

**ADMISSION**

**POLICY 5010**

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

Prior to admission, students may be given a screening evaluation.

Catholic schools that charge tuition may have tuition assistance available for those families that are in financial need. While no Catholic child should be denied entrance based strictly on financial need, it is the parent's obligation to seek financial assistance where available.

The entry age for students in the Catholic schools of the Diocese of Salina shall conform to Kansas state law. Any child who attains the age of six years on or before the thirty-first day of August of any school year shall be eligible to enter first grade. Pre-Kindergarten entrance requirements will be established at the local school level.

**PROOF OF STUDENT IDENTITY**

**POLICY 5015**

Catholic Schools shall adhere to the requirements of K.S.A. 72-53,106. At the time of a student's first enrollment in a Catholic school, proof of identity must be presented. In the case of a student enrolling in kindergarten or first grade, a certified copy of the student's birth certificate should be presented, or if the student is in the custody of the Kansas secretary of social and rehabilitation services, a certified copy of the court order placing the child in the custody of the secretary should be presented. In the case of student enrolling in any of the grades two through 12, a certified transcript or other similar pupil records or data may be presented. In lieu of these requirements, any documentary evidence which the Principal deems to be satisfactory proof of identity may be presented, including a baptismal certificate, passport, or social security card.

If proof of a student's identity is not provided within 30 days after enrollment, the Principal or Pastor shall immediately give written notice thereof to a law enforcement agency having jurisdiction within the home county of the school, requesting a prompt investigation concerning the identity of the student. No person or persons claiming custody of the student shall be informed of the investigation while it is being conducted. This provision is to be utilized in conformity with Catholic teaching on immigration and should in no way penalize the children of undocumented workers.

Catholic Schools shall cooperate with any law enforcement agency conducting an investigation into the identity of a student. Law enforcement agencies shall have access to school premises in connection with the investigation of any student's identity. The Principal, Pastor or other school personnel shall be present at all times during any investigation on school premises unless the school personnel and the law enforcement agency personnel agree that their joint presence is not in the best interests of the student. School personnel who are present during a law enforcement agency's investigation are subject to the confidentiality requirements of the Kansas code for care of children.

If notified by law enforcement that a student currently or previously enrolled at a Catholic school has been reported as a missing child, the Catholic school shall make a conspicuous note on the student's school records and shall keep those school records separate from the school records of all other students enrolled in the Catholic school. Upon receipt of a request for a such a student's school records, the Catholic school shall notify law enforcement.

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**IMMUNIZATION OF STUDENTS**

**POLICY 5020**

Any pupil entering a Catholic school for the first time in Kansas shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that he/she received, or is in the process of receiving, immunization against poliomyelitis, mumps, measles, pertussis, diphtheria, and tetanus by such means of immunization as are approved by the Kansas State Board of Health, or in the way of any alternative to such requirements, shall present:

1. Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the student's life or health, or
2. A written statement signed by one parent or guardian that is an adherent of a religious denomination whose religious teachings are opposed to such test and immunization, or
3. A written statement signed by one parent or guardian requesting that the local health department give the test and immunization because the parents or guardians lack the means to pay for such a test and immunization.

A parent/guardian has ninety (90) days from the day the student enrolls in school to comply with the above policy. If no statement or certification is produced, the student shall not be admitted to classes until documents are produced. Forms can be obtained by writing:

Kansas Department of Health and Environment  
Bureau of Epidemiology  
Topeka, Kansas 66612

*(See Appendix VIII for Kansas Certification of Immunization.)*

**SCHOOL HANDBOOK**

**POLICY 5025**

A local school student/parent handbook of policies, procedures, and regulations should be given to each parent of students enrolled in each school. The handbook should include the school's mission statement, philosophy and goals, admission policies, communication structure, discipline policies, academic policies, extra-curricular activities, all pertinent diocesan/local policies, and copies of required forms. It is recommended that parents/guardians sign a form, which will be kept on file locally, indicating they have received and read the school's student/parent handbook. *(See Appendix VI for sample handbook*

*form.)*

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**SCHOOL DISCIPLINE**

**POLICY 5030**

Extreme caution should be exercised in disciplining children. Every attempt should be made by the teacher/guidance counselor to discover the cause of the problem. All disciplinary action should be geared to help the student grow in understanding of himself/herself and of his/her Christian responsibilities to others. To avoid misunderstandings, a code of conduct defining punishments associated with infractions shall be developed. When developed, the code should be published in the local faculty and parent/student handbooks. Parents/guardians of new students should be made aware of this code of conduct prior to registration.

**GROUNDS FOR SUSPENSION/EXPULSION**

**POLICY 5035**

Suspension and expulsion shall be considered extreme disciplinary measures and shall be employed rarely and judiciously. A student may be suspended or expelled for:

1. willful violation of any published regulation for student conduct adopted and approved by the school administration;
2. conduct which disrupts, impedes, or interferes with the operation of the school;
3. conduct which infringes upon or invades the rights of others;
4. disobedience of an order of a teacher, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school;
5. possession of a weapon at school, on school property or at a school supervised event (see Policy 5065)
6. grave immoral conduct; or
7. continual conduct contrary to the official teachings of the Catholic Church.

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**SUSPENSION**

**POLICY 5040**

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 the suspension may be an “out of school” suspension.

A suspension may be imposed upon 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 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. Included in this notice of suspension should be the date, time and place of the hearing.

When such 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.

A hearing shall be afforded the student no later than seventy-two (72) hours after the suspension has been imposed. The hearing shall be conducted by the school principal and/or pastor or a designee, and should include the student, parent or legal guardian and counselor whenever possible.

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**EXPULSION**

**POLICY 5045**

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, including 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 contain the date, time and place that the student will be afforded a formal hearing. This date shall be no later than the last day of the five (5) school day suspension.

As with suspension, when such written notice of expulsion 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 delivered personally.

Formal hearings may be conducted by the local school council members or appropriate persons appointed by the pastor. The pastor shall make the final determination.

**REPORT OF FORMAL HEARINGS**

**POLICY 5050**

Upon 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.

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**REPORT OF CRIMINAL ACTIVITIES**

**POLICY 5052**

**To Law Enforcement.** An immediate report shall 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 which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons has been committed at school, on school property, or at a school supervised activity.

**To the Principal.** Any school employee with information that a student has been expelled

- for conduct which endangers the safety of others
- for conduct which would constitute the commission of a felony if the student was an adult
- for being in possession of a weapon at school, on school property, or at a school supervised activity

or has been

- adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except for a felony theft offense involving no direct threat to human life
- tried and convicted as an adult of any felony, except a felony theft crime involving no direct threat to human life.

shall report such information and identify the student to the Principal. The Principal shall notify the Pastor and the Diocesan Superintendent of Schools.

The Principal shall investigate the matter and, if he finds the information to be true, shall provide the reported information and identify the student to all school employees who are directly involved or likely to be directly involved in teaching or providing other school related services to the pupil.

A school employee and the Principal shall not be required to report information concerning a pupil specified in this subsection if the expulsion, adjudication as a juvenile offender or conviction of a felony occurred more than 365 days prior to the school employee's report to the Principal.

See also Policy 5165.

**PROCEDURAL RIGHTS OF APPEAL**

**POLICY 5055**

In any formal hearing or appeal specified in these policies, the following shall be available to the student and his/her parents:

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 own 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.

**APPEAL TO THE PASTOR**

**POLICY 5060**

Any student who has been suspended for a long term (exceeding five days), or expelled, may appeal such action to the Pastor, either alone or with his/her parents or guardians, by filing a written notice of appeal with the Principal of the Catholic school within ten (10) days of having received the written notice of suspension or expulsion. The Principal or Pastor shall notify the Diocesan Superintendent of Schools of the suspension or appeal and of the student's appeal therefrom.

Any such appeal shall be heard by the Pastor not later than twenty (20) calendar days after the appeal is filed. The student and/or his parents or guardians shall be notified in writing of the time and place of the appeal at least five (5) days prior to the appeal.

The Pastor's decision shall be final.

**WEAPONS POSSESSION**

**POLICY 5065**

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 certificated employee or committee of certificated 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 chief 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.

*\* The definition of "weapon" as used in the above mentioned Kansas Statutes Annotated (KSA), see Appendix XI.*

**ALCOHOL AND SUBSTANCE ABUSE**

**POLICY 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 or intoxicant of any kind:

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

In addition, a student shall be subject to 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 selling any substance that is defined in the above sections shall be detained immediately with the evidence. A school administrator shall contact the police department and the student's parents. A short term suspension of five (5) school days shall be imposed, a formal hearing shall be scheduled, and the student may be subject to a long term suspension or expulsion.

Prior to re-admission to the student's regular school, 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 or expulsion.

A student found to be under the influence of any substance in the prior sections shall be detained immediately with an administrator contacting the student's parents. A short term suspension (5 school days) shall be imposed, a formal hearing shall be scheduled and the student may be subject to a long term suspension. 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 a 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 or expulsion.

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

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

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

**TOBACCO PRODUCTS**

**POLICY 5075**

No student shall possess, smoke or otherwise use tobacco products in any school building or on school grounds or at a school sponsored function or activity.

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**SEARCHING STUDENT LOCKERS**

**POLICY 5080**

Lockers are the sole property of the school. Students are “assigned” lockers in which to store and protect their personal belongings, but do not have possessory or ownership rights in the locker greater than that of the school and have no reasonable expectation of privacy in regard to lockers. The school does not supply lockers to students for illicit uses. Principals shall have the combination or a key to all locks attached to or placed on lockers.

Principals or Pastors may and should search a student’s locker if and when they have reasonable cause to suspect that the locker contains illegal or harmful material. If such material is found, it should be reported to the proper legal authorities. When the Principal or Pastor searches a student’s locker, another adult shall be present.

A general search of all lockers in relation to a bomb threat or widespread drug, alcohol or contraband abuse can be justified as a proper exercise of school authority. At a Principal’s discretion, a trained police dog can be used in connection with any search of school premises.

In cases where authorities may wish to pursue a criminal prosecution, a search warrant must be used.

Such search of a student’s locker by legal authorities may be made with a valid warrant. A student’s parents or guardians shall be notified immediately. The Principal or another school official shall be present as law enforcement officers make the search. Unless ordered otherwise by the Principal or by law enforcement officers, the student ordinarily shall be present as the locker is searched.

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**ATTENDANCE RECORDS AND TRUANCY**

**POLICY 5085**

Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than sixteen (16) years of age.

Student attendance is to be recorded daily and these records are to be kept permanently on file.

Each school, through its designated reporting officer (the principal), shall report as indicated below, any child who is enrolled and not attending school, including all cases of unusual and/or habitual absence:

**AGE:**

7 but under 13  
13 but under 16

**REPORT TO:**

Secretary of Social & Rehabilitation Services  
County / District Attorney

Before any report is made that a child is not attending school as required by law, the principal shall serve written notice thereof, by registered mail, upon the parent or guardian of the child. This notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official.

If the child does not begin required attendance at school, or does not present an adequate response as determined by the principal within five (5) working days after the registered mail receipt has been returned, the matter shall be reported to the County / District Attorney or designee as specified above.

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**CUMULATIVE RECORDS**

**POLICY 5090**

**CUMULATIVE RECORDS.** Catholic schools shall maintain a cumulative record for each pupil, extending from his/her entrance into school through the twelfth grade. The cumulative record includes the following:

1. personal and family data, including certification of name and date of birth;
2. standardized test data;
3. medical reports;
4. all achievement records; and
5. other information that may contribute to the better understanding of the student.

All material in each cumulative record shall be treated as confidential and accessible only to the staff and, upon written request, to the students parents or guardians.

Principals shall ensure that any written statement made on a record by a teacher about a student is a factual one and not merely a conjecture. Periodic examination of students' files should be made, not only to update them, but also to destroy obsolete information.

Cumulative record forms may be obtained from the diocesan superintendent.

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**REQUEST FOR RECORDS**

**POLICY 5095**

Student records may be released to other educational institutions upon the request of a parent or guardian, or upon the written request of the student when eighteen (18) years of age, or upon the written request of the receiving institution. Upon compliance with the institutional request, the parent, guardian, or student eighteen (18) years of age shall be notified in writing that the records have been transferred.

Records may be released to other agencies or institutions upon request of the parent or guardian, upon written request of the student eighteen (18) years of age, or upon receipt of a court order.

In the event of a divorce, the legal mother and father shall be provided with all allowable records of their child, including a calendar of school activities and events. It shall be the responsibility of the custodial parent to provide the school with a certified copy of any order of the District Court that might alter the above policy.

Mailing lists of names and addresses of pupils and their parents shall not be released to any unauthorized person or agency.

For students transferring from another school in grades K-12, the principal shall request a copy of all official records, including personal data, medical information, testing results and academic records of students.

**INACTIVE FILES**

**POLICY 5100**

All permanent records of students who either transfer or graduate, shall be filed alphabetically in the inactive files of each school. Student records reflecting courses taken, grade and credits received, awards and promotions achieved, standardized test results, and attendance data shall be retained permanently.

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**TESTING**

**POLICY 5105**

1. Annually, all elementary schools shall administer an Achievement Test of Basic Skills in Grades K-8.
2. All secondary schools shall administer Tests of Achievement and Proficiency in Grade 9 on an annual basis.
3. All elementary and secondary schools shall administer such other tests as may be required by either state or federal law or accreditation policy of the Diocese of Salina.
4. The local school council should be given analytical reports of achievement test results by the principal of the school.

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**PROGRESS REPORTS TO PARENTS;  
PARENT - TEACHER CONFERENCES**

**POLICY 5110**

**REPORTING PROGRESS TO PARENTS.** In addition to reporting to parents in the cognitive domain, it is the responsibility of the Catholic school to develop a planned, sequential method of assessing and reporting to parents a pupil's spiritual, affective, social and physical growth.

Parents should be informed of the results of any standardized tests taken during the year.

**REPORT CARDS.** Report cards for each student in the Catholic schools in the Diocese of Salina shall be issued at least quarterly.

**PARENT - TEACHER CONFERENCES.** Each Catholic school shall plan to have parent-teacher conferences built into the school calendar at least once during the school year.

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**RETENTION**

**POLICY 5115**

Teachers shall consult with the principal about the possible grade retention of a student. The principal and/or teacher shall then consult with the parents or guardian concerning the possible retention of their child.

Through the remaining months of the school year, follow-up conferences should be held, and a decision as to whether or not the child is to be retained should be made normally by May 1 of that school year.

**HEALTH SERVICES AND RECORDS**

**POLICY 5120**

Efforts should be made through the school health program to maintain the highest level of health for the school age child.

An inventory of children's health problems should be undertaken each year. Students should be:

1. screened for visual and hearing acuity;
2. weighed and measured; and
3. observed for signs of deviation from normal health and behavior patterns.

Each school shall maintain medical health record cards for all enrolled students. When a student transfers to another school, the medical health record card is to be included with the transferred cumulative academic records.

**PREVENTION OF SPORTS HEAD INJURIES**

**POLICY 5122**

Students and their parents and/or guardians should be aware of the nature and risk of concussion and head injury during athletic practice and competition including the dangers and risks associated with the continuation of playing or practicing after a student athlete suffers a concussion or head injury. The Diocese shall provide each middle, junior and senior high school within the Diocese with information for distribution to coaches, school athletes and the parents or guardians of school athletes.

A student athlete at a school within the Diocese may not participate in any sport competition or practice session unless such student athlete and his or her parent or guardian have signed, and returned to the school, a concussion and head injury information release form. (Form M) A release form shall be signed and returned for each academic year that a student athlete participates in any sport competitions or practice sessions.

If a student athlete suffers, or is suspected of having suffered, a concussion or head injury during competition or practice session, such school athlete immediately shall be removed from the competition or practice session. Once removed, the student athlete shall not return to competition or practice in any sport until the student athlete has been evaluated by a physician or chiropractor licensed by the State of Kansas and provided with the physician's or chiropractor's written clearance to return to play or practice.

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*Note: If there is a school nurse, the Principal's duties hereunder should be assumed by the school nurse.*

Medications should be administered to children at home rather than at school whenever possible. Students requiring medication at school should be identified by their parents/guardians to the Principal. The Principal, in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable student from assuming the responsibility him/herself, with the approval of his/her parents/guardian and physician.

#### Prescription Medication

The physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. No medication shall be given to a student by an employee or agent of the school unless the following are completed and provided to the school:

1. Written and signed instructions from the prescribing physician.
2. The written statement from the physician:
  - identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student to the prescribed medication, and
  - reflects a willingness on the part of the physician to accept direct communication from the person administering the medication.
3. A written statement from the parent/legal guardian:
  - authorizing school personnel to give the medication in the dosage prescribed by the physician, and
  - authorizing school personnel to contact the physician directly.
4. No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior

to injecting a medication.

5. Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories), or non-emergency injections may not be administered by school staff other than registered nurses or licensed practical nurses.

### Nonprescription Medication

Nonprescription medications will be administered only after the following criteria are met:

1. A written and signed statement submitted by the parents/legal guardian giving consent for the medication to be given.
2. The school nurse, or a licensed health professional, has checked the medication to assure appropriateness of dose, medication, and frequency.
  - Personnel designated to administer medications are instructed in method of administration dosage and time of administration.

For either **Prescription or Nonprescription Medication**:

1. The medication must be in the original pharmaceutical container and properly labeled, which includes:
  - child's full name;
  - name of drug and dosage;
  - time to be given; and
  - physician's name (for prescription only).
2. Medication will be kept in a safe place in the school office.
3. Only limited quantities of medication shall be kept at school.
4. It is the responsibility of the student, if appropriate, NOT school personnel, to come for his/her medication at the designated time.
5. An accurate and confidential medication administration record shall be maintained for each student receiving medication, including the name of the drug, dose, and time given.
6. All written consent statements/forms shall be on file in the Principal's (or school nurse's) office.
7. The classroom teacher and school personnel may be asked to record unusual behavior of the student on medication.

School personnel should not diagnosis and treat illness or prescribe drugs. This is not a school responsibility and should not be undertaken by school personnel.

If the school decides to discontinue administering a student's medication, the Principal (or school nurse) must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Once the need for the administration of medication at school no longer exists or the school term ends, the student/parent/guardian is responsible for picking up and removing any medications at the school. If not picked up and removed within a reasonable time, the medications will be destroyed.

### Blood Glucose Testing and Insulin Injections

Blood Glucose tests and insulin injections may be administered by the student **in the office health room** under the following conditions:

1. Test kit or insulin injection device shall be stored in a cupboard available only to authorized school personnel, or kept on student's person. Insulin that requires refrigeration shall be maintained in a designated refrigerator in the office health room.
2. Test kit and insulin injection device shall be clearly identified and marked with the student's name.
3. When testing or injecting insulin, the student will be supervised by school nurse, secretary, or clerk in order to ensure safety precautions.
4. Lancets, syringes, and other contaminated materials will be placed in the student's test kit and taken home for disposal.

Blood Glucose tests and insulin injections may be administered by the student **in the classroom** under the following conditions:

1. Test kit or insulin injection device shall be carried by the student in a fanny-pack/backpack or placed in his/her desk or a designated closed cupboard. The test kit or insulin injection device is to be clearly marked with the student's name.
2. Teacher will be notified by student when test or insulin injection is being administered. Student will have prearranged with teacher the most unobtrusive way for this to occur.
3. Test or insulin injection shall be administered in an area in the classroom away from the other students.

4. Lancets, syringes, and other contaminated materials will be placed in the student's test kit and taken home for disposal.
5. Student shall be allowed to carry or store snacks in classroom and eat snacks in the classroom as needed to alleviate hypoglycemia.
6. If student does not act responsibly and/or disrupts classroom while testing, classroom privileges may be withdrawn and further testing or insulin injection done in the office health room.

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A communicable disease shall be defined as any infectious disease transmitted from person to person or animal to person by direct contact with an infected individual or by some other direct means, and which is classified as such by Kansas law or regulations of health agencies having jurisdiction in such cases. Included in the category of communicable diseases shall be those for which immunization is required (diphtheria, pertussis, tetanus, mumps, poliomyelitis, measles, rubella), and also those diseases listed in Kansas statutes which require investigation by the City-County Health Officer (cerebrospinal meningitis) and such other communicable diseases as may be designated by the Secretary of Health and Environment.

A school principal or designee shall investigate all reported or suspected cases of communicable disease.

Any student affected with a communicable disease may be excluded from school by the principal or designee for the period of time necessary for the disease to be diagnosed non-infectious and non-contagious or not a condition significantly viewed as a health threat to other students or school personnel. The exclusion from school and subsequent reinstatement will be based on the concept of maximum health protection for other students in the school.

In some cases the principal may require that the student's physician issue a statement in writing declaring that the student is free of significant risk of contagion.

In cases of exclusion or non-exclusion involving the presence of communicable disease and in which the decision is in dispute, the principal may refer the case to the diocesan superintendent of schools for counsel and joint decision. The diocesan superintendent may refer the case of the Advisory Assessment Team.

**ACQUIRED IMMUNE DEFICIENCY SYNDROME  
(AIDS)**

**POLICY 5135**

Medical research indicates that HIV AIDS Virus cannot be transmitted through casual physical contact. Therefore, AIDS infected students, in most instances, shall be allowed to attend school in their regular classrooms as long as their attendance does not create a substantial risk of the transmission of the illness to other students or school employees. AIDS-infected persons are those who have been diagnosed as having AIDS, those who have AIDS Related Complex, or those infected with the HIV AIDS VIRUS and who are asymptomatic carriers of such viruses (those infected by such viruses and capable of transmitting the virus, but who have not developed any of the symptoms of infection with the virus).

The determination of whether an AIDS infected student shall be permitted to attend classes or participate in school activities with other students shall be made on a case-by-case basis by the Advisory Assessment Team. The diocesan superintendent will designate a chairperson for the team. In making this determination, the team shall consider:

1. the behavior, neurological development and physical condition of the student;
2. the expected type of interaction with others in the school setting; and
3. the impact on both the infected student and others in that setting.

To meet the requirements of this provision, “physician” shall mean a person licensed as a Doctor of Medicine in Kansas.

Upon the diocesan superintendent’s awareness of the presence of an AIDS-infected student, the student’s parent/guardian shall be informed that until determination of the student’s appropriate education placement, the student shall not be permitted to attend regular classes or participate in school activities. A review team will study each case and determine the risks and benefits for the infected pupil and other pupils in the school setting. The school council’s procedures for admission and assignment of pupils shall be followed in all instances and a written report of findings and recommendations based upon the most current medical information shall be forwarded to the diocesan superintendent, within a reasonable time frame. The team chairperson will be informed of the superintendent’s decision. The school council will also be informed of the superintendent’s decision and will reserve the right to review it. Pending such determination, the student shall not be permitted to attend regular classes or participate in school activities. Determinations made by a team shall be reviewed by the team at appropriate intervals.

Infected neurologically handicapped students who lack control of their bodily secretions, or who display behavior such as biting, vomiting, etc., and infected students who have uncoverable oozing lesions, or skin eruptions, or display inappropriate behavior (biting, incontinence, etc.), shall not be permitted to attend classes or participate in school activities with other students. Additionally, AIDS-infected students may be excluded from the school setting in order to protect them from the infectious diseases of others. No information regarding students with AIDS will be released without parent/guardian permission in accordance with state and federal laws and with the school council's policy on student records. Therefore, the identity of an infected individual shall be revealed only to those who have a legal right to know. If an infected individual is permitted to remain in the school setting after a determination is made, employees who will have regular personal contact with the individual shall be informed of his or her identity and shall be provided with appropriate information as to the individual's medical condition, including information as to any factors that might warrant a reconsideration of whether he or she should be permitted to remain in the school setting. Employees also shall be informed of public health precautions which should be taken. Employees informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy.

The team chairperson will call the student's physician and parent/guardian on a monthly basis to determine if there have been changes in the student's health status which might require a reassessment of the educational setting. The team chairperson will be responsible for notifying the team of any changes in the student which might require a reassessment of the educational setting. If any changes in the health status of an AIDS-infected student occur which may increase the risk of transmission, the team chairperson will immediately schedule a team meeting to discuss the situation. The student may be excluded from school at this time until the reassessment of the educational setting is completed.

If a communicable disease (e.g. measles or chicken pox) occurs in a school or classroom which could be threatening to an AIDS-infected student, the infected student's parent/guardian and the student's physician will be notified so that a decision can be made as to whether the AIDS-infected student should be excluded from the school during the outbreak.

As additional information becomes available regarding AIDS, the school council may reevaluate this policy in light of:

1. legal rights of students
2. information regarding appropriate hygienic procedures to reduce the risk of exposure to the AIDS virus; and
3. additional medical findings.

OFFICE OF EDUCATION  
DIOCESE OF SALINA

**ADVISORY ASSESSMENT TEAM**

**POLICY 5140**

The Advisory Assessment Team is a professional team whose task is to make an advisory recommendation concerning the exclusion of or non-exclusion of an individual student. The team may also recommend alternative action and/or other terms and conditions of the exclusion.

The Advisory Assessment Team shall consist of the student's physician, the director of the City-County Health Department, the local pastor and up to three persons designated by the diocesan superintendent of schools.

The recommendations of the Advisory Assessment Team shall be based on the physical condition, neurological development, behavior, and expected interactions with others by the affected student, and such other medical information as may be deemed relevant by the team.

The diocesan superintendent of schools or designee shall reserve the right to make the final decision regarding the placement of a student in school after taking into account the recommendation of the Advisory Assessment Team and after weighing the risks and benefits to both the affected student and the other students in the school.

**BLOODBORNE PATHOGENS**

**POLICY 5145**

Each school shall develop an exposure plan for bloodborne pathogens\* that conforms to standards promulgated by the Occupational Safety and Health Administration (OSHA). The control plan suggests the following components:\*\*

1. the exposure determination;
2. a schedule and method for implementation of OSHA regulations;
3. work practice controls;
4. hepatitis B vaccinations and post-exposure evaluations and follow-ups. Pre-exposure immunizations are at the discretion of the employee after consultation with a personal health care provider or county health services.
5. information and training;
6. record-keeping requirements.

\*Bloodborne pathogens refer to pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). An exposure incident results from a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials during the performance of an employee's duties.

\*\*For further information and direction, *see Appendix XIII.*

(5-93)

**EMERGENCY CARE PROCEDURES**

**POLICY 5150**

Each Catholic school represents an area in which a large population resides for part of the day. Injuries or sudden illnesses requiring emergency care of students are bound to occur. Every school should have an emergency plan including:

1. comprehensive written emergency care policies approved by the school administration and other state requirements thereto;
2. a room for the temporary use by any injured or ill child while waiting for transportation from school; and
3. adequate first-aid supplies readily available in case of need.

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**RELEASE OF STUDENTS FROM SCHOOL**

**POLICY 5155**

If a child is injured or becomes ill, the parents/guardians will be notified immediately. If the child needs to be taken home, he/she will only be allowed to leave the school with the parent/guardian or designated alternate. This designated alternate shall provide authentic identification satisfactory to school officials. No student is to be sent home for any reason whatsoever unless the parent/guardian or designated alternate has been notified.

In the event of divorced parents of the student, no student shall be released unless the custodial parent has on file in the principal's office a certified copy of the divorce decree setting out the custodial arrangements of the parties by order of the Court. The school reserves the right to call the Clerk of the District Court to confirm that said Orders are current and have not been superseded by ancillary orders.

Students shall not be dismissed early, except in emergency cases, unless the parents/guardians or the designated alternate have been advised at least one day in advance.

Students in secondary schools will be released only with the approval of the parent/guardian or the designated alternate.

<b>SAFETY AND EMERGENCIES: TRAFFIC; FIRE; TORNADO; BUS; TRIPS</b>	<b>POLICY 5160</b>
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Other than in exceptional circumstances, students shall not be left unattended or unsupervised during times that they are attending school or are engaged in authorized school activities and are entrusted to the custody of school officials.

The principal shall plan and execute emergency procedures in the event of fire, tornadoes, inclement weather, civil defense, etc. Safety measures shall include:

1. a warning system;
2. a place of safety to which students shall be directed;
3. practice drills at irregular intervals;
4. adequate instruction of personnel.

**TRAFFIC SAFETY.** Before the opening of the school year, the principal should arrange with the local police officials for the protection of children who cross traffic intersections on their way to and from school.

**FIRE SAFETY.** Every school is encouraged to remain in close contact with the local Fire Department and to work cooperatively in conducting regular fire drills, as well as fire prevention/safety programs.

The principal is responsible for the observance of the state regulations for fire safety as identified in the current Kansas Fire Safety Handbook, together with the planning and execution of emergency procedures necessary to ensure safety of all students and personnel in the event of fire, tornado, flood, bomb threat, or other possible disaster.

Fire regulating equipment shall be checked annually.

**TORNADO SAFETY.** The principal of the school shall have a plan for the safety of children in the event of a tornado. Kansas law requires all schools to have at least three (3) tornado safety drills each year during school hours.

**BUS SAFETY.** It is the responsibility of the principal of every school to have all pupils who travel on the bus instructed on conduct required for their own personal safety and the safety of passengers.

**Schools Trips.** All school sponsored trips shall be accompanied by an adult at least 21 years

of age representing the school, except that a teacher under age 21 may accompany students on a trip. All adults who accompany students on a trip shall be familiar with and at times comply with the Diocese's Policy for the Protection of Children and Young People, a copy of which shall be provided. All training, background checks, forms and receipts included with the Policy for Protection of Children and Young People must be completed in accordance with that policy.

rev 2-07

<b>SCHOOL SAFETY AND SECURITY REQUIREMENTS</b>	<b>POLICY 5165</b>
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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.

Wilful and knowing failure of a school employee to make this required report to the proper authority, and any interference with or prevention of such reporting, is a class B nonperson 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.

(3-98)

<b>ACCIDENTS; INSURANCE</b>	<b>POLICY 5170</b>
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**ACCIDENTS.** Each school should keep a record on file of any accident occurring during the school day that results in forcing the student to miss at least one-half day of school. It is recommended that the Student Accident Report Forms provided by the Kansas Department of Health and Environment, Forbes Field, Topeka, KS 66620, be used. A copy should be filed with the superintendent. *(See Appendix X for Student Accident Form.)*

**INSURANCE.** Elementary schools may offer an accident insurance plan to parents/guardians of elementary students.

Secondary school students in the Catholic schools of the Diocese of Salina shall be insured through a policy offered by the Kansas State High School Activities Association covering injuries related to athletic activities.

OFFICE OF EDUCATION  
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**CHILD ABUSE**

**POLICY 5175**

Whenever there is a possibility of physical, mental or emotional abuse or neglect or sexual abuse of a minor or other person at risk, the Diocese of Salina, and all Catholic schools, maintain a primary concern for the alleged victim's safety and well-being. Recognizing that sexual abuse can be a disease and that it has tragic consequences for victims as well as abusers, the Diocese of Salina is committed to extending pastoral care to the alleged victim, his/her family, and to the accused. The actions done to ensure that this is done properly are not taken as an expression of judgment or guilt, but rather are intended to indicate clearly the serious nature of such cases, to ensure the safety of all, and to protect everyone's rights, including the accused's right to a good name. With these pastoral concerns in mind, the Diocese's Policy for the Protection of Children and Young People must be observed and followed at all times. The Diocese's Policy for the Protection of Children and Young People is consistent with the requirements of Kansas law and has been drafted so that the mandates of state law will be met so long as one is in compliance with the Diocesan policy.

rev 2-07

**SEXUAL HARASSMENT**

**POLICY 5180**

Sexual harassment is in violation of the human dignity of the individual. As such, it is counter to the teachings of the Catholic Church and the Christian environment of our Catholic schools where emphasis is placed upon the display of reverence and respect for each individual person.

Sexual harassment, in any form, is prohibited in the Catholic schools of the Diocese of Salina.

In relation to sexual harassment, the Catholic schools will comply with all federal and state regulations.

Persons believing themselves to be the victim of sexual harassment should refer to Policy 4115 and follow the procedure set forth in that policy.

rev 2-07

OFFICE OF EDUCATION  
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**STUDENTS WHO BECOME PARENTS OR MARRY                      POLICY 5185**

Students in Catholic schools of the Diocese of Salina who become parents and/or marry may eliminate themselves from continuing school on the premises. This decision is to be made at the local level. All pastoral efforts must be made so that the implementation of this policy will not encourage students to consider abortion as an alternative solution.

The request of a student who becomes a parent while enrolled in one of the Catholic schools in the diocese, and seeks readmission to a school after the birth of a child, shall be considered by the pastor and principal or the diocesan superintendent. The recommended procedures outlined here may be helpful in considering this action.

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

- A. The female student who has conceived a child, along with her parents or legal guardians, shall meet with the principal and pastor. At said meeting, the parties seek to determine the following information:
  1. the probable delivery date of the child;
  2. the academic standing of the female student;
  3. by voluntary action, the name of the alleged father.
  
- B. In order for the female student to continue her school attendance, she may be required to comply with the following:
  1. residence with her parents or legal guardians, or in a home environment approved by the principal and pastor;
  2. enroll in, attend, and make satisfactory progress in an approved parenting course;
  3. other than the attendance at required classes, the possible ban from activities in the school or after school.
  
- C. In the event that the female student voluntarily discloses the identity of the father, the principal and pastor may take the following action:
  1. The principal and pastor schedule a meeting with the alleged father and his parents/guardians to disclose the allegations of the female student;
  2. In the event the male student denies responsibility for the fathering of the child, the principal and pastor notify the female student of said denial.
  3. In the event that the male student acknowledges that he is the father of said child, the said male student is subject to the same restrictions of attendance

as those placed on the female student.

OFFICE OF EDUCATION  
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<b>STUDENT ATTIRE</b>
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<b>POLICY 5190</b>
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Each Catholic school in the Diocese of Salina may adopt a student dress code that stresses cleanliness and neatness to reflect the ideals of Christian values. The policy shall be placed in the local school handbook.

<b>PARTIES/EVENTS</b>
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<b>POLICY 5195</b>
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The local school administration of all Catholic schools shall have complete control and authority over any social activities sponsored by the school, whether held on or off school premises.

**GRADUATION**

**POLICY 5200**

Students are eligible to receive a diploma from the elementary and secondary schools of the diocese after satisfactory completion of the requirements established by the local Catholic school and the State of Kansas.

Graduation exercises in the elementary and secondary school shall be kept simple and appropriate. The ceremony should be in keeping with the meaning and purpose of Catholic education.

(7-93)

**ANTI-BULLYING POLICY**

**POLICY 5205**

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 and 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, 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 behaviors 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 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.

8-8-08

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