



A tradition of excellence since 1871

**Student and Parent Handbook  
2008-2009**

*Go Rams!*



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# General Guidelines

## Mission Statement

Our mission at St. Xavier Catholic School is to educate the whole person- body, mind, and spirit - in Christian values in accordance with our Catholic faith tradition.

## School History

St. Xavier Catholic School was started in 1871 as a small room added onto the church by Fr. Phillip Scholl. Since that time, a new church was built and several new school buildings were erected, the last in 1963.

## Handling of Concerns

The following procedure should be followed regarding concerns:

1. The person with the concern should first request and meet with the other individual involved.
2. If no satisfactory agreement comes from this conference, the person should then meet with the principal.
3. If there is still no satisfaction, the person should then present the problem, **in writing**, to the pastor.
4. Any parent/guardian who is physically or verbally abusive to any faculty or staff member may be asked by the principal to remove his/her child from the school permanently.

## Admission

All new students will need to apply for admission through the school office. **All students are on a 45-day probation period.** At the conclusion of probation, students will either be granted full admission, the probationary period will be extended, or they will be dismissed. Students transferring from another school will be required to forward records from their previous school including academic, health and behavioral records **prior** to acceptance. An admission interview will be held with the principal, student, and parents prior to acceptance. Certain other requirements are to be met which may include an interview prior to acceptance for pre-school and kindergarten. Final approval for admission is made by the principal.

## Nondiscrimination Policy

St. Xavier, within its Catholic philosophy, continues to follow a policy of nondiscrimination with regard to gender, race, color or ethnic origin. Our policy of nondiscrimination refers directly to, but is not limited to, the employment of all school personnel, the acceptance and participation of all students, and the solicitation and acceptance of gifts and donations.

## Student Residency

During the time a student is enrolled at St. Xavier, he/she must reside with his/her parent(s), legal guardian, or in a situation of responsible supervision that meets the approval of the administration. In some instances students may live with a grandparent, aunt, uncle or cousin. When this occurs, the school **must have proof** of guardianship on file for this student.

## Delinquent Accounts

- 1) Families should contact the tuition manager office if a financial crisis occurs.
- 2) When a payment is 30 days delinquent, a simple reminder statement is sent to the family reminding them of the delinquency and notifying them that a late charge has been assessed.
- 3) When a payment becomes 45 days delinquent, a certified letter is sent by the school, notifying the family that payment must be made within a prescribed timeframe or the student may be disenrolled.
- 4) **When a payment becomes 60 days delinquent, the tuition manager and/or the principal will make contact with the family to discuss the delinquent account. Any account 60 day delinquent may result in the student being disenrolled.** No student will be allowed to enroll in

or attend school at the beginning of next semester if the family is more than 60 days behind in its payments for the current school year.

### **Withdrawal**

In order for a student to officially withdraw and have transcripts and other records forwarded, parents should notify the school office. Educational costs and fees must be paid and all books and equipment returned before a transcript will be released. Records will then be released by written request.

### **Student Financial Aid**

Any adjustment in financial obligation must be approved through the Tuition Management.

### **School Masses**

The Mass is the foundation of Catholic worship as well as the fullest expression of a praying community. All students are expected to unite in this liturgical act when, as the school community, we are called together to give thanks to Almighty God and invoke His graces and blessings. This all-school activity must be respected by all. Students absent during Mass may be required to complete community service in lieu of participation at Mass. **Non-Catholic students are expected to participate actively as directed by their religion or theology teacher.**

### **Religion and Theology**

All students are required, as part of the curriculum and school philosophy, to participate in religion or theology classes and to fulfill the requirements of those classes. This includes completing roles as assigned by teachers for religious activities.

### **Counseling**

The Guidance Department is designed to assist students in their educational, vocational, social and personal formation.

Students meet with the counselors for a variety of reasons. The student may wish to get acquainted or seek information that the counselor can provide. Through counseling, some of the difficulty students may experience with scheduling, homework, extracurricular activities or future plans. The counselor also offers assistance in planning admission to college, making application for scholarships and interpreting test scores. The counselor has also been trained to assist students with crisis situations or personal problems.

It is highly recommended that each senior meet with his/her counselor early in the senior year.

### **Spiritual Direction**

Spiritual and personal counseling is also available through the pastor of St. Xavier.

### **Library**

St. Xavier Catholic School maintains a library for use by students grades K-12. The main purpose for using the library is to study; thus, quiet time must be observed.

Damage to books beyond reasonable wear, and all lost books, are the responsibility of the student to whom the book is signed out. The full cost of the book will be charged to the student. Any labels or data used for computer labels that are removed from books will result in a fine of \$5.

### **Computer Usage Agreement**

Use of the school computers is a privilege and not a right. All school computer users are required to sign a usage agreement that outlines requirements. Violations may result in a loss of access as well as other disciplinary and/or legal action. Flashdrives or CDs brought in from outside the school are not to be used unless approved by the teacher.

### **Field Trips**

Field trips are designed to correlate with and enhance the educational experience at St. Xavier. They are permissible at every grade level. Written permission forms will need to be completed in advance or the student will not be allowed to go. **Teachers reserve the right to restrict or deny student participation on any field trip.** Buses or privately owned vehicles may be used. Parents or other approved individuals may drive personal vehicles for field trips after a copy of their insurance and driver's license is on file with the school. All school rules will be in effect unless prior approval of changes is granted by the administration.

**Inclement Weather/School Cancellation**

In case of inclement weather, a decision to open late or remain closed will be made by the principal usually in consultation with the USD 475 superintendent. Radio and/or TV stations will be informed of such a decision by 6 a.m. in most cases. School could be let out early with the same procedure in place. If parents deem conditions too dangerous for their child, they may pick up their child at the office or notify the school for an early release or excused absence.

For school closing information, please tune your TV or radio to the following stations:			
Radio		TV	
KJCK – 1420 (AM)	762-5525	KSNT NBC Channel 7	582-4000
KBLS – 106.9 (FM)	537-3232	KTKA ABC Channel 9	273-4949, 785-215-8500
Oldies – 98.5 (FM)	587-3232	WIBW CBS Channel 13	2726397

**Student Health**

1. The State of Kansas requires that all students be adequately immunized before attending school. St. Xavier Catholic School will adhere to the Kansas state law of insuring all students' compliance with the current immunization statutes. St. Xavier has adopted the policy, as set forth in K.S.A. 72-5211a, which allows for exclusion of pupils, from school attendance, who have not complied with the immunization laws.
2. Students, who participate in athletics, including cheerleading, must have an annual physical. **The Kansas State High School Activities Association physical form must be used.**
3. A student who becomes ill or injured during the school day must report to the front office. Students can be sent home only after parent/guardian permission is granted. Each student must have an emergency health form on file in the front office.

**Accidents**

Students involved in any type of accident resulting in injury or property damage must report it to the office. Parents will be notified when necessary.

**Lockers and Locks**

All students have been assigned lockers. Students will not switch lockers or locks. Each student is responsible for his/her books and valuables. It is advisable to keep the locker combination private. The office should be informed if a locker or lock does not work properly. Locks will be replaced at a cost of \$10. Coaches will assign athletic lockers and locks. The student is responsible for the appearance of the locker. **There will be nothing placed on the outside of the lockers.** Students must keep items stored in their lockers in a neat and orderly manner. Defacement or damage to lockers may result in the student being charged for repair or replacement. Lockers are the property of the school and are, therefore, subject to examination by the administration at any time. Students must use only school-owned locks. Personal locks will be cut off and will not be replaced. **Students are not to store items on top of their lockers.** Several times throughout the school year our locker rooms are used by students from other schools. When this occurs, students should remove their gym clothes, shoes and other equipment from lockers or make sure that their lockers are locked.

The school reserves the right to determine what items may be placed in a locker. For example, pictures/posters placed in lockers which are deemed inappropriate (i.e., those that promote/advertise alcohol, tobacco, illegal substances, display obscene, profane or suggestive slogans will be taken down

and destroyed). Students are not to write on any part of the locker. Students are responsible for their assigned locker.

### **Bookbags, Backpacks, and Purses**

All book bags, backpacks, and purses must remain in lockers during the school day. Before purchasing book bags, backpacks, or purses make sure they will fit in your locker.

### **Lost Property**

Lost or stolen property should be reported immediately to the office. **Parents and students are encouraged to mark their student's Parker uniforms in a manner in which they can identify lost uniforms.** Students/parents are encouraged to notify police in case of substantial loss, which might be covered by insurance. The administration reserves the right to contact police. Students will not bring valuables to school. St. Xavier will not be responsible for replacement of lost or stolen property.

### **Telephone Messages/Deliveries**

A telephone outside the office is for the use of students and visitors. Except for emergencies, students will not be permitted to use the telephone nor will they be called to the telephone. **MESSAGES WILL NOT BE DELIVERED UNLESS THEY ARE EMERGENCIES** and the office is notified by a parent/guardian. Telephones in the front office or classroom are not for student use. Flowers, balloons and other deliveries can be picked up in the office at the end of the school day.

### **Building Hours**

The school office hours will be 7 a.m. to 3:30 p.m. during the week. Students should be out of the building by 2:45 p.m. unless they are conducting business with a teacher, coach, or advisor and under his/her supervision. Students waiting to be picked up after 2:45 p.m. must wait for their rides in the designated area outside the building. Any student below school status will be sent to aftercare and his/her parent charged appropriately if not picked up by 2:35 p.m.

Students are not to be in the building unsupervised.

### **Student Visitors**

The purpose of student visitors is to introduce them to the educational opportunities provided at St. Xavier. The administration must approve student visits at least two days in advance of the visit. On the day of the visit, the host student should check in with the office to obtain a pass for the guest. No student visitors will be allowed on campus the day before vacations. All other visitors must report to the office and any visitation must be approved by the administration.

### **Parent Visitors**

Parents are encouraged to visit their student's classes and classrooms during the school day. The purpose of the classroom visit is to observe their student in a classroom setting. Parents are not to use this classroom visit as a parent teacher conference. Parent teacher conferences should be scheduled before or after school. Parents need to check in at the office and secure a visitor pass. When leaving the school, the parent needs to return their visitor pass to the office.

### **Fire/Tornado/Lockdown Drills**

By Kansas law, schools must hold nine fire drills and three tornado drills each school year. Instructions for fire drills are posted in each classroom. Drills will be held at various hours throughout the year; some are announced, others are not. Once outside, students must stay with their classes and move well away from the building to allow subsequent classes to exit safely and quickly. Instructions for tornado drills are posted in classrooms throughout the building and are reviewed during the first tornado drill of the year. Students are to follow directions given to them by instructors and are to remain quiet. In accordance with our school safety policy; lockdown drills will be conducted twice a year. Disruptive activity during fire, lockdown, tornado drills is considered serious and will be treated accordingly.

### **Parking Lot**

Parking on the school grounds is a privilege. Student contact with vehicles will be restricted to arrival at school and at the end of the school day unless granted permission from the office. Students needing to leave campus during the school day will have access to their vehicles after receiving permission and signing out at the office. Students driving their vehicles through the parking lot in a reckless manner, parking inappropriately, making excessive noise, or having vehicles displaying anything inappropriate may lose parking lot privileges and receive other disciplinary action. Students may be asked not to set car alarms if the alarm constantly sets off, disrupting class. All above rules and policies will be in effect any time a student drives/parks on campus. The administration may revoke parking privileges at any time.

**School Council**

The school council is made up of parents/guardians of students attending St. Xavier, the pastor, and principal. It is an advisory board to the pastor and principal for development of policies and other issues concerning the school.

**PTO**

The parent-teacher organization has been established as a support group for all facets of St. Xavier School. Please feel free to contact any officers with your suggestions.

**Activities Committee**

The Activities Committee is an organization of parents and alumni, which was formed to raise funds for various athletic and other extracurricular activities needs within the school.

**Academics**

**General**

St. Xavier Catholic School offers students the opportunity for a challenging, faith-based education beginning in pre-school and continuing from kindergarten through 12<sup>th</sup> grade. St. Xavier is fully accredited by the Kansas State Department of Education and the North Central Accreditation agencies.

**Grade School Promotion/Retention**

Elementary students (K-4) must demonstrate an understanding of the core curriculum subjects and be socially prepared for promotion to the next higher grade as determined by earned grades, testing, and teacher recommendation. Students transferring into St. Xavier must meet similar guidelines based on records received from their previous school(s).

**Middle School Promotion/Retention**

Middle school students (5-8) must pass appropriate classes in order to be promoted. Middle school students may repeat individual classes or the entire grade dependent upon class availability within the schedule and their social preparedness as determined by teachers and the counselor. Remedial coursework may be offered at parents' expense. Summer course credit may be accepted as well as determined by the counselor and/or principal.

**Graduation Requirements**

Requirements for graduation include 25 earned credits and completion of community service requirements. Credits must be earned in the following:

<b>Subject</b>	<b>Credits</b>	<b>Subject</b>	<b>Credits</b>
English	4	Theology	4
Science	3	Mathematics	3
World Languages	1	PE	½
Speech	½	Health	½
Social Studies	3 (including)	Computer Studies	1 (including)
• U.S. History	• 1	• Applications	• ½
• Government	• 1		

• Economics	• 1/2		
Electives	3 ½		
Fine Arts*	1		

The Kansas Department of Education requires the graduating class of 2009 to complete one unit of Fine Arts. To meet this requirement the student may take forensics or band.

The community service hours will be tracked through the students' theology classes and must be completed before graduation.

### **Board of Regents Requirements**

Successful graduation from an accredited high school and a composite score of 21 on the ACT or a grade of C or better in the following courses are required to gain admission to a Regent's university:

<b>Subject</b>	<b>Credits</b>	<b>Subject</b>	<b>Credits</b>
English	4	Foreign Language	2
Science including • Biology • Physics or • Chemistry	3	Mathematics Algebra I or higher	3
Social Studies • U.S. History • Government	3 (including) • 1 • 1	Computer Studies • Applications	1 (including) • ½

### **Stewardship**

Through stewardship of family, community, church and school, students have the opportunity to reach beyond their everyday routine and experience and explore the world that surrounds them. The following graph shows how a student might earn the minimum of 80 hours required for graduation and the minimum in each category:

	<b>Family</b>	<b>Community</b>	<b>Church</b>	<b>School</b>	<b>Total</b>
<b>Freshmen</b>	5	5	5	5	20
<b>Sophomore</b>	5	5	5	5	20
<b>Junior</b>	5	5	5	5	20
<b>Senior</b>	5	5	5	5	20

Parents can be good examples of stewardship by signing up to join PTO, activities committee, auction committee or maintenance team.

### **NCAA Clearinghouse**

Any student who desires to play athletics under NCAA jurisdiction should contact the counselor and the NCAA Clearinghouse to ensure eligibility requirements have been met.

### **Senior College Days**

Seniors who plan to attend college or other post-secondary school may wish to visit various schools. Seniors should plan these visits when St. Xavier School is not in session for them.

### **Classification of High School Students**

St. Xavier students will be classified at the beginning of each school year according to the number of credits successfully completed at the time of classification. The following scale will be used in determining each high school student's classification.

...Seniors shall have successfully completed a minimum of 19 units.

...Juniors shall have successfully completed a minimum of 11 units.

...Sophomores shall have successfully completed a minimum of 5 units.

...Freshmen shall have successfully completed the eighth grade.

Middle and elementary students who have not met guidelines for promotion will have a conference set up with the administration to determine further attendance at St. Xavier.

### Off-Campus Credit

1. **All required core courses** must be taken at St. Xavier to receive a St. Xavier diploma unless approved by the administration.
2. College credit will be accepted at the rate of 3 credit hours for ½ high school credit. The grade on the transcript will be the grade given by the awarding institution.
3. Courses not offered by St. Xavier will be accepted for credit only with the written permission of the administration.
4. St. Xavier seniors are required to take five classes each semester. Four classes must be at St. Xavier. Permission from the counselor/principal is required **before** enrolling in off-campus classes. **All classes will be listed on the transcript and calculated into the GPA.**
5. Credit by exam only is **not** allowed to meet St. Xavier graduation requirements.

### Schedule Changes

Students must obtain a drop permit from the office. The permit must be signed by the student's parent, the teacher of the class being dropped, and the teacher of the class being added. The drop is not complete until the principal has approved the drop permit. No class may be dropped after August 17, 2005, for the first semester, and December 21, 2005, except in very unusual circumstances. Any class dropped will be replaced with another class. Class changes should be made to improve a student's schedule.

### Grading Scale

Some courses/levels in elementary may be graded with an S (satisfactory) or U (unsatisfactory). The grading scale for 5<sup>th</sup> through 12<sup>th</sup> grades is as follows:

Grade	Percentage	Definition	Grade points
A	92-100%	Excellent	4.0
B	83-91%	Good	3.0
C	74-82%	Satisfactory	2.0
D	65-73%	Passing	1.0
F	Below 65%	Failing	0.0
S *		Satisfactory	0.0
U		Unsatisfactory	0.0
I	TBD	Incomplete	0.0
W	N/A	Withdrawn	N/A
W/F	N/A	Withdrawn Failing	0.0

\*The letter grade "S" or "U" may be assigned for some courses. When a grade of "S" or "U" is assigned to a course, the grade will have no impact on GPA. The course is taken for credit only.

Seniors may enroll as a student aid. The course will be taken for credit on a pass/fail basis. (Grade has no impact on GPA)

### Incomplete Grade

When a teacher issues an Incomplete ("I") to a student in any particular grading period, that teacher will have ten (10) school days from the date of the issuance of grade cards to turn in a make-up grade. At that time, the grade will be changed or the "I" will result in an F grade. If arrangements are made between the teacher and student to carry an "I" beyond the ten (10) days, the teacher is then responsible for informing the office when the grade will be issued. Exceptions may be made by the principal.

### Awarding of Credit

Credit for course work will be awarded at the end of the semester. Upon successful completion, a student that has enrolled in a course/class worth one-half credit will be awarded one-half credit at the end of the semester.

Semester grades will be posted on the student's transcript and over-all GPA will be computed at the end of each semester. Students not successfully completing a course will have an "F" placed on his/her transcript and a zero recorded for grade points. Students that fail a semester of a required full year

course, such as American History or English II, will retake the semester. This will be accomplished the next time the course is offered. There is an exception to this rule. Should a student fail the second semester of Algebra I or Geometry, that student will retake both semesters. The grade and GPA that the student received for both semesters will be recorded on the student's transcript. The student will earn one-half unit of credit for the semester that was passed and no credit for the semester that was failed. When the student retakes and successfully completes each semester of these courses, credit will be awarded. There is the possibility that a student could earn one and one-half units of credit for retaking Algebra I. However, only one credit or unit of Algebra I will be counted toward the math requirement for graduation. The remaining one-half unit will be counted as an elective credit which will count toward the total number of credits needed to graduate.

**Grade Point Average**

The equation for computing G.P.A. is: total grade points ÷ total potential credits (credit attempts). In case of ties in G.P.A.'s, the class weight and credits attempted will also be considered.

**Grade Reports**

Teachers at St. Xavier School are using Power School to record student grades. Power School is a computerized grade book and student data management system. Power School allows parents to access their child's grades on a daily or weekly basis from their home or office computer. Parents of students in grades three through twelve will be given their child's confidential identification number and password via e-mail. Grade updates will be available on-line weekly after the second week of each nine weeks. Parents are encouraged give their children access to Power School to track their grades. Students can check their grades from home or school. At school, students may check their grades in either the computer room or virtual classroom before or after school as long as a staff member is present. Students will not be allowed to use teacher computers to check their grades.

**Grading Periods**

St. Xavier School will be on nine-week grading periods.

<b>Grading Periods</b>	<b>Grade Cards Issued</b>
First – Aug. 18 to Oct. 17	Oct. 23 <sup>rd</sup> ... P/T Conferences
Second – Oct. 20 to Dec. 19	Jan. 6 <sup>th</sup> ... Issued / Mailed
Third – Jan. 5 to Mar. 13	Mar. 26 <sup>th</sup> ...P/T Conferences
Fourth – Mar. 23 to May 29	Week of June 1 <sup>st</sup> ... Mailed

**Grade Cards**

The first and third nine-week's grade cards will be picked up by the parents at Parent/Teacher Conferences. Students' whose parents do not attend Parent/Teacher Conferences may pick up their grade cards on the Monday following Parent/Teacher Conferences. The second nine week's grade cards will be issued / mailed. **It is the student's responsibility to share their grade card with their parents**

**Progress Reports – Mid-Nine Week Grading Period.**

Progress reports are distributed to students usually during the fifth week of the nine-week grading period. These reports inform all concerned of the progress or status of the student in their respective classes. **Progress reports will be given to each student. It is the student's responsibility to share their progress report with their parents. Parents may request that a progress report be mailed home.** Progress reports will be issued on the following dates: Sept. 16, Nov. 25, Feb. 10, and Apr. 28.

**Semester Exams**

Final exams will be administered at the end of the first and second semester. Final exams will be given according to a posted schedule for high school students. No exams will be given prior to exam dates unless approved by the administration. Students may be exempted from semester exams at the teacher's discretion and administration approval.

### **Honesty in Academic Work**

Cheating will not be tolerated. Cheating is defined as using unacceptable means to attain academic success. Cheating may include, but is not limited to: copying tests, copying computer assignments, homework or class work, obtaining verbal assistance or looking on another's work during a test, using unauthorized test material, or allowing another student to copy any school work. Plagiarism is considered cheating. Plagiarism will be defined in all classes where papers and research assignments are given. The consequences for cheating will include:

- 1) Loss of credit on the academic project (test, homework, etc.)
- 2) A discipline referral slip will be sent to the parent(s).
- 3) Other disciplinary action to be determined by the teacher/principal.

### **Testing Program**

1. Kansas State Assessments: State assessments are given each spring as outlined by the Kansas State Department of Education. Currently tests are administered in reading, writing, mathematics, science, and social studies and are administered only to certain classes. Future tests may be administered to all grades annually. State assessments are criterion referenced tests.
2. ITBS (Iowa Tests of Basic Skills): ITBS are given to all students from grades 3-11. These tests are given annually to determine how students at St. Xavier are doing in comparison to students nationally. ITBS are nationally norm referenced standardized tests.
3. Local performance tests will be given to identify progress in areas identified as a need in the school improvement plan.
4. ACRE (Religion tests): The ACRE test is given to students to identify progress in theology.
5. ASVAB: This test will be taken by juniors or seniors to determine vocational aptitude. It is administered by the Department of Defense.
6. ACT and SAT: These tests measure academic ability and are required by colleges for admission purposes. Students should register for these tests through the counselor.
7. PLAN: This assessment is given to 10<sup>th</sup> grade students to measure progress in math, reading, science and English.
8. State Assessment, ITBS, and local performance test scores are used to help determine placement and advancement of students and must be taken seriously. Failure to do so may lead to misplacement, repeating of courses taken, denial of credit, or academic dismissal.

## **State Statute on Truancy**

In compliance with the amendments of K.S.A. 72-1113 and 72-1111 as described in Senate Bill No. 38, any regularly enrolled student is not in compliance with the state compulsory attendance statute if:

- He / She accumulate three (3) consecutive unexcused absences.
- He / She accumulate five (5) unexcused absences in a semester.
- He / She accumulate seven (7) or more unexcused absences in a school year.

The statute requires the school board of education to determine the definition of unexcused and to define a significant part of a day. For purpose of reporting truancy, St. Xavier's policy defines a significant part of a day as the missing of unexcused absences for a portion of the school day. In situations where a student has accumulated seven (7) or more unexcused tardies or seven (7) or more unexcused absences form one or more class periods, principals have the discretion to re-define, through the use of an attendance contract, a significant part of a day as the missing of one or more hours within the school day. Under an attendance contract, each day a student has an unexcused tardy or an unexcused absence form one or more class periods that day will count as an unexcused day for truancy purpose.

Saint Xavier's policy gives all principals and assistant principals the authority to determine the status of a student absence. The following types of absences are examples of unexcused absences

- Any absence that is not properly validated. Parents must call the morning of an absence or provide the office with a note on the day his/her child returns to school.
- If the principal requires a note form a doctor due to excessive absences for illness and the parent

does not comply, all additional absences, which the parent claim are due to illness, will be unexcused until a note from the doctor is received.

- Leaving the classroom or school building during the school day without communicating with the teacher and / or school officials.
- Keeping the child home to baby sit.
- Keeping the child out of school because of parent's dissatisfaction with the school.
- Non-emergency personal family reasons when not approved in advance.
- Shopping, hair appointments, paying traffic fines, etc.
- Any mass organized skip day.

### **Truancy Action**

- Step 1 – FYI to Parents
- Step 2 – Truancy Information Meeting at Court House
- Step 3 – Truancy Assessment and Interview (Truancy Prevention Coordinator)
- Step 4 – Due Process Hearing
- Step 5 – Formal Complaint

### **Waiver of Compulsory Attendance Requirements**

Students 16 or 17 of age may be exempted from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form to give permission for the student to dropout of school.

### **Extension of School Day**

The building principal (or designee) has the authority to require additional school time for students who are in need of remedial education or who are subject to disciplinary measures imposed under the district's disciplinary policies, guidelines and procedures. Any school day or school hour scheduled for a student may be schedules on weekends, before or after school hours, and during the summer months. Inexcusable absence of all or part of any school day or during any school hour by a student for whom additional school days or school hours have been scheduled is counted as an inexcusable absence from school for the purposes of enforcing the compulsory school attendance law.

### **Student Absences and Homework**

Parents and students should be aware of the fact that when a student misses classes due to illness, **THE STUDENT IS STILL RESPONSIBLE TO DO THE HOMEWORK FOR THE CLASSES MISSED. It is the STUDENT'S RESPONSIBILITY to get the assignments from his/her teacher or classmates.** Students are encouraged to know the phone numbers of one or two students in each class for the purpose of getting nightly homework during short-term absences. Unless special arrangements are made by the student with the instructor, make up work is completed by allowing one makeup day for each day of absence plus one.

An **EXTENDED ABSENCE IS FIVE OR MORE DAYS.** Parents requesting homework for extended absences should contact the office with the request (238-2841). Please allow 1½ to 2 days for the teachers to prepare materials to send home.

### **Early Dismissal**

If an early dismissal is anticipated, the parent should call the school **BEFORE 9:00** in the morning. Early-dismissal students must report to the office and be issued an Early Dismissal Pass which the student will present to the teacher of the class from which he/she will leave. When the student returns from the absence before the end of the day, he/she will again report to the office to receive an Admit Pass that will allow him/her admission to class. No notes will be accepted for early dismissals.

### **Leaving School Grounds**

Once a student enters the school building, he/she is not permitted to leave campus without parental permission and checking out through the office.

**A student who must leave school due to illness or other emergency MUST check out through the office.** The secretary will make a phone call to the parent/guardian who will then give permission for the student to leave school. Upon return, the student goes through the usual procedure for admission following an absence. A student who leaves school without going through the above procedures will be considered truant.

### **Excessive absences and withdrawal**

When a student has missed more than eight sessions of any class in a semester, the school may withhold credit, withdraw the student from the class or classes, or retain the student in the same grade unless the principal, upon review, determines that another consequence is more appropriate. Absences related to school related activities or suspensions are not included. Eligibility for credit is subject to review if a student's absences exceed the maximum allowed. When the student has missed more than eight classroom sessions, the building principal will meet with the parents and student to evaluate all absences, not just those absences in excess of eight. If a determination is made that the student can not earn credit for the semester, the student will continue attending class(es) affected and will be subject to all class expectations, such as testing and assignments. Should credit be denied, the student's grade will appear on the transcript without credit or GPA points being awarded. The course will be counted as a credit attempt. If a student did not earn credit in a required course, he/she will need to retake the course.

## **Discipline**

### **General Philosophy**

Members of the St. Xavier community will be treated with respect and dignity as Jesus Christ has commanded.

### **Student Behavior**

Students at St. Xavier are expected to display good Christian values and behavior. The rules and policies set forth have been developed to provide a safe and orderly environment during school and school-sponsored activities. Exemplary Christian behavior will lead to an environment in which learning and development of good work habits can occur. The disciplinary system has two basic categories: Minor and major violations.

### **Anti-Bullying Policy**

Based on our philosophy that Catholic Schools has been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. The Salina Diocese Catholic Schools views 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, taken items form, 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 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. Parent 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 bullying behavior.
2. 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.

### **Minor Violations**

Minor violations will be taken care of by consequences as determined by the staff in consultation with the student in accordance with Diocesan, parish, and school policies. Parents and/or administration may also be informed or consulted.

### **Major Violations**

Major violations cause serious disruption in the learning environment and thus must have serious consequences including, but not limited to: multiple detentions, withdrawal from class, disciplinary contract, short-term suspension, long-term suspension, or expulsion. Legal authorities may also be contacted if deemed appropriate. Major violations include, but are not limited to: *alcohol/ drugs/ tobacco use/possession/distribution/paraphernalia, vandalism, theft, forgery, academic honesty violations, truancy, threatening behavior to staff/students, use or possession of incendiary materials, disrespect to staff/students, fighting, being off campus without permission, removal from class due to behavior problem, gang affiliation/gang-related actions, bomb threats, use and/or possession of weapons or facsimiles, sexual harassment, harassment and/or bullying, tampering with computer equipment, misuse of the internet, and/or soliciting violence.*

### **Weapons**

Use and/or possession of a weapon or facsimile at school, on school property, or at a school-related activity will result in a long-term suspension/expulsion up to at least one calendar year. The administration has sole discretion to modify such expulsion. Law enforcement personnel may be contacted as well.

### **Search and Seizure**

The administration reserves the right to speak to students regarding violations of school policy and the right to search lockers, bags, and vehicles on the school premises at any time without making contact with a parent/guardian. Any contraband will be seized and turned over to law enforcement personnel. The administration may contact the police to assist in the search of student's person and property.

## **Controlled Substances**

ST. XAVIER CATHOLIC SCHOOL WILL NOT TOLERATE THE USE, POSSESSION, OR DISTRIBUTION OF TOBACCO, ALCOHOL, ILLEGAL DRUGS, OTHER CONTROLLED SUBSTANCES, AND LOOK-ALIKE DRUGS ON SCHOOL GROUNDS, AT SCHOOL FUNCTIONS, OR AT SCHOOL-SPONSORED ACTIVITIES. THIS WILL BE TREATED AS A MAJOR VIOLATION. THE STUDENT WILL BE SUBJECT TO DISCIPLINARY AND/OR LEGAL ACTIONS.

Substance abuse prevention consists of three main areas: education, intervention, and immediate consequences. Most of the students, staff, and parents recognize the tragedy of substance abuse and must learn to help abusers. As consequences follow any behavior, substance abuse must be met with actions immediate enough to force the abuser to make choices about that behavior and ultimately about the abuser's continuance as a student at St. Xavier.

Parents, as prime educators of their children, must take advantage of programs offered by the school and others and impress their values upon their children. These values include abstinence from all illegal drugs at all times, abstinence from alcohol before age 21 and tobacco before age 18 and at school or school-related events for students who have reached the age of 18. After age 21, sobriety and moderation are the virtues to be taught and the example to be shown for alcohol usage.

Students participating in activities are held to a higher standard and may have additional consequences.

**(All are considered major violations)**

### **Tobacco**

It is a major violation for students to use tobacco and/or tobacco products on campus or at school-related events and activities. Additionally, it is a violation of KSHSAA rules and is illegal for students under age 18.

### **Alcohol/Drugs**

As it relates to alcohol, illegal drugs, other controlled substances, look-alike drugs, act-alike drugs and their paraphernalia: being under the influence, in possession of, advocating the use or distribution of any of these substances is a violation when such behavior occurs on school grounds, at school functions, or at school-sponsored events whether home or away. Students who assist in possession, use or distribution of illegal substances may be subject to expulsion. The school will intervene on suspected substance behaviors.

### **Alcohol/Drug Screening**

The administration or designee reserves the right to administer a Breathalyzer test whenever deemed necessary and law enforcement agencies may supply alcohol/drug analyzers at school activities. Refusal to submit to a Breathalyzer test will be treated as a violation of the policy.

1. Students appearing to be under the influence of or in possession of a controlled substance (disoriented, ill, out of control, etc.) will be confronted about the behavior and informed of the consequences of that behavior.
2. Parents/guardians will be called to take responsibility for that student. If the parent, guardians, or another adult willing to take responsibility for the student cannot be reached, the police will be called to take responsibility.
3. The student will receive an out-of-school suspension.
  - a) On the first offense, the student must attend a school-approved drug and alcohol education program.
  - b) On the second offense, the student and parents must complete an assessment at an approved drug and alcohol treatment program and follow the recommendations. This includes, but is not

limited to, treatment. Assessment outcome recommendations will be sent to St. Xavier and maintained in confidence.

- c) On the third offense, the administration and treatment center involved will consult on the advisability of the student's continued education at St. Xavier.

St. Xavier Catholic School works closely with law enforcement agencies on any suspicion or confiscation of illegal substances. The school may intervene on suspected substance abuse behaviors at any time. The school reserves the right to require a witnessed drug screen any time the school administration decides that there is a reasonable cause to do so. This is not an all-inclusive list of violations or disciplinary actions. The administration will evaluate each case.

### **Food, Drink, Gum**

Food, Drink Gum and Sunflower seeds are not permitted outside of the cafeteria.

### **Sexual Harassment, Harassment and Bullying**

Sexual harassment is defined as sexual advances, requests for sexual favors, and/or innuendoes, words or actions of a sexual nature directed toward any other person, which are unwelcome by the person to whom the conduct is directed and which would be offensive to a reasonable person. If the conduct involved fits this definition, it makes no difference how the conduct was intended. Sexual harassment will not be tolerated at this school and may be treated as a major violation.

Bullying/harassing behaviors can include, but are not limited to teasing, poking, biting, and hitting or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, insensitive or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards or elsewhere for public display. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

### **Electronic Devices**

Electronic devices, such as cellular phones, pagers, MP3 Players, Walkmans, Game Boys, and headphones, etc., may not be used during the hours of 7:40am – 2:30pm. Use of any of these devices during school hours will result in confiscation for that day. The device will be returned at the end of the school day. A second offense will result in confiscation and the device will only be returned to the student's parent. A third offense will result in an in-school suspension.

### **Detention**

#### 1. Administrative Detention

Students are required to report to detention when assigned. Detention will be held in the morning from 7:00 – 7:30 a.m. Detention has priority over any school activity or appointment. During detention, students will be assigned specific tasks and must be on time and in dress code. Absence from or being late to detention will lead to multiple detentions and/or in-school or out-of-school suspension.

#### 2. Teacher Detention

Teacher detention will be held by individual instructors for their students. This detention will be at the convenience of the instructor and will take precedence over all athletics and activities. Students who fail to serve an instructor's detention will serve additional detentions or be referred to the administration. Failure to serve a detention assigned by a teacher may result in an in-school suspension being assigned by the principal.

### **Discipline Referrals**

1. Parents will be notified of any serious disciplinary problems.
2. Staff are requested to complete a disciplinary referral form concerning serious disciplinary matters.
3. Disciplinary referral forms are presented to the principal, who will confer with the individual student, notify the parents of the referral form, and record the action or recommendation(s) concerning the particular case.

### **Suspension**

**Option A. Out-of-School Suspension (OSS):** The student is dismissed from school/class for a specified period of time. This time period is usually from one to five days, but may be longer or for an indefinite time span. A SUSPENDED STUDENT WILL NOT BE ON SCHOOL PROPERTY AT ANY TIME AND WILL NOT ATTEND ANY ACTIVITY, ATHLETIC EVENT, PRACTICE OR PERFORMANCE AS PARTICIPANT OR SPECTATOR. Missed class time and missed work due to suspension will result in ZERO CREDIT for any assignments and tests missed during the suspension period. Although the student receives zero credit, he/she may be required to make up all assignments and tests during the suspension period.

**Option B. Out-of-School Suspension (OSS):** In order to receive credit during an out-of-school suspension, the student must do community service hours. Eight hours of work will be required for each day of suspension.

### **Student Contract**

Students with discipline and/or attendance problems may be put on contract. During a conference with a student and his/her parent, the administration will state in a written contract the guidelines to be followed.

### **Expulsion**

Expulsion is dismissal from school without the privilege of readmission. Expelled students are not allowed to be on school campus or attend school activities.

### **Off-Campus Behavior**

Student behavior off school grounds is clearly the responsibility of parents and the student. Parents are expected to supervise their children and support the intent of the school's rules while the student is off campus so the student does not receive mixed messages and become confused. Also, parents should support the philosophy and values of the church/school at all times. If it becomes clear to the administration that the student's and/or parents' behavior does not embrace and support these values, philosophies and rules, the student will be asked to withdraw from St. Xavier Catholic School. **Fights off campus between two St. Xavier students may fall under this policy.**

### **Student Pregnancy**

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

## **Uniform Dress Code**

The purpose of the St. Xavier dress code is to provide a uniform appearance, to promote school identification, and to encourage pride and responsibility in personal appearance. All parts of the uniform must be neat and clean. Any uniform that is tattered, torn, print-marked or stained must be replaced at the discretion of the principal. These requirements are in effect during school building hours (7 a.m. – 3:10 p.m.). The administration reserves the right to determine dress code violations not specifically covered below and send students home to change. Absence from school because of dress code violations is considered unexcused.

The approved uniform can be purchased from Parker School Uniforms.

**Phone: (800) 500-4634 Fax: (316) 687-5238**

To obtain the website for online ordering use the following:

<https://www.parkersu.com/store/?school>

ID # =WI104163

### **Boys**

**Slacks** - Only the selected pants from Parker School Uniform Company will be acceptable. Slacks must be hemmed and in good condition. No side slits, frays, or holes in slacks will be allowed.

**Shorts** - Only the selected shorts from Parker School Uniform Company will be acceptable. Shorts must be hemmed and in good condition and the length is to be the standard determined by the manufacturer. No side slits, frays, or holes in shorts will be allowed. Shorts may be worn through out the school year.

**Belts** –Students in grades two (2) through twelve (12) must wear a belt at all times. **They must be Black or Brown.**

**Shirts** - Only Parker School Uniform Company shirts with the appropriate monogram will be allowed. They may be short-sleeved or long-sleeved. The bottom button on the shirt must be buttoned. Shirt sleeves shall not be rolled up. Shirts should be neat in appearance (ironed if necessary). **Shirts will be tucked in. Belts will be visible.** Long-sleeve undershirts or T-shirts may not be worn under uniform short-sleeved shirts. T-shirts, if worn, must be **plain white** (no print, graphics or colors).

**Sweatshirts** – Only Parker School Uniform Company sweatshirts with the appropriate monogram will be allowed and must be worn over the uniform shirt. When a sweatshirt is worn, the collar of the uniform shirt must be worn over the neck of the sweatshirt.

**Students are required to have a Parker sweatshirt.** Students are expected to have one Parker sweatshirt at school at all times. There may be times when a classroom temperature dips down into the 60s. Students should wear appropriate clothing: i.e., Parker sweatshirts, Parker long-sleeved shirts, or Parker sweaters if the classroom temperature is uncomfortable.

**Sweaters** - Only sweaters from the Parker School Uniform Company (cardigan, V-neck pullover, or sleeveless vest) are allowed and must be worn over the uniform shirt.

**Shoes** - Students may wear casual dress shoes, tennis shoes or sandals with a back strap. Shoes for students in grades K-4 should be appropriate for wear on the playground. **NO FLIP FLOPS, CROCS OR HEELIES** are allowed for grades K-4. Grades 5-12 may wear flip flops or Crocs, except to Mass. **NO** slippers or Heelies are allowed. If the shoes require shoestrings, the shoes will be laced and tied snugly to the foot at all times. If the shoes have buckles or Velcro straps, the buckles and straps must be buckled and Velcroed.

**Socks** - Socks are worn at the discretion of the student. However, only solid white, blue, brown or black socks will be allowed.

**P. E. Uniforms** - Students are expected to purchase one St. Xavier gray shirt and one St. Xavier blue shorts for physical education courses. Only St. Xavier P.E. uniform with the appropriate monogram will be allowed.

**Coats/Hats/Ball Caps/Bandanas/Headbands** - Are not to be worn in the building during school hours. Jackets and coats are not to be worn in the hallways or classrooms during school hours. Once the student arrives at the school, they are to hang their coats or jackets in their assigned locker. Coats and jackets are not to be hung from the locker door. Students may wear jackets and coats when they walk across campus to the cafeteria or Mass. When students return from the cafeteria and Mass, they are to

hang their jackets or coats in their locker.

**Hair** - Hair must be neat and modestly styled. The principal will determine extreme style or coloring violations.

**Facial Hair** - Boys are to be clean-shaven (no beards, or mustaches). Sideburns shall not extend below the bottom of the ear. Hair must be neat and clean. It may not be worn in a style that covers the student's eyes. The principal's will determine extreme style or coloring violations.

**Jewelry** - Earrings and/or posts are allowed. Excessive jewelry is not allowed; i.e. multiple/large necklaces, bracelets, nose jewelry. No body piercing. Tattoos, permanent or temporary, including pencil and ink decoration, must not be visible.

### Girls

**Slacks** - Only the selected pants from Parker School Uniform Company will be acceptable. Slacks must be hemmed and in good condition. No side slits, frays, or holes in slacks will be allowed.

**Shorts** - Only the selected shorts from Parker School Uniform Company will be acceptable. Shorts must be hemmed and in good condition and the length is to be the standard determined by the manufacturer. No side slits, frays, or holes in shorts will be allowed. Shorts may be worn through out the school year.

**Belts** - Students in grades two (2) through twelve (12) must wear a belt at all times. **Belts must be Black or Brown.**

**Shirts** - Only Parker School Uniform Company shirts with the appropriate monogram will be allowed. They may be short-sleeved or long-sleeved. The bottom two buttons on the shirt must be buttoned. Shirt sleeves shall not be rolled up. Shirts should be neat in appearance (ironed if necessary). Shirts will be tucked. Belts will be visible. Long-sleeve undershirts or T-shirts may not be worn under uniform short sleeved shirts. T-shirts, if worn, must be plain white (no print, graphics or colors).

**Sweatshirts** – Only Parker School Uniform Company Sweatshirts with the appropriate monogram will be allowed and must be worn over the uniform shirt. When a sweatshirt is worn, the collar of the uniform shirt must be worn over the neck of the sweatshirt.

Students are required to have a Parker sweatshirt. Students are expected to have one Parker sweatshirt at school at all times. There may be times when a classroom temperature dips down into the 60s. Students should wear appropriate clothing: i.e., Parker sweatshirts, Parker long-sleeved shirts, or Parker sweaters if the classroom temperature is uncomfortable.

**Optional Skirt, Culottes, or Jumper** - The Parker School Uniform Company skirts, culottes or jumpers designed for St. Xavier are allowed. Skirts culottes, or jumpers with tears must be replaced.

**Optional Blouse** – These are to be worn only when wearing the optional skirt or jumper. Only Parker School Uniform Company blouses with the appropriate monogram will be allowed. Blouses may be short or long-sleeved. Blouses should be neat in appearance (ironed if necessary) and must be fully tucked in at all times, not merely turned up so that the tails are not visible. No turtlenecks may be worn under the blouse. **Long-sleeve undershirts or T-shirts may not be worn under the uniform short-sleeved shirts.** T-shirts with writing, graphics or colors are not allowed to be worn under the blouse. Buttons must be buttoned and the top button, below the neckline, must also be buttoned. The regular uniform shirt is also allowed with skirts or jumpers.

**Sweaters** - Only sweaters from the Parker School Uniform Company (cardigan, V-neck pullover, or sleeveless vest) are allowed. They must be worn over the uniform shirt or optional blouse.

**Shoes** - Students may wear casual dress shoes, tennis shoes or sandals with a back strap. Shoes for students K-4 should be appropriate to wear on the playground. NO FLIP FLOPS, CROCS, SLIPPERS OR HEELIES for grades K-4. Grades 5-12 may wear flip flops or crocs except to mass. NO slippers or heelies allowed. If the shoes require shoestrings, the shoes will be laced snugly to the foot and the shoestrings tied at all times. If the shoes have buckles or Velcro straps, the buckles and straps must be buckled and elcroed.

**Socks** -

Socks are worn at the discretion of the student However, only solid white, blue, brown or black socks will be allowed. Tights are to be solid white, green or blue.

**P. E. Uniforms** - Students are expected to purchase one St. Xavier gray shirt and one St. Xavier blue shorts for physical education courses. Only St. Xavier P.E. uniform with the appropriate monogram will be allowed.

**Coats/Hats/Ball Caps/Scarves/Bandanas/Headbands** - Are not to be worn in the building during school building hours. Jackets and coats are not to be worn in the hallways or classrooms during school hours. Once the student arrives at the school, they are to hang their coats or jackets in their assigned locker. Coats and jackets are not to be hung from the locker door.

Students may wear jackets and coats when they walk across campus to the cafeteria or Mass. When students return from the cafeteria and Mass, they are to hang their jackets or coats in their lockers.

**Hair, Make-up and Jewelry** - Hair must be neat and modestly styled. The principal will determine extreme style or coloring violations. Make-up should be neat and in good taste. Excessive jewelry (i.e.; long dangling earrings, nose jewelry, multiple/large necklaces and bracelets) is not permitted. No body piercing. Tattoos, permanent or temporary, including pencil and ink decorations, must not be visible.

**Special Dress Days**

**Dress-Up Days** - Members of athletic squads or clubs may dress up on certain days if approved by the principal in advance. Slacks, ties, dress shoes, sport coats, or suits would be appropriate. Girls may wear modest and appropriate dresses, skirts, slacks or blouses which do not expose cleavage or the midriff. Sleeveless tops must be fitted at the arm hole. Students wearing inappropriate or immodest attire will be sent home to change, receive a detention, and may lose the privilege in the future. No blue jeans, cargo shorts or slacks will be allowed. Shirts must be tucked in and belt must be worn. If a tie is worn it must be tied appropriately.

**Spirit Day Attire** - Certain days of the school year may be designated as Spirit Days. The appropriate dress for these days will be announced during the week prior to the event. Students not following the rules for a particular day will receive detention, may be sent home to change and may lose Spirit Day Privileges.

**Closed Lunch Period**

There will be a closed lunch period. Students must remain on school campus during lunch time. All students will eat in the cafeteria, including those students who bring a sack lunch. Students are not allowed to eat lunch in the classrooms. Students bringing a sack lunch must store their lunch in their lockers

All students must remain in the cafeteria until they are dismissed by dismissal bell or cafeteria attendant.

**Cafeteria and Lunch Program**

The cafeteria is considered a classroom to promote good eating habits. Students may bring a lunch from home or purchase it from the cafeteria. While in the cafeteria, students are expected to display appropriate behavior. Courtesy toward other students and cooperation with teachers and cafeteria

attendants are in order at all times. Parents and students cannot bring lunches from carry-out or fast food restaurants (Students cannot have food delivered in.

Breakfast is served from 7:15-7:30 a.m. to all students. Lunch is served to grades kindergarten through 12<sup>th</sup> grade at the designated serving times on their schedule. Lunch count will be taken at the beginning of the first hour. If a student is tardy, he/she must report to the school office and give the secretary his/her lunch status. If the student is going to be coming to school after 8:30 a.m., parents should call school office and give their child's lunch status or plan to send a sack lunch for that day.

Students in grades kindergarten through fourth grade will give money for lunches to their classroom teacher. Students in grades five through twelve will give money for lunches to the school secretary or the cafeteria manager when they go through the lunch line.

**Parents are expected to maintain a positive balance in their child's lunch account.** Students may have a negative balance up to \$6.00. Students whose accounts have a negative balance of more than \$6.00 must bring a sack lunch from home. Lunch account notices will be placed in book bags of kindergarten through fourth grade students. Lunch account notices for students in grades five through twelve will be given to the student as they go through the lunch line. Students will be directed to make sure that they give the notice to their parents. Lunch account notices will be sent home in the student's book bag or with students when the student has a positive balance of \$4.00. This equals two meals.

If a student has a positive balance in their lunch account at the end of the school year, the money will be transferred to the next school year or the parent may request a refund.

## Activities

### Clubs and organizations

The school sponsors a number of co-curricular and extracurricular clubs and organizations. Those offered are listed below. These clubs are subject to the rules of the school as well as their own rules. Students may submit a proposal to begin a new club to the principal for approval. Fundraising events must be approved by the sponsor and principal in advance.

### Clubs and Organizations

Student Council	JH Scholar Bowl	HS Scholar Bowl	Yearbook
Forensics	Band	National Hr. Society	Vocal Music
Ecology Club	SADD	Class sponsorships	Jr. Student Council

### Dances

A number of dances are sponsored throughout the year by various student organizations. Students are expected to adhere to reasonable standards of dress and conduct at these events. For major dances, guests from other schools may be allowed. On these occasions, students will be directed to sign up their guests on a list to be approved by the administration in advance. The administration reserves the right to deny admission to anyone and to administer a Breathalyzer test. At all dances, admission will be denied after one hour past starting time unless prior arrangements have been made with the administration. When a student leaves a dance, he/she is not allowed to return.

### Special Events

**Senior Trip** – The senior class is allowed a one-day senior trip to be taken during the second semester. The senior class officers, in consultation with the sponsor and principal, will designate a date and destination for the trip. Senior class funds will be used to finance the trip. Senior students going on the trip must be in good standing and be eligible for graduation.

**Class Parties** – Classroom parties may be held periodically throughout the school year, but should be primarily limited to elementary and middle school grades.

**Assemblies** – Periodic assemblies such as pep, Veteran’s Day observance, or other special events may happen throughout the year. A special schedule will be used when assemblies are held. Students will sit according to an established seating arrangement.

**Athletics**

St. Xavier participates in athletic and other interscholastic activities as a member of the Eisenhower League and the Kansas State High School Activities Association. Sports that St. Xavier students may participate in are listed below. Those marked with an asterisk are offered at Junction City High School under a state approved cooperative agreement.

Fall	Winter	Spring
Football (boys)	Basketball (girls & boys)	Track (girls & boys)
Volleyball (girls)	Cheerleading	Softball (girls)*
Soccer (boys)*		Baseball (boys)*
Cross-country (boys & girls)*		Soccer (girls)*

**Eligibility** – St. Xavier School falls under the auspice of the KSHSAA guidelines. The KSHSAA rules require that for any student to be eligible for participation, he/she must:

- 1) Have passed at least five subjects of unit weight the previous semester or last semester of attendance.
- 2) Be enrolled in and attending a minimum of five subjects of unit weight during the present semester.
- 3) Be a bona fide undergraduate member of his/her school and in good standing. A student who is under suspension or whose character or conduct brings discredit to the school or to the student is not in good standing. Administration has the authority to determine whether a student is in good standing.
- 4) All students participating in interscholastic athletics and cheerleading must have on file a physical examination form and a statement of their parents' consent to participate.
- 5) Students may not engage in outside competition in the same sport during a season in which they are representing their school.
- 6) St. Xavier cannot offer any financial assistance to non-parish students who are declared eligible for activities unless it is approved under KSHSAA rules.

In conjunction with KSHSAA rules, the following eligibility guidelines will be implemented:

To be eligible to participate in an activity or athletic contest, a student must have earned passing grades and credit in at least five (5) courses the previous semester. Seniors enrolled in only courses must be passing all courses to be eligible. To remain eligible to participate throughout the next semester the student must be passing courses at each mid nine weeks progress reporting period and weekly thereafter. Students not passing five (5) courses will be placed on an academic ineligibility list. Students and parents will be notified. When a student is passing five (5) courses, he/she again becomes eligible during the next grading period. Should the student not be passing courses at the end of the nine weeks grading period, the student will not be considered for eligibility until the next mid nine weeks progress reporting period.

An “incomplete” shall count as a failure/”F”.

**Eligibility notification dates for the 2007-2008 school year are as follows:**

**First Semester** – Sept. 14, Sept. 21, Sept. 28, Oct., 5, Oct. 12, Nov. 16, Nov. 23, Dec. 7, Dec. 14, Jan. 5

**Second Semester** – Feb. 8, Feb 15, Feb. 22, Feb.29, Mar. 14, Apr. 25, May 2, May 9, May 16, May 30

<b>Examples of how the Eligibility Policy is applied.</b>	
<b>Eligibility Notification Date</b>	<b>Action Taken</b>
Sept. 13 - Student "A" is not passing courses at the first mid nine week reporting period.	Student "A" is ineligible. Student and parent are notified. Student can practice but can not participate in an athletic or academic contest. To become eligible, student "A" must pass five (5) courses at the next eligibility notification date.
Sept. 20 - Student "A" is passing five (5) courses.	Student "A" is eligible. Student is notified.
Sept. 27 – Student "A" is not passing five (5) courses.	Student "A" is not eligible. Student and parent are notified. Student can practice but can not participate in an athletic or academic contest. To become eligible, student "A" must pass five (5) courses at the next eligibility notification date.
Oct. 4 – Student "A" is passing five (5) courses.	Student "A" is eligible. Student is notified
Oct. 11 – At the end of the first nine weeks student "A" is not passing five (5) courses.	Student "A" is ineligible. Student and parent are notified. . Student can practice but can not participate in an athletic or academic contest. To become eligible, student "A" must pass five (5) courses at the second mid nine week reporting period, the next eligibility notification date.
Nov. 15 – At the end of the second nine weeks reporting period, student "A" is passing five (5) courses.	Student "A" is eligible. Student is notified.
Jan. 5 – At the end of the second nine weeks/first semester, student "B" is not passing five (5) courses.	Student "B" is ineligible for the second semester. Student and parent are notified. Student can practice but can not participate in an athletic or academic contest.

•Music students will be affected only for State competition, since other performances are considered part of a class grade.

•If at any time a student becomes ineligible, he/she will be required to seek extra help from any teacher where he/she is having an academic problem.

•The student will have the right to an appeal. That appeal will be initiated through the Activities Director. The decision of the administration will be final. The appeal must be initiated within 24 hours of grades being posted.

**Equipment and Uniforms** - Participants are responsible for the care of each piece of equipment issued to them. Any equipment damaged or destroyed by misuse, or lost, will be replaced at the expense of the participant. To be eligible to participate in the next sport season, the participant must return all equipment and uniforms from the prior sport. Example: A participant not returning track equipment at the end of the track season will not be eligible to participate in football or volleyball. A participant not returning basketball equipment at the end of the season will not be eligible to participate in golf or track. When the assigned equipment or uniforms are returned, eligibility will be restored.

**Sportsmanship** - Interscholastic contests should create good sportsmanship traits in both athletes and spectators. St. Xavier students will conduct themselves in a manner that will be a good reflection on the team, school, and community

A championship team exhibits good sportsmanship among it members, students, fans and spectators. Good sportsmanship is among our top priorities. The best way to support one's team is to do just that – cheer for your team, not against the opponent. Let us strive to ensure that St. Xavier's sportsmanship is commendable and noticeable.

Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Yelling during free throws, using obscenities, booing players or officials, chanting "You, You" are evidence of poor sportsmanship and will not be tolerated. When the National Anthem is being played, please stand, remain quiet, and show proper respect for the flag.

Removal from the premises and/or suspension from future school activities may result from unacceptable sportsmanship/conduct. Inappropriate behavior as a participant or an observer at extracurricular activities may result in in-school or out-of-school suspension.

**Ejection policy** - Any coach, student athlete or spectator who is ejected from an athletic contest for any reason shall be prohibited from participation in the next contest at the same level of competition. In addition, the coach or athlete shall not be permitted to participate in any other athletic contest in the same sport at any level between the above stated contests (varsity, junior-varsity, etc.)

If the ejection takes place during the last game of the year (post-season included), the suspension carries over to the first game of the next season (same sport) for non-senior participants.

**Insurance** – St. Xavier provides catastrophic accident medical insurance on all students participating in any of the activities recognized by the KSHSAA. Students are covered while practicing, competing, or traveling to and from athletic and activity events under the jurisdiction of the KSHSAA. The catastrophic insurance is not meant to replace individual insurance.

**Posters**

Posters are to be approved by the sponsor of the organization and the administration before placement. Posters must be brought to the administration at least 24 hours prior to being exhibited in the building. Outside groups must obtain permission from the administration to hang posters.

## Schedules

<b>9-12 Regular M-Tu-Th</b>	<b>5-8 Regular M-Tu-Th</b>	<b>K-4 Regular</b>
1. 7:40 – 8:30	1. 7:40 – 8:30	7:40 – 2:30 (2:25 Bus)
2. 8:35 – 9:25	2. 8:35 – 9:25	K Lunch 10:45 – 11:10
3. 9:30 – 10:20	3. 9:30 – 10:20	1 <sup>st</sup> Lunch 10:50 – 11:15
4. 10:25 – 11:15	4. 10:25 – 11:15	2 <sup>nd</sup> Lunch 10:55 – 11:20
5. 11:20 – 12:10	5L. 11:15 – 11:40	3 <sup>rd</sup> Lunch 11:00 – 11:25
L. 12:10 – 12:35	5. 11:45 – 12:35	4 <sup>th</sup> Lunch 11:05 – 11:30
6. 12:40 – 1:30	6. 12:40 – 1:30	PE, Music & Computers
7. 1:35 – 2:30	7. 1:35 – 2:30	Worked into schedule
<b>9-12 W-F Schedule</b>	<b>5-8 W - F Schedule</b>	<b>K-4 W-F Schedule</b>
1. 7:40 – 8:25		
2. 8:30 – 9:55	1. 7:40 – 9:05	Same as above
W- Mass & All-School/F-Activity	Mass 7:45 – 8:15	Mass at 7:50
8:35 – 9:05	Class 8:20 – 9:05	
Class 9:10 – 9:55	2. 9:10 – 9:55	
3. 10:00 – 10:45	3. 10:00 – 10:45	
4. 10:50 – 11:35	4. 10:50 – 11:35	
5. 11:40 – 12:25	5L. 11:35 – 12:00	
L. 12:25 – 12:50	5C. 12:05 – 12:50	
6. 12:55- 1:40	6. 12:55 – 1:40	
7. 1:45 – 2:30	7. 1:45 – 2:30	
<b>9-12 End of Day Assembly</b>	<b>5-8 End of Day Assembly</b>	<b>K-4 End of Day Assembly</b>
1. 7:40 – 8:25	1. 7:40 – 8:25	7:40 – 2:30 (2:25 Bus)
2. 8:30 – 9:15	2. 8:30 – 9:15	K Lunch 10:45 – 11:10
3. 9:20 – 10:05	3. 9:20 – 10:05	1 <sup>st</sup> Lunch 10:50 – 11:15
4. 10:10 – 10:55	4. 10:10 – 10:55	2 <sup>nd</sup> Lunch 10:55 – 11:20
5. 11:00 – 11:45	5C. 11:00 – 11:20	3 <sup>rd</sup> Lunch 11:00 – 11:25
L. 11:45 – 12:10	5L. 11:20 – 11:45	4 <sup>th</sup> Lunch 11:05 – 11:30
6. 12:15 – 1:00	5C. 11:50 – 12:10	PE, Music & Computers
7. 1:05 – 1:55	6. 12:15 – 1:00	Worked into schedule
	7. 1:05 – 1:55	
Assembly 2:00 – 2:30	Assembly 2:00 – 2:30	Assembly 2:00–2:30
<b>9-12 Half Day Schedule</b>	<b>5-8 Half Day Schedule</b>	<b>K-4 Half Day Schedule</b>
1. 7:40 – 8:05 am	1. 7:40 – 8:05 am	7:30 Warning Bell
2. 8:10 – 8:35 am	2. 8:10 – 8:35 am	7:40 a.m. – 11:05 a.m.
3. 8:40 – 9:05 a.m.	3. 8:40 – 9:05 a.m.	11:15 – 11:45 a.m. Mass
4. 9:10 – 9:35 a.m.	4. 9:10 – 9:35 a.m.	11:45 a.m. Dismissal
5. 9:40 – 10:05 a.m.	5. 9:40 – 10:05 a.m.	
6. 10:10 – 10:35 a.m.	6. 10:10 – 10:35 a.m.	
7. 10:40 – 11:05 a.m.	7. 10:40 – 11:05 a.m.	
Mass: 11:15 – 11:45 a.m.	Mass: 11:15 – 11:45 a.m.	
Dismissal after Mass	Dismissal after Mass	

### Pre-School Program

A specific handbook for pre-school will be provided to the parents of students accepted for pre-school. Registration for pre-school children can be done in the school office. The pre-school instructors will contact parents regarding acceptance into the program. Other than beginning later in August, the pre-school follows the school calendar.

### After School Care Program

The school offers an after school care program for students K-8 from 2:30 p.m. until 5:30 p.m. This service is provided as a convenience to working parents. Students attending after school care must attend St. Xavier and register with the after school care instructor before attending. Students are to leave campus after school or students in 8<sup>th</sup> grade and below will be sent to after school care. Unregistered students sent to after school care will be charged double the normal rate. All parents will receive a copy of policies for after school care upon registration. Failure to abide by these policies will result in the removal of the student from the after school care program.