a year. Notice will be sent out. Parents wishing to see a teacher outside of this conference are encouraged to do so. Teachers are always ready to speak to parents concerning the progress of students. An appointment should be made with the teacher prior to any meeting. Please be aware that teachers cannot visit with parents if they are scheduled to be in class.

ACADEMIC REQUIREMENTS

MSHS/S. D. 6020/LOCAL

To earn a diploma from St. John's Catholic High School, a student must have earned 25 units of credit. A student passing a subject will receive 1/2 credit per semester. Students must pass both semesters to receive one full unit of credit. If they fail a semester, that semester must be taken again if a full unit is required for graduation. Students not meeting the requirements for graduation will not be allowed to participate in the graduation ceremonies.

Religion	4 Units of Credit *
English	4 Units of Credit
Science	3 Units of Credit
STEM Elective	1 Unit of Credit **Class of 2028 & Beyond
Mathematics	3 Units of Credit
History & Government	3 Units of Credit
Computer Applications	1 Unit of Credit
Financial Literacy	1 Unit of Credit **Class of 2028 & Beyond

Physical Education	1 Unit of Credit
Foreign Language	1 Unit of Credit
Fine Arts	1 Unit of Credit
Elective Courses	<u>4 Units of Credit</u> **2 Units of Electives – Class of 2028 & Beyond
	25 Total Credits

*All students will take Religion and attend a retreat each year of attendance. Elective religion courses are highly recommended and credit will be given for that course. Transfer students must have 1 unit of Religion for each year in attendance at St. John's.

**Beginning with the Class of 2028, all students will be required to have one (1) credit of Financial Literacy and one (1) STEM elective, in addition to the Math and Science Requirements. STEM electives could include, but not limited to one of the following: computer science, advanced math or science, advanced career and technical education (CTE), agricultures, etc. In addition to these 2 credit requirements, students are required to take 2 elective courses of their choice.

KANSAS REGENTS ADMISSION REQUIREMENTS

Each Kansas resident who has graduated from an accredited Kansas high school and who is seeking admission to a state educational institution shall be admitted if the applicant for admission has achieved at least one of the following:

- The applicant has completed the pre-college curriculum prescribed by the board of regents with a minimum grade point average of 2.0 on a 4.0 scale or has been recognized by the board of regents as having attained a functionally equivalent level of education; or
- the applicant has a composite American College Testing (ACT) score of not less than 21 points; or
- the applicant ranks in the top one-third of the applicant's high school class upon completion of seven or eight semesters.

KANSAS REGENTS QUALIFIED ADMISSIONS CURRICULUM

English	4 units	One unit taken each year of high school. One-half unit may be speech.
Natural Science	3 units	Chosen from Biology, Advanced Biology, Earth/Space Science, Chemistry, Physics, Principles of technology, or Physical science** At least one must be from Chemistry or Physics.)
Math	3 units	Algebra I, Geometry, Algebra II, Any course with Algebra II as a prerequisite, <u>AND</u> meet the ACT/SAT college readiness math benchmark (22+ACT/540+SAT on math section. <u>OR</u> Complete four units, with one unit taken in the graduation year. Three units selected from the following: Algebra I, Geometry, Algebra II, Any course with Algebra II as a prerequisite. The fourth unit may be prescribed by the school district and must be designed to prepare students for college
Social Science	3 units	Students must complete 1 unit of U.S. History and ½ unit of U.S. Government. Another ½ unit can be selected from World History, World Geography, or International Relations. The final unit can be selected from Psychology, Economics, Civics, History, Current Social Issues, Sociology, Anthropology, or Race & Ethnic Group Relations.
Electives	3 units	English, Math, Natural Science, Social Science, Fine arts, Computer/information systems, Foreign languages, Personal finance, Speech, debate, forensics, Journalism, Career and technical education

KANSAS SCHOLARS CURRICULUM

English	4 units	(See Qualified Admissions Curriculum - The requirements are the same)
Natural Science	3 units	Students applying for a state-sponsored scholarship must take Biology, Chemistry, and Physics. Students are strongly encouraged to take a fourth year of science.
Social Science	3 units	(See Qualified Admissions Curriculum - The requirements are the same)
Math	4 units	from Qualified Admissions Curriculum plus 1 additional unit from Analytic Geometry, Trigonometry, Advanced Algebra, Probability & Statistics, Functions, or Calculus.
Foreign Language	2 units	Students are required to complete two years of one foreign language.

HONOR SOCIETY REQUIREMENTS

- Minimum of a 3.5 cumulative grade point average.
- Achieve an 85% or above on a Standardized test.
- Maintain high academic standards with intention to complete the Kansas Scholars Curriculum.
- Maintain the highest standards of character and leadership.
- Participate in service activities.

VALEDICTORIAN & SALUTATORIAN

MSHS/LOCAL

VALEDICTORIAN

The Valedictorian of the graduating class will be the student who is the “top” of the class following the review of the criteria below:

- ❖ Overall cumulative GPA
- ❖ ACT/SAT composite score
- ❖ Strength of schedule (Kansas Regent curriculum versus Kansas Scholars curriculum)
- ❖ Must attend full time at St. John’s Catholic High School for at least 2 years (one year being the senior year)
- ❖ Attendance

SALUTATORIAN

The Salutatorian of the graduating class will be the second highest student following the review of the same criteria as the Valedictorian.

TRANSFERRING STUDENTS (To Be Qualified For Valedictorian and Salutatorian Awards):

Students transferring to St. John’s Catholic High School from other school districts:

- ❖ Must attend full time at St. John’s Catholic High School for at least 2 years (one year being the senior year)
- ❖ Must be in good standing in academics as well as citizenship
- ❖ Their GPA will be converted to meet the standards of St. John’s Catholic High School’s grading scale
- ❖ Minimum cumulative GPA=3.50
- ❖ Attendance Record

ACADEMIC ELIGIBILITY FOR ACTIVITIES

KSHSAA/LOCAL

All students are to be passing all the subjects they are taking. On Monday of each week, teachers are to turn grades into the office for those students not passing a particular subject or having a grade close to failing. The principal or athletic director will write a letter to the parents to inform them of the student's failing or near-failing grade(s) which may result in the student’s ineligibility. On Monday of the first week of ineligibility, the teacher will inform the student and will make every reasonable attempt to inform the student's parents of the student's failing grade. Students not passing will not be able to practice that week or until they become eligible. **Students with a failing grade will not be allowed to participate in activities that occur after the last day of school.**

DROP/ADD POLICY

HS/LOCAL

St. John’s discourages dropping and adding of classes once the Fall enrollment has been completed. Students, parents and teachers should have determined the best course of study prior to enrolling. Students who enroll in a full-year course must remain for the entire year, unless approved by the principal.

First Semester - All schedule changes must be completed by the **third day of the first semester.**

Second Semester - All schedule changes must be completed **before the third day of the 2nd semester.** The student must obtain and complete a drop/add form. The form must be signed by all teachers involved, the parents and the principal.

COLLEGE INFORMATION

REQUIREMENTS FOR ON-LINE COLLEGE COURSES HS/LOCAL

1. Sophomores, juniors, and seniors are eligible to take on-line college courses if their schedule allows.
2. College classes taken outside the school day will not be eligible for High School credit.
3. All students will be required to agree that the school's Counselor and the college class monitor may consult with the instructor of the class on the progress the student is making with his/her class(es).
4. All students will be required to work on their course during the assigned class time at the school.
5. All students and parents will sign an on-line course agreement.
6. Students will be responsible for tuition fees to be paid directly to the college.

If the parents and student cannot agree to the preceding terms, they will not be allowed to take on-line courses at St. John's as a part of their curriculum.

BELOIT HIGH SCHOOL & FHTNC ATTENDANCE HS/LOCAL

Students may enroll in classes or courses at Beloit High School and/or FHTNC during the school day as their schedule permits under the following guidelines:

1. Student must be at least a junior in high school.
2. Student will provide their own transportation directly to their destination and return immediately following class.
3. Failure to return to St. John's in time for classes or excessive absences will result in the privilege of attending BHS or FHTNC being revoked and the student not receiving credit.
4. All school rules are in force and compliment any class procedures offered by BHS or FHTNC.
5. It will be the responsibility of the student to notify the appropriate school if they are going to miss class because of an educational activity such as a field trip.
6. Approval by administration.

If the parents and student cannot agree to the preceding terms seniors will not be allowed to take on-line courses at St. John's as a part of their curriculum.

COLLEGE INFORMATION

Throughout the year, colleges, universities and other post-secondary schools visit St. John's. These visits will occur during the school day.

COLLEGE ADMISSIONS-NATIONAL TESTING DATES

Registration packets are available in the counselor's office. Forms are completed and mailed to the test registration center by the student. The high school ACT code is 170-265.

SENIOR/JUNIOR COLLEGE DAYS HS/LOCAL

Seniors or juniors planning on attending college will have two (2) days off to visit a campus of their choice. Forms for visiting and making plans can be picked up and worked out with the counselor. **Forms must be completed and turned into the office one week before the scheduled visit.**

COUNSELING MSHS/LOCAL

The school counselor will assist students with career choices, college choices, scholarship applications, course selections, and to help with personal problems that arise during the day.

HOMWORK POLICY

Rationale:

Homework helps build a child's self-discipline and personal responsibility. It is an important part of our educational program and should be assigned on a regular basis as it does improve grade point averages. Homework reinforces knowledge presented, introduces new knowledge and allows for practical application of learning.

Purpose:

- Completion: any work assigned following instruction that is begun in class and completed at home (helps students to keep up to date with the instructional program)
- Practice: any work that reviews and reinforces skills and concepts learned in class (helps students to develop newly acquired skills and consolidate new concepts)
- Preparation: any work that explores learning in new contexts or integrates/expands on classroom learning (requires students to gather information or artifacts in preparation for learning or requires students to prepare for tests, presentations and performances, etc.
- Extension/Projects/Major Assignments: any work that explores in new contexts or integrates /expands classroom learning (encourages students to problem solve, think creatively and think critically)

Homework Task:

Homework activities may include:

- Studying for tests (study guides)
- Read and outline information
- Math practice
- Concept review pages (worksheets, vocabulary)
- Projects (power points, presentations)
- Reading (character analysis)
- Memorization
- Research (term papers, debate topics)
- Newspaper events

Recommended Time:

Homework Guideline	
Grade	Appropriate Homework Time
1	10-20 minutes
2	20-30 minutes
3	30-40 minutes
4	40-50 minutes
5	50-60 minutes
6-8	45-90 minutes
9-12	60-120 minutes

**Remember that
nightly reading
15-20 minutes is
above and beyond
the recommended
amount of
homework for
students.**

*Actual time required to complete assignments will vary with each student's study habits, academic skill, and selected course load. Student's workload may at times be more demanding than these guidelines, depending on the types of courses in which students are enrolled.

Evaluation:

Punctuality: Students are expected to turn in work on time. The teacher is expected to turn back work with appropriate feedback (written or verbal) in a timely manner.

Major projects:

Students will be informed of the expectations and evaluation criteria should accompany the assignments.

Work is expected to be:

- Neat
- Thorough/complete
- Grammatically correct

*If homework is missing or unsatisfactory there will be penalties and parents will be contacted (see teacher's homework policy).

Absenteeism:

If a student is absent on the day homework is due, the student should hand it in on his/her return to school. Where it has not been possible for a student to complete the homework, due to illness for instance, this should be communicated in writing to the teacher setting the homework. Arrangements will be made for student to complete the work. The amount of time for the completion will be at the discretion of the teacher.

In the event of an absence, students are responsible for getting work that they may have missed. After returning from the absence, students need to make the necessary arrangements for the completion of all assignments. The amount of time for the completion will be based on the amount of days absent. Example: 2 days absent = 2 days to make up work.

Teacher Responsibilities:

- Communicate clearly and regularly with students and parents regarding homework expectations as appropriate.
- Assist students, as age appropriate, in maintaining the organizational skills needed to record and complete homework, example: The use of agenda/planner.
- Ensure that all assignments have a specific instructional purpose and that they are related to the classroom activities and objectives, etc.
- Inform parents when homework is not being completed.
- Provide positive, useful, and appropriate feedback on completion of homework.
- Accommodations to the length and type of homework assignments, as well as to the methods used to complete homework assignment are to be made for exceptional students.
- Record student assignments on Power School by Monday morning of each week. (If there is no school on Monday, then Tuesday will be the deadline.)
- Homework will be returned to students in a timely manner.
- Middle and High School will coordinate homework and projects
- Homework is never to be used as punishment.

Student Responsibilities:

- Be aware of all work that is to be completed for homework.
- If necessary, record homework correctly in your agenda/planner.
- Complete all homework with care giving careful attention to quality.
- Complete all homework on time. Students should apply time management skills when planning for the completion of short term and long term assignments and in studying for test.
- Ask for assistance as needed.
- Ensure that all materials to complete homework are assembled before leaving school.
- Make reviewing material a daily homework routine.
- Alert the teacher and parents to any problems they have experienced which has meant that they have not been able to complete homework in a satisfactory way.

Parent Responsibilities:

- Parents need to provide the following for their child:
 - A quiet area
 - Eliminate as many distractions as possible
 - Sufficient work space
 - Sufficient tools and materials needed to complete the homework
- Make it clear to your child that you value homework opportunities and support the school by explaining how it can help their learning.
- Parents need to encourage students to be independent learners by supervising the completion of homework with minimal but appropriate input where needed.
- Parents should contact the teacher if there are any concerns about the homework or the amount of homework.
- Praise your child for working hard and successfully completing homework.

St. John's Catholic High School Chromebook Agreement

St. John's Catholic High School believes in the importance of technology in the educational system. The 1:1 Chromebook agreement with students is a critical piece that will ensure that the students of St. John's Catholic High School will have the opportunity to further advance their education.

Internet Filtering

Chromebooks are filtered through Secure School while they are on campus. Chromebooks have **NO** filtering device once they leave campus.

Agreement

One Chromebook, charger, and case will be checked out to each high school student. The equipment will remain the property of St. John's and the agreement can be revoked for inappropriate use. Students are financially responsible for all damages to or loss of equipment.

Responsibility

Students are required to keep and care for the equipment. The expectation exists that the students will keep the Chromebook in its case and stored in an acceptable environment. The Chromebook is expected to be take care of appropriately and any problems need to be reported to Vickie Eilert immediately.

If a Chromebook is not cared for properly or is not used appropriately, administration can revoke student use privileges and require that individual to check a Chromebook out from the office during school hours.

If a student leaves his/her Chromebook at home more than 5 (five) times during the school year, the Chromebook will remain at school and can be checked out from the office each day.

If a student withdraws from St. John's, they will be required to turn in their Chromebook prior to the transfer of their information to another school.

Students are not to deface their Chromebook in any way (stickers, markers, tags, etc.).

Students are required to follow all school and diocesan technology policies and procedures. These include but are not limited to: Acceptable Use Policy for the Diocese, classroom rules, copyright laws, student handbook guidelines, and all local, state, and federal laws.

In the event that a Chromebook is lost/stolen, the parent/guardian is required to notify a school official immediately and also file a police report. A copy of the report should be submitted to the school.

Liability

Chromebooks that are damaged due to student negligence or accident will be repaired at the expense of the student. All repairs will be performed by the school—not the student/family.

Students may **ONLY** install school approved apps on their Chromebook.

The Chromebooks will remain property of St. John's Catholic Schools and may be collected by the school and searched for inappropriate materials, pictures, or activities at any time.

Replacement Costs

If the device is lost or stolen or the need arises to replace certain parts, the responsibility will be on the student:

Replacing Chromebook =\$300.00
Replacing Power cord =\$20.00
Case = \$15.00

Time Frame

Chromebooks will be checked out for the length of the school year.

Parent Responsibilities

Your student has been issued a Chromebook, charger, and case to advance and supplement their education this year. Before a student is assigned a Chromebook for the first time, the parent/guardian and student will need to attend an orientation meeting. A student will not be assigned a Chromebook until the parent/guardian has been informed of the policies and signed the agreement.

It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this Chromebook.

1. I am responsible for supervising my child's use of the Chromebook off school time.
2. I will discuss our family's values and expectations regarding the use of the internet, email and camera at home.
3. I will supervise my student's use of the internet and email.
4. I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft dry cloth.
5. I will report to the school any problems with the Chromebook.
6. I will not load, reconfigure, or delete any software that has been installed on the Chromebook by St. John's Catholic School.
7. I will make sure my student recharges the Chromebook battery nightly.
8. I will make sure my student brings the Chromebook to school every day.
9. I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from St. John's Catholic School.

Student Responsibilities

The Chromebook is an important educational tool and is to be used for educational purposes only. If St. John's Catholic School has knowledge of a student breaking any law, administration is obligated to notify the appropriate authorities. In order to check out the Chromebook, students must be willing to accept the following responsibilities.

1. I will treat the Chromebook with care at all times.
2. I will not leave the Chromebook in a vehicle at school or at home.
3. I will not place any items on top of the Chromebook when stored in a locker.
4. I will not eat or drink while using the Chromebook.
5. I will not lend the Chromebook to anyone and it will stay in my possession at all times.
6. I will not remove programs or files from the Chromebook.
7. I will not give out personal information when using the Chromebook.
8. I will keep the Chromebook in its protective case at all times.
9. I will reserve 2 GB of storage at all times for addition of educational tools.
10. I will bring the Chromebook to school each day fully charged.
11. I will make sure that all communication is appropriate.
12. I will keep all accounts and passwords assigned to me secure, and will not share these.
13. I will not attempt to repair the Chromebook.
14. I will return the Chromebook when requested and upon my withdrawal from St. John's Catholic School.

The student acknowledges that his/her use of school property is a privilege and that by agreement to the terms hereof, it is his/her responsibility to protect and safeguard the equipment and to return the property in acceptable condition upon requested by St. John's Catholic School.

EXTRA-CURRICULAR ACTIVITIES

GENERAL ACTIVITIES

MSHS/KSHSAA/LOCAL

Students, who participate in such activities as athletics, cheerleading, music festivals, speech contests, scholars bowl, etc. are representing our school to the public. They should, therefore, exemplify certain qualities before they can officially represent our school. They should respect authority, have school spirit and sportsmanship.

Students who participate in interscholastic athletics shall have on file in the school, a signed statement by a practicing physician, physician's assistant, chiropractor, or osteopathic physician certifying the student has passed an

adequate physical examination and is physically fit to participate in such athletics. This statement shall also be signed by a parent or legal guardian, stating the student has permission to participate. Physical forms may be obtained from the school.

Academic eligibility must be maintained by standards set by the KSHSAA and St. John's Catholic Middle School/High School. Students, who are ill or have an unexcused absence during any part of the day of an activity, whether it be a game or a practice, cannot participate in that activity after school hours.

COMPETITION OVER PRACTICE

Students competing or attending a school and/or parish sanctioned competition or activity that conflicts with another athletic practice, shall not be penalized for missing practice.

STUDENT DRESS

S. D. 5190/LOCAL

All students participating in athletic events and/or any sanctioned activity in which they are representing St. John's Middle /High School must be in uniform, unless other clothing is deemed more appropriate by the sponsor or coach, who in turn has permission from the principal. The uniform or team polo is to be worn to the game and after the game. Students not participating or representing the school will be dressed appropriately and modestly. On game day, team members are to wear dress pants for the boys and skirts or dress slacks for the girls. These are to be worn to the game and after the game, whether school has been in session or not. **Shirts are to be tucked in and no ball caps are allowed.**

PHILOSOPHY OF ATHLETICS – MIDDLE SCHOOL

LOCAL

The focus of Middle School athletics will be primarily on the participation of the individual. The development of a healthy sense of competition along with good interpersonal relationships, sportsmanship, teamwork, and positive self-esteem will not be secondary to "winning".

PHILOSOPHY OF ATHLETICS – SENIOR HIGH

LOCAL

The primary focus of Senior High School athletics will be the development of a "successful" individual and school program. This will be accomplished by using the following criteria as a measurement: motivation, determination, problem solving, conflict resolution, interpersonal relationships and morality.

LETTERING-- SENIOR HIGH

LOCAL

All students meeting the lettering requirements in Athletic and Non-Athletic KSHSAA activities will receive a St. John's (SJ) patch upon lettering for the first time in any one of the activities.

High School Band -- Take a solo to contest, participate in all performances (pep band, concerts, clinics), be in band all 4 years, or at the discretion of the director.

Vocal Music -- The student may letter if:

1. They qualify for the State Music Contest in an ensemble or solo performance by receiving a I rating at the Regional Music Contest.
2. They receive a I Rating at the State Choir/Band Contest. All students enrolled in vocal music are members of the high school choir.
3. They are enrolled in music all four years of high school.
4. They diligently prepare and enter vocal solos for Regional Music Contest for at least three years.
5. They may or may not receive a letter based on any special circumstances that might arise, at the discretion of the instructor.

Football and Girls and Boys Basketball-- The athlete shall have played in at least one-half of the quarters to receive a full letter. Each coach will have the discretion to award a provisional letter (letter which becomes a full letter only if the criteria for a full letter is accomplished the following season) when deemed appropriate.

Cheerleading-- To receive a full letter the participant must cheer at all games, except with prior permission or emergency; attend practices and participate in other cheer functions. The cheer advisor has the option of awarding a letter at his/her own discretion based on whatever "special" circumstances may arise.

Volleyball --The athlete shall have played in at least one-half of the varsity matches to receive a full letter. Provisional letter will be awarded using the same criteria as football & basketball.

Speech & Drama -- To receive a full letter a participant must qualify for the State Speech & Drama Festival. The instructor has the option of awarding a letter at his or her discretion based on whatever "special" circumstances may arise.

Track --The athlete shall meet at least one of the following criteria: score at least ten points in a track meet, place at the league track meet, or qualify for the State meet. The coach shall have the discretion to award a provisional letter to athletes with special consideration.

Golf -- The athlete shall participate in at least 3 varsity meets or qualify for the State meet. The coach shall have the discretion to award a provisional letter to athletes with special consideration.

Scholar Bowl--In order to attain a letter in Scholar Bowl, a student shall:

- 1) Attend practices as scheduled with a maximum of 3 excused absences.
- 2) Meet **one** of the following requirements:
 - **Participate in at least four varsity meets
 - **Participate in at least three junior varsity meets and two varsity meets
 - **Participate on the Regional/State team.

***For special circumstances, the coach may assign a letter even if a student has not met both requirements above

CO-ED PARTICIPATION IN CONTACT SPORTS

There are some sports/activities in our Diocesan Catholic schools that warrants restrictions to like-gender participation especially involving physical contact. While mixed gender activities might be sanctioned by other schools or organizations Catholic schools compete with, it is not sanctioned by the Diocese of Salina. One specific example of a sport/activity that is inappropriate for mixed gender competition is wrestling. Under no circumstances may a Catholic school participant wrestle someone of the opposite sex. This would include a Catholic school student representing their school on a wrestling team and/or a team in which the school has entered into a co-operative arrangement to participate on another school's team. The Superintendent of Schools, with supervision and guidance from the Bishop of Salina or his designee, will determine on an as-needed, case by case basis what other activities and/or sports will be so restricted. In any activity/sport in which co-ed participation is permitted, the appropriate ecclesiastical authority designated by the Bishop of Salina may issue and enforce rules of conduct that reflect morally appropriate norms of contact between participants. The Diocese of Salina believes that it is incompatible with its religious mission and with its efforts to teach Gospel values to condone competitions between young men and women in activities that involve substantial and potentially immodest physical contact. Catholic church teachings regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural condition but are part of human nature. Gospel based values are taught and learned in activities and athletic programs by developing appropriate respect for self and for others through competitions and other forms of human interaction in which dignity, integrity, fairness and moral strength are emphasized.

SOCIAL ACTIVITIES

S. D. 5195/LOCAL

A class or organization should clear projects or activities with their sponsor before making a request of the principal. The club or class sponsoring a **dance**/activity is responsible for finding parents or grandparents to help supervise the dance/activity.

Students are to remain in the building until they are ready to leave for the evening. A student will NOT be readmitted to the dance/activity if they leave and try to return. For sufficient reason, the sponsor or administration may grant permission for the student to leave and return. The following policy will be enforced for any school-sponsored dance/activity:

1. The club or organization sponsor and the principal shall have the direct responsibility for the dance/activity.
2. If a band or disc jockey is to play, a formal written contract has to be approved by the sponsor and signed by the principal.
3. The length of the dance/activity will be determined by the sponsor and administration.
4. Intoxicating beverages and drugs will not be permitted in the dance/activity.

5. There will be no readmission to the dance/activity once a person has left. Outside doors will be locked one hour after the dance/activity begins.
6. The sponsor and/or principal shall have the right to refuse admittance of anyone who does not meet the dress requirements for a particular dance/activity and shall have the right to ask anyone to leave if their behavior is not acceptable.
7. **Only St. John's students and their dates, ages 20 and under, will be permitted to attend.**

HOMECOMING

Each year, a vote will be taken by students and faculty to nominate three girls and three boys to be homecoming candidates. If the senior class has less than five of either gender, a group of three will be formed, so that no one person will be excluded as the result of a vote. At the homecoming game, the seniors not elected to the court will be recognized and announced by name.

PROM

Parent Meeting

- Any new parents to the high school or existing families whose child/children has/have not yet attend a prom must attend a mandatory meeting in January to discuss prom expectations and dress code. If a parent is unable to attend the meeting, they must make arrangements to meet with junior class sponsor and or administration prior to attending prom.

Dress attire for the young ladies:

- Formal gowns are not required
- Skirts or dresses are acceptable and must follow the handbook rules regarding length
- Dresses must have appropriate straps.
- No tight, form fitting dresses.
- No exposed skin in the mid drift area
- The illusion of nudity is still nudity
- Shoulders must be covered for Mass
- No low cut neck lines or high slits. No low cut backs. Backs must be no lower than mid back.

Dress attire for the guys:

- Tuxedos are not required
- Dress pants and shirt are acceptable, but must be worn with a tie
- Dress coats are not required
- No denim

Eligible dates:

- All dates must at least be in the 9th grade and no older than 20 years of age
- Only dates of the opposite sex will be allowed and will be pre-approved prior to Prom
- All dates must meet dress code requirements

SCHOOL POLICY AND PROCEDURES

SCHOOL UNIFORM POLICY

St. John's School has established a requirement for uniform dress for the following purposes:

1. To promote an atmosphere of discipline and learning to enhance academic achievement
2. In keeping with the school's mission to prepare students to be good Catholic citizens, gaining a sense of appropriate dress is essential to the learning and growing process.
3. Uniforms foster a sense of community and equality by providing an equal socio-economic footing for all.

The dress code for all students is a long or short sleeved polo, ¼ zip sweater, or sweatshirt. White oxford shirts, vests, and gray or royal cardigan sweaters are "optional" uniform items that may be worn. These uniform items must be purchased from Educational Outfitters, 8170 S University Blvd. #250, Centennial, CO 80122. Telephone 1-720-200-6666 or <http://denver.educationaloutfitters.com/find-my-school/st-johns-catholic-school/>. Current uniforms and jackets purchased through Parker Uniforms or Gone Logo are acceptable. All shirts must be tucked in at all times, except the sweatshirt. A white undershirt or a white short-sleeved T-shirt with no design or writing on them may be worn under the polo shirt. A royal/navy blue tie may be worn with the white oxford shirt. A uniform polo must be worn with the vest. Students may remove a sweatshirt only if a uniform polo is worn. Black leggings free of design

may be worn under skirts. In the building, students may only wear jackets purchased through Educational Outfitters. High School students may also wear their letter jacket in the classroom.

Elementary may wear blue jeans, khaki, navy, gray, or black pants; blue jean, khaki, navy, gray, or black shorts; blue jean, khaki, navy, gray, black, or royal/blue/black plaid skirts; predominately black, navy, royal, or gray nylon warm-up pants or athletic shorts. No other colors or printed material will be allowed. Approved plaid printed skirts may be worn.

Middle school and high school students may wear blue jeans, khaki, navy, gray, or black pants; blue jean, khaki, navy, gray, or black shorts; blue jean, khaki, navy, gray, or black skirts. Middle school and high school students may not wear warm-up pants or athletic shorts. No other colors or printed material will be allowed. Approved plaid printed skirts may be worn.

SCHOOL WIDE DRESS THAT IS UNACCEPTABLE

S. D. 5190/LOCAL

Footwear and clothing with offensive pictures or wording is unacceptable. Slacks, shorts, pants or skirts with holes, tears, un-hemmed or ragged edges will not be allowed. Tight-fitted jeans, leggings (can be worn under skirts as long as they are solid black), jeggings, or pants, cotton fleece sweatpants and overalls with bibs are not acceptable. Writing on the posterior of shorts, pants, or skirts and down the sides of pant legs will not be allowed. Moccasins and slippers are not allowed. Hats or other head covering, including bandanas may not be worn during the school day. Shorts must reach the end of the fingertips when the arms are fully extended downward and skirts must be no shorter than 2" above the knee. Shorts are not to be worn to Mass.

No Hoodies will be allowed in the building or at Mass. Facial hair and earrings for boys are prohibited. Sideburns cannot extend beyond the ear lobe. Body piercing, other than earrings for girls, is not allowed. Tattoos are not permitted. If a student has a visible tattoo, it needs to be covered up. Hologram contact lenses or jewelry that may cause a disruption in the teaching process will not be allowed. Hair must be neatly trimmed. Male student's hair may not touch the shirt collar, mid-ear or the eyebrows. Student will have a 1-week grace period for the first infraction to get a haircut when notified by Administration. Any future infractions will result in one demerit per day until the hair meets dress code policy. In addition, the student will not be allowed to participate in extra-curricular activities until the hair has been cut.

Modest dress is expected at school-sponsored activities that do not require a uniform, such as dances. No midriffs or spaghetti strap tops will be allowed. Shoulders must be covered and skirts should be an appropriate length.

DRESS CODE VIOLATIONS

S. D. 5190/LOCAL

Teachers/Administration will check throughout the day to ensure all students are in compliance with St. John's dress code policy. Students not in compliance with policy will have the following consequences:

1. For 1st offence students will receive a demerit and 15 min. detention from teacher/administrator. For any further infractions students will receive a 30 minute detention and demerit. Students must meet the dress code policy in order to continue in class. They may change if clothes are available at school, call a parent to let them know they are being sent home to change, or to have parent come to school with a change of clothes.
2. At the discretion of administration a day of in-school suspension and an additional demerit may be given in if dress code policy infractions become a source of continued distraction for a given student(s).

The dress code applies whether students are in the classroom or participating in school activities.

GENERAL SCHOOL RULES

LOCAL

1. Respect and obey school personnel.
2. No obscenity, profanity, or vulgarity.
3. Keep hands, feet, and objects to yourself.
4. Walk quietly in hallways.
5. **Nutritional snacks**, as per Kansas school guidelines, will be permitted at the discretion of each teacher with the approval of the principal.
6. Every **bicycle** used as a conveyance to school is to be parked in the area reserved for bicycles.
7. Making and throwing **snowballs** is forbidden on the school premises.

Any student transferring into the school once school has started will be given a grace period of ten (10) school days to purchase uniforms.

Consequences of not wearing the uniform: Parents of the child will be called to bring in a uniform shirt for the child. The child will be assigned a half hour detention after school for the first infraction. For each following infraction, a half hour detention will be added on.

Email/Text Guidelines for Parents

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers/coaches. Some teachers/coaches read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers/coaches prefer to use the phone to speak directly to parents. For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an e-mail reply at all, since the staff member will determine how best to contact you: by e-mail, phone, or to schedule a personal conference.

When using e-mail:

1. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
3. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate.
4. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
5. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
6. For all medical or health concerns, please contact the school office by phone.

The School maintains email accounts for teachers/coaches to facilitate parent/teacher/coach communication and internal staff communication. The School reserves the right to block or filter email messages to staff that are not directly related to school business or to the School educational mission.

Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

DISMISSAL - Bad Weather

School will be dismissed in cases of bad weather. It will be announced on Power Announcement and on the radio stations KSVS and KDNS. Those who live in the country may pick up students when they feel it is necessary to do so, even if we have not dismissed school. Anytime the busses run early, those students who ride the bus will be dismissed, unless parents call the office and leave word not to release their child. Please try to listen to the radio for bad weather dismissal information and avoid calling the school or school personnel.

HOT LUNCHES

Hot lunches are available through a hot lunch program served at the high school cafeteria. An account for you is set up in Power School. Student lunches will be listed on this account when the student eats and all deposits will show up on this account as well. You are encouraged to check this account frequently and keep your account current for lunches. Reminders will be sent if a payment is overdue.

Lunch period is closed. Teachers will dismiss all students to go to the lunchroom when it is time. All students must go to the lunchroom when it is time and remain there until the bell rings for them to go back to class.

No purchased meals from restaurants or fast food establishments are permitted in school.

Unpaid Meal Charge Policy

The school lunch billing is handled monthly through the school office. The school has the responsibility of ensuring that all accounts are current. Notices will be sent home if a student's lunch account is nearing depletion or are exhausted. The school will limit delinquent accounts to \$25/child. When this negative balance is reached, the school will notify parents that their child/children will need to bring a sack lunch until payment is made. Any unpaid balances at the end of the school year will jeopardize a student's enrollment for the next school year.

HOME AND SCHOOL ROOM PARENTS

Room parents are very much a part of the school system. They help with fund raisers, classroom parties, play day, field trips, open house, and any time the classroom teacher needs extra hands. Please try to do your part and sign up for at least one event per year of your child's grade school days. Working parents can certainly be of help without leaving the job.

BIRTHDAY TREATS

Birthday treats can be brought into the classroom by making arrangements with the classroom teacher. It is encouraged to bring a healthy treat to be served at the end of the day. Bringing in a "birthday lunch" is not allowed.

RECESS & COLD WEATHER

During the cold winter months, it is our duty to keep our students safe. Students are expected to have proper clothing attire during the cold months of the year to play outdoors for recess. It is at the discretion of the teacher to exempt a child from going outdoors if they do not have proper coats, hats, and or gloves.

TOBACCO/VAPING/E-CIGARETTES

S.D. 5075

No student shall possess, smoke, or otherwise use tobacco or nicotine products in a school building or on school grounds, or at school sponsored function or activity. Students who violate this policy shall be subject to disciplinary action.

DRIVING POLICY

All parents, guardians, volunteers, etc. must meet the following criteria in order to be qualified as a driver of students.

POLICY STATEMENT

It is a requirement for all drivers to follow safe driving practices. This includes steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, refraining from operating equipment such as mobile phones while the vehicle is moving, and not operating a vehicle when the driver's ability is impaired.

CODE OF CONDUCT

St. John's Catholic School expects all parents, faculty, and staff while driving for any school event to comply with traffic legislation, be conscious of road safety, and demonstrate safe driving and other good road safety habits when driving.

DRIVING REQUIREMENTS

Only parents or guardians are permitted to transport students to events or activities and must meet all requirements to be approved. To be eligible to drive, one must complete the following trainings and have the required documentation and forms on file prior to driving:

- Salina Diocese Safe Environment Training. Must be updated every 5 years.
- Background check. Must be updated every 5 years.
- Defensive Driving Curriculum
- Copy of current registration for the vehicle used to transport students.
- Copy of valid, non-restrictive driver's license.
- Kansas Driver's License Status Check completed.
- Copy of current vehicle insurance card with a minimum of \$100,000 per person, \$300,000 per bodily injury occurrences, \$50,000 property damage.
- Completed copy of the Volunteer Driver Information Form.

Those not meeting the requirements may only transport their own child/children, until all requirements are met.

Responsibility as a Driver

Parents, faculty and staff, who drive for school events, will:

- Hold a current driver's license.
- Must be at least 21 years old.
- Immediately notify St. John's School administration if there is any reason that they should not be driving students.
- Be responsible and accountable for their actions when driving students.
- Require students to "buckle up" or be in child safety seat before departure.
- Drive within legal speed limits.
- Comply with traffic legislation.
- St. John's Catholic School will not accept liability for any damage to privately owned vehicles.
- Ensure that you are not taking any medication that may impair your driving ability.
- Follow the most direct route to and from the event.

Responsibility of St. John's Catholic School

- Require parents, faculty, staff, and volunteers driving to meet the above mentioned standards. Individuals who fail to meet the above conditions will be denied permission to drive by administration.
- Ensure all drivers are aware of their responsibilities and have viewed the Diocesan mandated video.
- Regular review of policy and procedures to ensure the development and quality of the driving policy.
- Perform a background check on all parents & volunteers.

Responsibility of St. John's Students

- Wear seatbelts at all times.
- Honor drivers request of no electronic devices used while traveling.

SCHOOL TRANSPORTATION

MSHS/LOCAL

Students are not to drive their cars to out-of-town activities in which they participate. School approved drivers are to provide transportation and drive these students to the activities. Students must go and return with their parents or school approved drivers. **Parents** must make arrangements with the driver or sponsor for their child to return from the activity in the parents' car. **Students** who violate this policy will miss the next extra-curricular activity that they participate in. A second offense is a loss in participation of extra-curricular activities for the remainder of the school year. Any other special arrangements for student transportation must be approved by administration prior to the event.

SEARCH & SEIZURE

S.D. 080/LOCAL

Lockers are the sole property of the school. Students are "assigned" lockers to protect their personal belongings, but do not have exclusive ownership against the school. The school does not supply lockers to students for illicit use. Principals shall have combinations and/or keys to all locks attached to lockers.

School principals or pastors may and should search a student's locker on the basis of prior rights of the principal, if and when the principal has reasonable cause to suspect that the locker contains illegal or harmful material. If such material is found, it may be turned over to the police.

General search of all lockers in relation to a bomb threat or widespread drug, alcohol and contraband abuse, can be justified as proper exercise of school authority.

The principal or pastor, with probable cause, may search a student's vehicle parked on school ground. Another adult staff member should be present during the search. The student need not be present. If the vehicle is locked, the principal will request that the student unlock the vehicle. Evidence found in the vehicle can be turned over to the legal authorities for further prosecution.

QUESTIONS CONCERNING SCHOOL

In the event a problem arises in school, it will greatly facilitate matters to first discuss the matter with the teacher involved and/or the principal. If the principal believes the matter to be of a serious nature, he will discuss it with the pastor. Again the principal or the pastor may CHOOSE to seek the advice of the School Council.

SCHOOL SAFETY AND SECURITY

Any person living in your home that is listed on the National Sex Offender Public Registry, are required to disclose that fact to the principal and parish pastor, prior to the offender being allowed on school property or attending any school events, no matter the event's location. Until the offender has met with the school principal and parish pastor the offender is not allowed on school property and is not allowed to attend school events, whether or not that event takes place on school property.

In keeping with the Kansas School Safety and Security Act, it shall be the policy of all Catholic Schools of the Diocese of Salina that an immediate report be made to the appropriate state or local law enforcement agency by, or on behalf of, any school employee who knows, or has reason to believe, that an act has been, or will be committed at school, on school property, or at a school-supervised activity that involved or will involve: 1) a direct or immediate threat to the safety or security of a human life; 2) the possession, use, or disposal of explosives, firearms, or other weapons; or 3) the commission of an inherently dangerous criminal act.

Willful and knowing failure of a school employee to make this required report at the proper authority, and any interference with or prevention of such reporting, is a class B non-person misdemeanor. School policies and reports concerning school safety and security shall be made available to all members of the school community.

An annual report of school safety and security violations shall be submitted to the State Board of Education at the time and in the manner specified by the State Board.

SCHOOL OFFICE

Permission must be obtained from the principal before any special announcements, collection of money or ordering materials may be made. Any student, who is ill or accidentally hurt, will receive immediate attention and parents will be notified by the office. If parents are not available, the name (s) placed on the emergency form will be used.

SCHOOL PROPERTY

School property belongs to the parish; therefore, it should be treated with respect. Any damage to desks, lockers, equipment, books or any part of the building will be the responsibility of the student. Cost of repair or replacement will be assessed to the student.

For health and sanitary reasons, **NO FOOD, CANDY AND DRINKS (OTHER THAN WATER) ARE TO BE IN LOCKERS.** Students may have **water in non-disposable sealed containers.** Periodic locker checks will be held by the administration. Students have the option of putting a padlock on their locker during the school year. No fee will be charged when receiving the padlock, but \$5.00 will be assessed if the padlock is not returned to the school office before the end of the school year. Only school padlocks may be used.

LIBRARY

LOCAL

1. Fines for overdue library material will be set and posted by the librarian.
2. After the book or magazine is a month overdue, a note will go home with the fine noted on it.
3. Magazines and books checked out in a student's name is that student's responsibility, not the person who used it.
4. Either RETURN or RECHECK books and magazines by due date.
5. Anything checked out should be placed in the BOOK DROP or on the desk. DO NOT put them back on the shelves.
6. Fines will be collected each nine weeks before grades are figured. You will not receive your grade card or be eligible for the Honor Roll until the fine is paid.
7. Library materials lost, and not found by the end of the year, will have to be paid for before grade cards will be issued. Prices for lost articles will be determined by the librarian.
8. Students may come to the library anytime with their teachers or by appointment with the librarian.

TEACHERS ON DUTY

Teachers are considered on duty any time they are on school property or at a school function. They have the right and responsibility to correct any and all students whose conduct or actions warrant some action being taken. It is not necessary that the teacher have "said" student in any class, grade or subject, to take action.

The teachers will be on duty from 7:30 a.m. to 3:30 p.m. daily. However, they will gladly make appointments with parents outside these times. Please call the teacher to make arrangements for a different time. Except in the case of an emergency, please do not contact the teacher by phone or in person during school hours from 7:55 a.m. to 3:10 p.m. Messages may be left at the office for teachers during the day.

STEALING

Students found to be stealing from other students or school property can be suspended and a meeting of the principal, parents and students will be required before the student can return to school.

TELEPHONE/CELL PHONE

A student will NOT be called to the telephone unless it is an emergency. Students are to use the telephone for school business only. Permission for using the phone is obtained from the teacher or the office. Cell phones, ear buds, smart watches or other personal technology devices are not to be used during the hours of 7:00 am-3:30 pm on school grounds unless given permission in advance by a classroom teacher for a specified project or activity. Students may leave devices turned off, in their car or locker. They are not to have them in pockets or on their person. A student caught with such a device during school hours will have the following consequence:

1. First Offense – 30 minute detention, student may pick up the device at the end of the school day.
2. Second Offense – ½ day ISS; Parents must pick up phone from administration.
3. Third Offense & Subsequent Offenses – 1 Day OSS; Parents must pick up phone from administration.

STUDENTS AS PARENTS/MARRIED STUDENTS

S. D. 5185

The request of a student who becomes a parent while enrolled in one of the Catholic schools in the diocese, and seeks re-admission to a school after the birth of the child, will be considered by the pastor, principal or diocesan superintendent.

Any student who conceives or fathers a child while attending school may be permitted to continue educational pursuits under the following conditions:

1. The student who conceives or fathers a child, along with his/her parents or legal guardians, meets with the school principal and pastor. At said meeting, the parties seek to determine the following information:
 - a. The probable delivery date;
 - b. The academic standing of the student.
2. The student may be required to comply with the following:
 - a. Residence with his/her parents or legal guardians or in a home environment approved by the principal and pastor;
 - b. Enroll in, attend and make satisfactory progress in an approved parenting class and receive counseling;
 - c. Will be required to carry a full schedule of classes;
 - d. Students involved in the pregnancy will not be allowed to represent St. John's Catholic High School at any extra-curricular activities through the duration of the pregnancy, unless otherwise determined by the pastor and principal. This may include, but is not limited to: team manager, statistician, player, cheerleader, and academic or leadership offices.

HAZING

LOCAL

Hazing is an inappropriate behavior that will not be tolerated. It disrespects the dignity of each human being.

ALCOHOL AND SUBSTANCE ABUSE

S. D. 5070

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

1. in the school building or on the school grounds during, before or after school hours;
2. in the school building or on school grounds at any other time when the school is being used by any school personnel or school group; or
3. off the school grounds at a school activity, function or event.

In addition, a student shall be subject to serious disciplinary action within thirty (30) days of a found violation, or any criminal drug or alcohol conviction.

A student who is found to be in violation with any substance that is defined in the above sections shall be detained immediately with the evidence. A school administrator shall contact the student's parents and law enforcement if deemed necessary. A short term suspension of (5) school days shall be imposed, a formal hearing shall be scheduled, and the student may be subject to a long term suspension.

Prior to readmission to St. John's, the student shall be referred for a substance abuse evaluation to an agency licensed for same by the State of Kansas and this evaluation shall be part of the student's readmission to school. Failure to complete the substance abuse evaluation as scheduled shall result in a hearing for a long term suspension.

The provisions of this policy shall also apply to all school sponsored activities off the school grounds.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of rule.

Violations of any provision of this behavior code may result in suspension and/or expulsion.

Alcohol consumption by students and adults is strictly prohibited at any and all student-attended activities or events.

DISCIPLINE, PROBATION, SUSPENSION AND EXPULSION

Good discipline in the school is extremely important to the whole community, but particularly important to the pupils, teachers, principals, superintendent, school council and parents. In the end, good discipline is important to the educational process, for it is a vital factor influencing the kind of education pupils will receive.

It is the firm belief of the school council, administrators and teachers that the large majority of pupils are well-behaved, industrious, and eager to learn. The parishioners' money and the schools' efforts should not be misspent by permitting a few unruly pupils to waste time, upset classes and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach, "consequences of some kind" are necessary.

DETENTION

MSHS/LOCAL

Detention before or after school may be held when needed. Teachers have the authority to enforce and supervise detention for violation of classroom procedures or directions, along with giving demerits. Detention has priority over any other school activity. During detention, students may be assigned written response packets or service work. Students who fail to serve an instructor's detention will be assessed demerits and/or serve additional disciplinary action.

DEMERIT SYSTEM

MSHS/S. D. 5030/LOC

Acts of behavior which interferes with good learning environment or which interferes with the welfare of other pupils is considered non-acceptable. **Failure to comply with the rules of St. John's will result in but are not limited to the following:**

Demerits will be given in effort to correct and address student behavior. Detention time and amount will be determined by the discretion of the Administration based on the severity of the incident (major vs. minor offense) and past behavior of the student.

MINOR VIOLATIONS

Minor violations are those behaviors which pose distractions to effective instruction, the normal order of school operation, and when they limit the ability of the student to meet all school obligations. Minor violations include **(but are not limited to)** the following:

Actions	Number of Demerits
Disrespect or insubordination to staff	1
Disruption of school activities	1
Disruptive class or hall behavior	1
Dress code violations (See page 10)	1

Failure to serve teacher detention	1
Food/gum/drink	1
In Halls without a hall pass	1
Inappropriate display of affection	1
Littering	1
Lunchroom disturbance	1
Minor misconduct at activities/functions	1
Obscene gestures/inappropriate language	1
Obstruction of school activities	1
Tardy to class or school	1
Other (action will be described on demerit)	1 or more

MAJOR VIOLATIONS

A major violation of the school's discipline policy is one, which seriously damages the normal order of school operations, harms the school's reputation, or seriously threatens the well-being of students and/or staff. Students who commit such violations may be suspended or expelled in accordance with Kansas State Law. Major violations include **(but are not limited to)** the following:

Alcohol/Drug/Tobacco use/possession

Vandalism

Theft

Falsification of school records (forgery)

Cheating or obtaining unauthorized test material *See Academic Dishonesty policy

Willful violation on any published regulation for student conduct adopted & approved by St. John's

Conduct which disrupts, impedes or interferes with the operation of the school

Conduct, which infringes upon or invades the rights of others

Grave immoral conduct

Threatening behavior to staff/students

Refusal to follow instructions of authority

Disrespect or insubordination to staff

Bomb Threats/tampering with fire alarms

Fighting or inappropriate behavior

Leaving class/building without authorization

Continued conduct contrary to the official teachings of the Catholic Church

Tampering with demerit system

In most cases, consequences for major violations could lead to multiple detentions, ISS, OSS, or expulsion. ISS, probation, suspension and expulsion are regarded as serious matters. Due process procedure is used beginning with the principal. Suspension may either be short-term or extended. It may be ISS or OSS. All suspensions can be from one to five days. While a student is on suspension or probation, they may not attend or participate in extra-curricular activities such as athletic events, school-sponsored parties and dances, pep rallies and other school functions.

A. The primary purpose of a short-term suspension is to give the pupil, his parents and the school time needed for resolving the problem.

B. When it is deemed necessary, extended-term suspension or expulsion may be invoked.

SCHOOL WIDE RULES

LOCAL

1. Keep hands, feet, and objects to yourself;
2. Respect and obey school personnel;
3. No obscenity, profanity, or vulgarity.
4. Walk quietly in hallways.
5. Making and throwing snowballs is forbidden on the school premises.
6. Every bicycle used as a conveyance to school is to be parked in the area reserved for bicycles. Bicycles are not to be used during the school day without permission of the principal.
7. All types of skates and skateboards are prohibited on school grounds.
8. Gum, candy and other snacks will not be permitted as a general rule. The occasions when the same will be permitted shall be left to the discretion of each teacher, with the approval of the principal.
9. Acts of behavior which interfere with good learning environment or which interfere with the welfare of other pupils are considered non-acceptable.
10. Hazing is an inappropriate behavior that will not be tolerated. It disrespects the dignity of each human being.

Detention after school is held when needed. Teachers have the authority to enforce detention for classroom offenses and will supervise it. Students may be requested to come in before going to an extracurricular activity. Failure to report for detention as required may result in additional disciplinary action.

ANTI-BULLYING POLICY

Based on our philosophy that Catholic Schools have been established to provide an environment of faith, which brings all of life together with the grace and love of God, we have established the anti-bullying policy set forth. The Salina Diocese Catholic Schools view bullying as unchristian behavior and it will not be tolerated. We define bullying as an act which:

1. Repeatedly hurts another individual either-
 - a. physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
 - b. verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
 - c. indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments), etc.
 - d. through use of technology (such as cyber bullying—using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt or humiliate another individual
4. Is unprovoked

The goal of Salina Diocese Catholic Schools anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

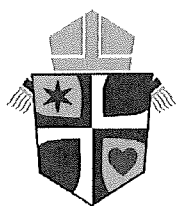
In addition to the above-outlined steps, anti-bullying policy requires the following:

1. Staff members of Catholic Schools should:
 - a. remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy.
 - b. report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
 - c. offer support and encouragement to students being bullied, including notifying parents, principal and/or support staff as needed.
 - d. encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behavior they witness.
2. Parents of Catholic Schools students should:
 - a. report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in the grievance procedures of the school handbook.

- b. support the school's anti-bullying policy and actively encourage their child to avoid the bullying behavior.
- 3. Students of Catholic Schools should:
 - a. report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
 - b. whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
 - c. treat others with the respect and dignity that is expected of any Catholic School student.

EMERGENCY SAFETY INTERVENTIONS

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



CATHOLIC DIOCESE *of* SALINA



GENDER POLICY FOR SCHOOLS

All efforts to form and accompany young people, especially in relation to human gender, must recall the intrinsic dignity of the human person. It is necessary to affirm that "the dignity of the human person is rooted in [their] creation in the image and likeness of God."¹ Image and likeness find their expression in each of the two sexes as they provide an "image of the power and tenderness of God, with equal dignity though in a different way."² Thus, male and female are unique and complementary. Moreover, "biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated."³

Today, this reality of creation, sex, and gender is sometimes misunderstood and ignored. Parents have the first responsibility for the education of their children; therefore, Catholic schools partner with parents in communicating the Gospel and drawing young people closer to Jesus Christ. The Diocese of Salina provides this school policy, rooted in the Catholic understanding of gender, to guide the accompaniment offered to those experiencing gender dysphoria and/or incongruence in our school communities.

1. In the Diocese of Salina, all Catholic schools shall respect the biological sex, of each student and shall apply all policies and procedures in relation to that student according to each student's God-given biological sex regardless of what might appear on state-issued documents such as birth certificates.

2. All students shall conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of school bathrooms, locker rooms, shower facilities, and participation in school-sponsored activities. All official school documents shall likewise reflect the student's biological sex.

2a. Schools, administrators, teachers, other students, and anyone else affiliated with our Catholic Schools are under no obligation whatsoever to refer to any student in any way that recognizes said student to be anything other than the sex (s)he was assigned at conception by God.

3. Provided that any given student and his/her parents or legal guardian(s) are willing to comply with the above stated policy, admission or retention will not be denied based solely on a student's experience of gender dysphoria. If a student experiences gender dysphoria and/or incongruence, school leaders and pastors shall partner with parents to establish an accompaniment plan. This plan must follow the teachings of the Catholic faith.

4. If at any time, parents, guardians or students desire accommodations or accompaniment that do not follow this policy, it may be necessary to begin the school transfer process for the good of the student and the school community. At every stage of this process, parents and guardians will be invited to their parish for pastoral support.

¹Catechism of the Catholic Church 1700.

² Ibid., 2335.

³ Pope Francis, *Amoris laetitia*, 56

July 2023

TECHNOLOGY POLICY

Catholic Schools in the Diocese of Salina

Acceptable Use Policy

(AUP)

Internet and network use agreement for Pre-K-12 for Students, attending Catholic Schools in the Diocese of Salina.
Please read this document carefully before signing.

I. Introduction

The use of computers, indeed the use of any form of technology, is a means, not an end to education. Teachers and students have a responsibility to use the tools at hand to enhance education. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. The Catholic Schools in the Diocese of Salina have taken precautions to restrict access to controversial materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may obtain material that is not consistent with the educational and moral goals of Catholic schools.

II. Educational Goals

- ☐ To provide a variety of information to enhance the curricula areas.
- ☐ To help students work effectively with various forms of telecommunication tools.
- ☐ To prepare students to become critical thinkers and problem solvers.
- ☐ To teach skills that are needed in the electronic and global society.

III. Terms and Conditions

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal use of the network resources. If a school user violates any of these provisions, his or her privileges will be terminated and future access could be denied. Violations of this agreement will be referred to appropriate school officials for disciplinary action. Violations of state or federal law will be referred to the appropriate law enforcement agency. The signatures at the end of this document are legally binding and indicate parties who signed have read the terms and conditions carefully and understand their significance.

Parents: It is important that you and your child read this agreement and discuss it together. When your child is allowed to use the computers it is extremely important that the rules are followed. As a parent, you are legally responsible for your child's actions. You are responsible for supervision of your child's Internet use when not in a school setting.

A. Acceptable Use

The use of the Internet must be in support of education and research and consistent with the educational objectives of the Diocese of Salina. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but not limited to: copyrighted material, or material protected by trade secret.

B. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. (Each student who accesses the Internet will be a part of a discussion with a faculty member about the proper use of the network.) Diocese of Salina officials will deem what is inappropriate use, and their decision is final. Also, school officials may request that the school deny, revoke, or suspend specific user privileges.

It is the responsibility of the co-signing teacher to monitor the student's access for which he or she is responsible. This may include random checks of Internet history and monitoring of student access to determine whether the accounts are being used in a manner that is consistent with this agreement. Students accepting access to the school Internet consent to such monitoring.

C. Responsibilities

All persons accessing the Internet from the school/parish locations must accept the responsibility of using the Internet wisely and correctly. Access to the Internet by students will be monitored by faculty member at all times. You are expected to abide by the generally accepted rules of network use. These include (but are not limited to) the following:

- ☐ There must be a clear academic purpose for accessing the Internet at the school location.
- ☐ Do not use the network for any illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers).
- ☐ Do not use the network for financial or commercial gain.
- ☐ Do not interfere with the proper operation of school systems and networks accessible through the Internet.
- ☐ Do not use the network in such a way that you would disrupt the use of the facilities by other users.
- ☐ Do not use school computing and network resources in a wasteful or frivolous manner (e.g. tying up resources with computer-based game playing such as MUD, sending trivial or excessive messages, downloading excessively large files).
- ☐ Do not reveal your personal address/phone number or the personal address/phone number of another.
- ☐ Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- ☐ If you feel you can identify a security problem on the Internet, you must notify a system administrator or your school official. Do not demonstrate the problem to other users.
- ☐ Respect the privacy of other individuals.
- ☐ Files/data belonging to others are to be considered private property unless explicit authorization is given by the owner of the files.
- ☐ Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

The school makes no warranties of any kind, whether expressed or implied, for the service that is provided.

The Diocese of Salina or parish school will not be responsible for any damages you suffer. This includes loss of data resulting from delays or service interruptions caused by its own negligence or your errors of omissions. Use of any information obtained via the Internet is at your own risk. No guarantee of complete privacy is made. The Diocese of Salina and parish school specifically denies any responsibility for the accuracy or quality of information obtained through the access of their network facilities.

IV. Consequences of Violations of the AUP and Agreement to Comply

User: *I understand and will abide by the Internet Use Agreement. Any violation of the school's posted rules will result in any or all of the following consequences. I further understand that any violations of the regulations above are unethical and may constitute a criminal offense. Should I commit any violation, (1) my access privileges may be revoked and (2) school disciplinary action and/or appropriate legal action may be taken.*

I have reviewed my Internet-Use responsibilities, specifically; the co-signing teacher has discussed each of the following points with me:

_____ Only students having permission and who have reviewed the Internet-Use responsibilities with the system administrator or his/her designee may use the school's computers to access the Internet.

_____ Access to the Internet by students is viewed as a privilege, not a right.

_____ Access is to be used for educational and research purposes only, consistent with educational objectives of the parish school and or the Diocese of Salina. Misuse will result in loss of access.

Each school asks that the co-signing teacher monitor access, including e-mail, to see that the access is being used for the stated purpose. For this and other reasons, e-mail is not private. Violations that may lead to revocation of Internet access include:

_____ Transferring copyrighted material to or from the Internet without express permission of the owner is a Violation of Federal Law.

_____ Plagiarism.

_____ Playing with or using mobile devices or other network intensive games.

_____ Downloading excessively large or unauthorized files.

_____ Subscribing to inappropriate newsgroups.

_____ E-mail correspondence inappropriate to educational purposes and access to personal e-mail accounts is prohibited.

_____ Any activity posing potential risks to others or myself.

- _____ Harassing other users (e.g., with unwanted e-mail messages).
- _____ Illegal activity.
- _____ Revealing my or other's home address/phone number or other personal information.
- _____ Vandalism of accounts or systems.
- _____ Using abusive, vulgar, or other inappropriate language or sending or displaying offending messages or images.
- _____ Activities that would violate the schools handbook policy.
- _____ Failure to report known security problems.
- _____ Any other inappropriate use or misuse of the Internet.
- _____ Diocese of Salina officials will deem what is inappropriate use, and their decision is final.

Access is monitored, and use of the Internet implies Agreement to such monitoring. The Diocese of Salina may restrict access at any time for violations.

I understand the conditions for accessing the Internet.

User Name: _____
Signature: _____
Date: _____

Parent or Guardian: *(Parents/guardians of Pre-K-12 student users must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The Catholic Schools in the Diocese of Salina has taken precautions to eliminate controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet and certify that the information contained on this form is correct.*

Parent or Guardian's Name: _____
Signature: _____
Date: _____

Sponsoring Teacher: *(Must be signed if the applicant is a Pre-K-12 student.) I have read the Internet Use Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher I have instructed the student on acceptable use of the network and proper network etiquette.*

Teacher's Name: _____

ACADEMIC DISHONESTY

Academic dishonesty is considered a major violation of the school's discipline policy. It is defined as any type of cheating that occurs in relation to a formal academic exercise. Academic Dishonesty includes, but is not limited to: cheating, which includes possessing unauthorized sources of information during examinations, copying the work of others, permitting others to copy your work, submitting work done by others, completing assignments for others, altering work after grading and subsequently submitting it for re-grading, submitting the same work for two or more classes without the permission of all instructors involved, or retaining materials that you have been instructed to return to your instructor.

The consequences for any academic dishonesty issues are at the discretion of administration and the teacher. Depending on the severity of the infraction, the consequences include but are not limited to the following: not receiving credit on the exam or the assignment, detention, or in-school suspension.

PLAGIARISM POLICY

The faculty at St. John's is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by St. John's Catholic School or

any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

Definition of Plagiarism

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

Teacher Responsibilities

St. John's Catholic School teachers are to provide the following at the beginning of the paper or project:

- An assignment sheet with detailed instructions.
- Clear guidelines regarding plagiarism and the use of another person's work.

Student Responsibilities

- Submit authentic work.
- Follow the project instructions and deadlines assigned by the teacher.
- Ask questions and seek help from appropriate persons.
- Cite in-text or in-project sources correctly and accurately.
- Format Works Cited pages correctly and accurately.

Plagiarism Violations

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee comprised of the principal, assistant principal, and teacher involved then has the option to meet to determine what actions, if any, will be taken.

Degrees of Plagiarism

First Degree: A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

1. A make-up assignment at a more difficult level.
2. A grade reduction on the original assignment.

Second Degree: A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced.

Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:

1. A grade reduction on the original assignment.
2. A letter in the student's academic file detailing the offense.
3. Notification to National Honor Society advisor, if appropriate.

Third Degree: A third degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance a committee meeting will be held to discuss what will happen.

Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:

1. A recommendation that no credit be given for the original assignment.
2. A letter in the student's academic file detailing the offense.
3. Notification to National Honor Society advisor, if appropriate.
4. A reduction in overall course grade for the term or year.
5. Disciplinary action taken by administration, including parent notification, in-school suspension, etc.

COPYRIGHT:

All employees, volunteers, and students of the educational programs of the Diocese of Salina will abide by the Federal copyright laws. Employees, volunteers, and students may copy printed or non-printed materials allowed by:

- 1) Copyright law;
- 2) Fair use guidelines;
- 3) Specific licenses or contractual agreements; and
- 4) Other types of permission

Employees, volunteers and students who willfully disregard copyright law are in violation of diocesan policy, doing so at their own risk and assuming all liability.

DISRUPTION OF SCHOOL

A pupil shall not cause disruption or obstruction of school activities.

A pupil shall comply with directions of teachers or staff members.

In-school suspension, probation, suspension and expulsion are regarded as serious matters. Due process procedure is used beginning with the principal. Suspension may either be short-term or extended. It may be in-school or out-of-school. All suspensions can be from one to five days. While a student is on suspension or probation, a student may not attend or participate in extra-curricular activities such as athletic events, school-sponsored parties and dances, pep rallies and other school functions.

- A. The primary purpose of a short-term suspension is to give the pupil, his parents and the school the time needed for resolving the problem.
- B. When it is deemed necessary, extended-term suspension or expulsion may be invoked.

DISCIPLINE REFERRALS

LOCAL

Parents, the principal, and the pastor will be notified on any major violations and all disciplinary referral forms. The principal will confer with the student, notify the parents, and record the action or recommendations concerning the particular case.

PARENTAL CONTACT AND/OR CONFERENCE

LOCAL

St. John's will only be effective as the cooperation and support it receives from the parents. A faculty member or the principal may contact by telephone or letter the parent or guardian of a student. The concern may be an academic matter or may be related to student behavior. The parent or guardian may be requested to make a personal visit to further discuss the situation.

BEHAVIORAL PROBATION

S. D. 5030/LOC

A student may be placed on behavioral probation for any instance of behavior which is dangerous to any other person while under school control, or for a pattern of irresponsible behavior, which reflects an attitude of hardheartedness and unrepentance. The time period of behavioral probation will be up to the discretion of the principal and will be commensurate with the seriousness of the offense. Further offenses during probation will result in a recommendation for expulsion or encouragement to see education elsewhere. At the end of the probation period, the principal, after counsel with the student, his/her teachers, and his/her parents, may take further action including the following options: an additional probationary period if some promising change is evident, expulsion from school, or lifting of probation and restoration to full, responsible membership in the body.

A student on behavioral probation may not represent the school in any public contact, contests, meetings, activities with other schools or the general public, extracurricular activities, or public events such as sports or drama performances. The student may, however, continue to participate in practice sessions.

WEAPONS POSSESSION

In accord with KSA 72-89a01-02, it shall be the policy of all Catholic schools in the Diocese of Salina to expel from school, for a period of not less than one year, any student determined to be in possession of a weapon 1) at school; 2) on school property; or 3) at any school supervised activity.

Should the student be an exceptional child as defined in KSA 72-962, or should the case be one in which particular circumstances warrant mitigation, the expulsion requirement may be modified by the school's chief administrative officer in a manner consistent with federal law.

Immediately upon such determination of weapons possession, the chief administrative officer of the school shall refer the student to the appropriate state and local law enforcement agencies, and, if the student is a juvenile, to the Secretary of Social and Rehabilitation Services (SRS). The Diocesan Superintendent of Schools is also to be notified at the earliest opportunity.

Following the process delineated elsewhere in this Handbook, the student subject to expulsion is to be granted a hearing which may be conducted by the chief administrative officer of the school, or by another certified employee or committee of certified employees of the school, or by a hearing officer appointed by the School Council.

If as the result of the violation upon which the expulsion is based, the student is confined in the custody of the Secretary of SRS, or the Secretary of Corrections, the required hearing shall be delayed until the student is released from custody.

Within a period of five days after the resolution of the case, the administrative officer of the school is to submit a complete written report to the Diocesan Superintendent of Schools. An annual report of weapons possession shall be submitted to the State Board of Education at the time and in the manner specified by the State Board.

GROUND FORS FOR SUSPENSION/EXPULSION

Legal authority for suspension and expulsion is in accordance with Kansas State Law. A student may be suspended or expelled for:

1. Willful violation of any published regulation for student conduct adopted and approved by school administration;
2. Conduct which disrupts, impedes, or interferes with the operation of the school;
3. Conduct which infringes upon or invades the rights of others;
4. Disobedience of a teacher, staff member or other school authority when such disobedience can reasonably be anticipated to result in disorder disruption or interference with the operation of the school;
5. Grave immoral conduct or
6. Continual conduct contrary to the official teachings of the Catholic Church.

SUSPENSION AND PROCEDURE

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

A suspension may be imposed on a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing. However, if the presence of the student endangers other persons, or property, or substantially disrupts, impedes or interferes with the operation of the school, the principal in consultation with the pastor may suspend the student forthwith without a hearing for a term not to exceed five (5) school days. A written notice and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four (24) hours from the time of the suspension. A hearing shall be afforded the student not later than seventy-two (72) hours after the suspension has been imposed. Included in the notice of suspension should be the date, time and place of the hearing.

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

EXPULSION AND PROCEDURE

Expulsion is the termination of enrollment for the remainder of the current year. Expulsion shall be imposed only after the student has been afforded an opportunity for a formal hearing. In all cases where a student might be expelled, he/she shall be suspended first for a term not to exceed five (5) school days. A written notice of intent to expel and the charges upon which the expulsion is based shall be given to the student's parents or guardians within seventy-two (72) hours of the student being suspended. The notice shall also contain the date, time and place that the student will be afforded a formal hearing. The date shall be no later than the last day of the last day of the five

(5) school day suspension. Formal hearing may be conducted by the local school council members or appropriate person appointed by the pastor. The pastor shall make the final determination.

NOTICE OF SUSPENSION OR EXPULSION

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

PROCEDURAL RIGHTS REQUIRED

In any formal or appeal hearing specified in these policies, the following rights of due process shall be afforded:

1. The right of the student to have the counsel of his/her parents' or guardians' choice present, and to receive the advice of such counsel or other person they may select;
2. The right of the parents or guardians to be present at the hearing;
3. The right of the student and his/her counsel or advisor to hear or read a full report of the testimony of witnesses against him/her.
4. The right of the student to testify in his/her own behalf and give reasons for his/her conduct
5. The right of the student to have an orderly hearing; and
6. The right of the student to a fair, impartial decision based on substantial evidence.

REPORT OF FORMAL HEARINGS

Upon the conclusion of any formal hearing which results in a long-term suspension (exceeding five days) or expulsion, the principal or person(s) conducting the hearing shall make a written report of the findings and results of the hearing. Such a report shall be at the school and shall be open to inspection by the student and his/her counsel or other advisor. A copy of such a report also shall be sent to the diocesan superintendent.

APPEAL TO THE PASTOR

Any hearing, who has been suspended for a long term (exceeding five days) or expelled, may appeal either along or with his/her parents or guardians such suspension or expulsion to the pastor by filing a written notice of appeal with the principal of the school within ten (10) days of receiving the written notice of the suspension/expulsion. Such appeal shall be heard by the pastor no later than twenty (20) calendar days after the appeal is filed. The student and his/her parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days before the hearing.

AUTHORITY TO SUSPEND AND EXPEL

Legal authority for suspension and expulsion is in accordance with Kansas State Law. Only the superintendent and principal have the authority to suspend students from school. Long term suspension, beyond five school days, and expulsion must have the approval of the school council after a hearing with student and parents.

PROMISE TO PROTECT  PLEDGE TO HEAL

Any allegation of the abuse of a minor,
may be reported to the
Kansas Protection Report Center
800.922.5330
KBI Crime Hotline
800.572.7463
or
ClergyAbuse@kbi.ks.gov

The Diocese of Salina fully participates
in all criminal investigations related to
abuse perpetrated by a member of
the clergy or other church official.

For the safety of children and healing of those
who have suffered abuse, the
Diocese of Salina provides
Hotline: 866.752.8855 #1067
Website: www.reportandprotect.com
Email: reportabuse@salinadiocese.org
Reports will be responded
to promptly by the
Victim Assistance Coordinator

*"Rescue me, Lord, from my foes,
for I seek refuge in you."
- Psalm 143:9*



Safe Environment Office
Diocese of Salina

To report an incident of sexual abuse
and related misconduct by
a Bishop or
Religious Superior currently
or in the past, the
Catholic Bishop Abuse Reporting
Services provides
Hotline: 800.276.1562
Website: reportbishopabuse.org

All reports are confidential with the
exception of those involving the
abuse of minors which will be
immediately reported by the
diocese to the proper authorities,
as required by Kansas State Law
and Diocesan Policy.

7-2020

CHANGES IN HANDBOOK

This policy handbook may be amended at any time by the pastor and principal in consultation with the school council. The amended policy shall go into effect after the policy has been sent, in writing, to all parties involved