Mission Statement PG 1
INTRODUCTION
ORGANIZATION AND ADMINISTRATION
The Bishop of Salina Diocese
The Diocesan Superintendent of Schools
The Pastor
Principal
Activities Director
School Business Manager
Office of Recruitment/Marketer for School
The Staff
The School Council

ADMISSION PG.2
Apply for Admission
BAPTISMAL CERTIFICATE
TUITION PAYMENT
TRANSFER STUDENTS
REQUEST FOR RECORDS

SPIRITUAL FORMATION PG. 2-3

ACADEMICS PG. 3-5
PRESCHOOL (AGES 3-5)
ELEMENTARY (K-6)
MIDDLE SCHOOL (7-8)
HIGH SCHOOL (9-12)
ACADEMIC INTEGRITY
GRADING
SEMESTER FINALS
PROGRESS REPORTS
CONFERENCES
ACADEMIC AWARDS
CREDIT RECOVERY POLICY
PROFESSIONAL SCHOOL COUNSELOR
ATTENDANCE POLICY
Excused Absence
Excused Absence Procedure
Pre-arranged Absence
Unexcused Absence/Truancy
Tardiness
FIELD TRIPS AND CLASS SPONSORED TRIPS

GENERAL INFORMATION PG.5-8
ACCREDITATION
BUILDING HOURS
SCHOOL VISITORS AND GUESTS
PARENT VISIT/PARTICIPATION IN CLASSROOMS
PARENT VOLUNTEER PROGRAM
SCHOOL CANCELLATIONS/POSTPONEMENTS
ANNOUNCEMENTS
BULLETIN
STUDENT USE OF THE OFFICE TELEPHONE
TECHNOLOGY USAGE
ARTIFICIAL INTELLIGENCE
LIBRARY
EMERGENCY PROCEDURES AND DRILLS
AUTOMOBILE USE
PERMISSION TO LEAVE CLASSROOM
LEAVING THE BUILDING OR SCHOOL GROUNDS
LOCKERS
PERSONAL ITEMS
SCHOOL PARTIES
DANCES
HANDLING OF ANY COMPLAINT

DIOCESAN POLICY HANDBOOK PG. 8

CAFETERIA PG. 8-10
LUNCH
SACK LUNCH
ALA CARTE
LUNCH SCHEDULE
PAYMENT
NATIONAL SCHOOL LUNCH PROGRAM
FOOD ALLERGY
SNACK FOOD
CLOSED LUNCH PERIOD

DISCIPLINE POLICY PG. 10-14
DRESS CODE
Pre-School
K-6
Middle/High School
P.E. Uniforms 5-12
All Students K-12
Coats/Jackets
Hats/Ball Caps/Bandanas
Shoes
Grooming and Accessorizing – Girls & Boys
Band Concerts
Special Dress Days
Spirit Day Attire
Dress Code Violations
Athletics, After School Activities, and Field Trips
General Dress Regulations for After School Activities
ANTI-BULLYING
APPENDIX – ANTI BULLYING DISCIPLINE ACTIONS
HARASSMENT
Procedure

APPENDIX—SEXUAL HARASSMENT DISCIPLINE ACTION
TOBACCO
APPENDIX –DISCIPLINE POLICY/TOBACCO
ALCOHOL AND SUBSTANCE ABUSE
APPENDIX –DISCIPLINE/ALCOHOL AND SUSBSTANCE ABUSE
HAZING
DISCIPLINARY PROCEDURES
DETENTION HALL
IN SCHOOL SUSPENSION (ISS)
ISS Procedures
OUT-OF-SCHOOL SUSPENSION (OSS)
SUSPENSION/EXPULSION PROCEDURES

GROUNDS FOR SUSPENSION/EXPLUSION
NOTICE OF SUSPENSION/EXPULSION
SUSPENSION/EXPULSION FOR STUDENT CONDUCT OUTSIDE SCHOOL HOURS

STUDENT ACTIVITIES PG. 14
ELIGIBILITY
APPENDIX – ACTIVITY PARTICIPATION for details and disciplinary actions
EQUIPMENT AND UNIFORMS
ST. FRANCIS XAVIER CATHOLIC SCHOOL CODE OF CONDUCT
ACTIVITIES COVERED BY THIS POLICY
AWARDS AND LETTERS
LEAGUE AFFILIATION
STUDENT INSURANCE
ORGANIZATIONS

HEALTH AND MEDICAL PROCEDURES PG. 15-16
ILLNESS
IMMUNIZATIONS OF STUDENTS
CHRONIC INFECTIOUS CONDITIONS

APPENDIX - FINANCIAL DELINQUENCY PG. PG. 16

APPENDIX – Graduation PG. 16-17
Comparison of Graduation Requirements
VALEDICTORIAN/SALUTATORIAN
THE NATIONAL HONOR SOCIETY
NATIONAL HONOR SOCIETY SELECTION PROCESS
COLLEGE VISITATION DAYS
SENIOR DAY
COLLEGE LETTERS OF INTENT
GRADUATION CEREMONY

APPENDIX – Disciplinary Actions PG. 17-21
ANTI-BULLYING POLICY
SEXUAL HARRASSMENT
TOBACCO
ALCOHOL AND SUBSTANCE ABUSE
ACTIVITIES

APPENDIX – Gender Policy PG. 22

Mission Statement

The mission of St. Francis Xavier Catholic School is educating for eternity through faith and reason.

INTRODUCTION

The Diocese of Salina Catholic Schools is committed to providing an individual's academic, spiritual, social, and physical growth. We seek to prepare students for responsible adult leadership in society, the world, and the church. St. Francis Xavier Catholic School fosters growth in the Christian vocation by promoting awareness of the needs of society. As a school of excellence, we strive to prepare each young person for entrance into college or vocational education and subsequent employment and service to others. St. Francis Xavier Catholic School provides a variety of opportunities for students to gain experience in cooperating and competing with others.

ORGANIZATION AND ADMINISTRATION

The Bishop of Salina Diocese

Most Reverend Gerald Vincke

The Bishop of the Roman Catholic Diocese of Salina in Kansas is ultimately responsible for the teaching mission of the Catholic Church in the Diocese. Therefore, he is the final authority in all matters relating to St. Francis Xavier Catholic School.

The Diocesan Superintendent of Schools

Mr. Geoff Andrews

The Diocese Superintendent of Schools, representing the Diocese in educational matters, aids the Pastor, and the Principal.

The Pastor

Father Peter O'Donnell

The Pastor of St. Francis Xavier Catholic School is the supervisor of the Principal. He provides guidance and oversight, considering input, advice, and feedback from the School Council regarding all matters relating to the school.

Principal

Mr. Shawn Augustine

The Principal is responsible for the general administration of St. Francis Xavier Catholic School and is ultimately accountable to the Pastor and the Diocesan Superintendent of Schools.

Activities Director

Mrs. Krista Skucius

The Activities Director is responsible for being at events, scheduling all games, activities, and officials, and completing KSHSAA forms. Activities Director is accountable to the Principal.

School Business Manager

Mrs. Carol Tomson

The School Business Administrator manages student and family tuition, enrollment, international enrollment, and registration. In addition, handles deposits for cafeteria, handles both bills and deposits for aftercare, and assists with PowerSchool. The Business Administrator is accountable to the Principal and Pastor of the School.

Office of Recruitment/Marketer for School

Mrs. Kristel Jahnke

The Office of Recruitment/Marketer for School promotes St. Francis Xavier Catholic School and its mission by working closely with stakeholders to shape the school image and values, as well as the appropriate methods to communicate them to the public and recruiting more enrollments to the school. Office of Recruitment/Marketer for School is accountable to the Principal and Pastor of the School.

The Staff

The staff includes all personnel who work under the supervision of the Principal in and for the school. Please visit www.saintxrams.org for more information about our teachers and support staff.

The School Council

The School Council serves in an advisory capacity to the Pastor and Principal in ensuring the highest possible religious and academic education for the students attending St. Francis Xavier Catholic School.

ADMISSION

All new students will need to apply for admission through the school office. An admission interview will be held with the principal, student, and parents prior to acceptance of admission. New and transfer students are subject to the approval of the Pastor.

Records from the student's former school including academic, health, and behavioral records must be submitted for consideration before requests for admission will be processed. Prior to admission, the student may be required to complete academic assessment tests. Arrangement for payment of fees must be made with the School Business Manager prior to the student's first day.

All new and transfer students are on a 45 day probation period.

At the conclusion of the probation period, a determination will be made to:

- Grant full admission for the school year
  - Students receiving full admission must pass all classes and not have any disciplinary actions
- Place on a plan of improvement
  - Students receiving a Plan of Improvement due to failing one or two classes and/or have received disciplinary actions.
- Dismiss the student
  - Students failing three or more classes and/or have received any form of suspension.

The Principal, in consultation with the student's teachers, the Counselor, and the Pastor will make the appropriate determination.

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

BAPTISMAL CERTIFICATE

All Catholic students entering St. Francis Xavier Catholic School must supply a copy of their Baptismal Certificate.

TUITION PAYMENT

Parents must arrange an appointment with the School Business Manager to set up the family financial account.

The FACTS Tuition Management Program is used to collect tuition payments. **Everyone must be enrolled in the FACTS program.** (The only exception will be for those making advance payment for the entire school year). Payments are automatically deducted from a checking or savings account. The person signing the Tuition/Tithing Agreement Form may choose either the 5th or the 17th of each month for payments. To enroll in FACTS, please visit www.saintxrams.org.

If a financial crisis occurs, please contact the School Business Manager.

No student will be allowed to enroll for a new school year or attend school at the beginning of a new semester unless the family has **paid in full** all money owed from the previous semester/year.

For financial delinquency procedures see APPENDIX - FINANCIAL DELINQUENCY

TRANSFER STUDENTS

Students transferring to St. Francis Xavier Catholic School during the school year are required to pay the registration and curriculum fees before starting school. Parents must set up an account with FACTS. (see "Tuition Payment" for details) Payment arrangements for students enrolling in March or later will be handled on a case-by-case basis.

Authorization for St. Francis Xavier Catholic School to receive records from the student's previous school is required.

REQUEST FOR RECORDS

In order for a student to officially withdraw and have transcripts and other records forwarded, parents should notify the school office. A withdrawal form must be completed before the student is cleared.

All fees, tuition, and fines must be paid before a transcript will be released. Fines may be assessed for any book or equipment that is damaged or is not returned. **All requests for records must be made in writing, to verify confidentiality for the family concerned.** Parents cannot request their student's records directly from the school. The gaining school, with written permission, must request the records before they will be sent to the gaining school.

Parents of seniors are required to complete payment of all fees and fines **prior to graduation** in order to receive grades, transcripts, or diplomas.

All other students are required to be current on all fees, fines, and other obligations to receive end-of-the-year grades or transcripts.

FERPA:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records. For more information visit http://familypolicy.ed.gov/.

SPIRITUAL FORMATION

St. Francis Xavier Catholic School is a private school where the beliefs of the Roman Catholic Christian religion are taught. It is an extension of the ministry of the parish. As part of that ministry, the parish has the right and responsibility for assuring the Catholicity of the school. All students are expected to show respect for church teachings, regardless of religious affiliation. The goal is to have students attending St. Francis Xavier Catholic School become knowledgeable in the

teachings and practices of the Catholic Church. St. Xavier will emphasize the two components of religious formation – knowing the faith and practicing the faith. To fulfill these two components, students are required to take and pass a religion class each year. In addition, students are required to participate in outreach ministry by completing a minimum number of service hours during each semester throughout middle school and high school. Students are responsible for completing all necessary paperwork to verify service hours by the required dates. Requirements for the number and type of service hours can be found in the academics section of this handbook.

Mass attendance is the central part of practicing our faith. As such, ALL students K-12 will attend Mass on Friday during the parish's daily mass time (8:30 a.m.). After Mass on the first Friday of each month, all students will participate in Eucharistic Adoration. ALL students will also attend Holy Days of Obligation. Parents are encouraged to attend Mass and Eucharistic Adoration as well. In addition, students are expected to attend Mass or other religious services at their home church on Sunday.

ACADEMICS

St Francis Xavier Catholic School is preschool through 12th grade, meeting accreditation standards of the Kansas State Board of Education and Cognia. St. Francis Xavier Catholic High School requires a minimum of 25 credits for graduation, and students must enroll in the required core subjects in the academic years assigned unless specified in an Individual Education Plan.

PRESCHOOL (AGES 3-5)

Full day preschool class for children ages 3-5 that prepare students for kindergarten. Religion, language arts, math, science, social studies, self-esteem, and social skills are included in the curriculum. PreK classes also include pre-reading, pre-writing, reading, and writing activities. Group dynamics, listening, and participation skills are nurtured through independent and group activities.

ELEMENTARY (K-6)

Religion, (Sacrament Preparation for Reconciliation and Communion) math, language arts, science, social studies, computers, library, physical education, music, and art are included in the curriculum. Students will be in a self-contained classroom with a single teacher except for PE, computers, library, music, and art. 5th-6th grade students will begin transitioning from a self-contained classroom to changing classes. Band will be the music class for the 5th and 6th graders. The school may provide a band instrument if a parent cannot provide one.

MIDDLE SCHOOL (7-8)

Religion, math, language arts, science, social studies, computers, physical education, current events, music, and band are included in the curriculum. Students will move from classroom to classroom for each subject.

HIGH SCHOOL (9-12)

Language Arts: English I, II, III, & IV
Mathematics: Geometry, Algebra II, Statistics, Trigonometry/Calculus
Science: Biology, Chemistry, Physics, Anatomy, Introduction to Coding
Social Science: World History, U. S. History, Government,
Business: Computer Applications, Business Essentials, Accounting, Business Economics, Entrepreneurship, Marketing Communications
Foreign Language: Spanish I & II (all online)
Physical Education: Health, Physical Education, Team Sports
Fine Arts: Speech, Forensics, Art, Choir, Band
Religious Education: Religious Education and Theology, Faith & Lifestyle, Ethics & Morality, Scripture & Evangelization

Community Service Hours

Five service hours are required each quarter and a total of 20 hours each year for grades 7-12. The Religious Education Teacher and the Principal will give specifics on service hours needed per semester as well as acceptable types of service.

For detailed information on graduation requirements see Appendix HIGH SCHOOL

ACADEMIC INTEGRITY

Cheating will not be tolerated. Cheating is defined as using unacceptable means to attain academic success. Plagiarism is considered cheating. Plagiarism will be defined in all classes where papers, homework, tests, quizzes, and research assignments are given. The consequences for cheating will include:

- Written notification made by the teacher to the parent.
- A conference with the administration, teacher, student, and parent /guardian may be held.
- The student will receive a zero (0) on the test or daily assignment

GRADING

The academic year consists of four grading periods, two in each semester. Students will receive percentage grades each quarter of the school year:

92-100% = A	Excellent	4.0 grade points
83-91% = B	Good	3.0 grade points
74-82% = C	Satisfactory	2.0 grade points
65-73% = D	Passing	1.0 grade point
64% & below = F	Failing	0.0 grade point

An incomplete will be given to a student only if they have excused absences. An incomplete for unfinished course requirements must be removed within two weeks of the end of the grading period or the grade will be changed to an "F" on school records, except in cases of prolonged illness or other circumstances approved by the principal and counselor. For KSHSAA eligibility purposes, incompletes (I's) are considered F's.
Semester grades are used to calculate a student's cumulative grade and rank in the class. Only semester grades will be placed on a student's transcript.

During those four grading periods, if a current student is failing three or more classes, the student will be placed on a Plan of Improvement.

SEMESTER FINALS

Semester finals are administered to 9th – 12th grade at St. Francis Xavier Catholic School at the end of each semester. Teachers will set the criteria and format of the semester final for their class.

PROGRESS REPORTS

Teachers at St. Francis Xavier Catholic School use PowerSchool to record student grades and assignments. PowerSchool is a computerized grade book and student data management system that allows parents to have computer access to their child's grades and other information. Parents of students in grades PreK-12 will be given their child's confidential identification number and password via mail or from the school office. Grade updates will be available online weekly by Monday of each week. Parents are expected to utilize PowerSchool to track their children's grades, assignments, and tests that are scheduled. Students will be given their own ID and password to track their progress.

CONFERENCES

Parent Teacher Conferences are held after the first and third grading periods. Other conference times should be scheduled with the teacher outside class time. Grade cards will be picked up at the main entrance of the school. After the end of each semester, (fall and spring), grade cards for K-12th grade will be mailed out to families.

Parents are encouraged to discuss concerns with the child's teacher as soon as the concern arises. Frequent communication allows the teacher and student to make corrections or adjustments for the student before it becomes a major problem with lasting consequences. Parents, as the primary educators, are expected to take an active part in their child's education.

CREDIT RECOVERY POLICY

The school counselor will meet with the student and parents to arrange the best solution to recover credit for failed courses. Any student that does not meet the needed credit recovery will not be allowed to return.

PROFESSIONAL SCHOOL COUNSELOR

The school counselor assists students in educational, vocational, social, and personal formation. The counselor also offers assistance in planning admission to college, making applications for scholarships, and interpreting test scores.

ATTENDANCE POLICY

Regular and punctual attendance is necessary for a school to function properly. In addition, employers, colleges, and the armed services place a high degree of significance on the attendance of students during the school years. There is a high correlation between attendance and personal reliability. Since absence from class for any reason results in a loss to the student that is irretrievable, it is the responsibility of the students, parents, and school administrators to ensure student attendance.

Kansas Law (KSA 72-113) states:

"Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom for either **three consecutive school days or five school days in any semester or seven school days in any school year**, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent from school for all or a significant part of a school day… "

An absence is recorded when a student has missed half of a class period.

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

All absences will be recorded as excused or unexcused. If a student accumulates **5 unexcused absences**, parents will be sent a letter informing them of school concerns about their students' absences.

If a student accumulates **8 total unexcused absences** parents will be sent a letter informing them of the additional absences.

If a student accumulates **12 total unexcused absences** parents will be sent a letter informing them of the additional absences and the student will be placed on a plan of action. The student may need to make up this time at the outside of the school day for every day over the maximum amount of days.

If the student continues to accumulate absences, an Attendance Conference will be scheduled with school administration, parents, and community truancy monitors to discuss the student's attendance issues and to develop a plan for improving attendance.

If a high school student accumulates **more than 15 absences** in any class, including seminar/Mass, they will lose the credit for that class for the semester.

Excused Absence

An absence from school will be excused for only:

- Personal illness
- Extreme illness in the immediate family
- Funeral
- Medical appointment
- College Day (juniors and seniors)
- Parental Request

It is the student's responsibility to work with the teacher to make up work that is missed as the result of an excused absence. The student must develop a plan of action with the teacher to complete all missed assignments. **Excessive amount of excused absences may result in conference with administration.**

Excused Absence Procedure

When a student is absent from school, parents or guardians need to call the school prior to 9:00 a.m. The parent is asked to state who they are and why their student will not be in school. If the school is not informed, a call will be placed to the home to verify the reason for the student's absence. If the school initiates this call, and no contact is made, the absence will be recorded as unexcused.

Pre-arranged Absence

In the case of pre-arranged absences, written notification or phone call in advance of the first day of absence is requested. Students must coordinate with the teachers before the absence to arrange a timeline to make up all work.

Students absent as a result of an approved school sponsored activity must turn in assignments for that day before they leave for the activity.

Unexcused Absence/Truancy

When a student misses all or part of a school day without proper authorization or excuse, he or she is truant. The first offense will result in make-up detention time for at least 4 hours. Each hour a student is truant will result in 1 hour of detention time. (For example, if a student were truant for 4 hours, the result would be 4 hours of detention time). More than 4 hours will result in an ISS for hours missed. (For example, if a student were truant for 6 hours, the result would be 6 hours of ISS. The second offense during the school year will result in in-school suspension. The third offense will result in out-of-school suspension and possible expulsion. Once students have arrived in the school they are not allowed to leave the building without prior approval of the principal or delegate.

Tardiness

Students are to be in class before the tardy bell ends. Each student is allowed two (2) unexcused tardies per class per semester. After that, each additional tardy will result in a lunch detention and contacting of parents. This policy will apply to an unexcused tardy only. A student who is detained by a teacher should secure a pass from that teacher to get into the next class. Students tardy for classes without a pass are accountable to the teacher assigned during that period.

Semester Tardy Policy PreK-6th

3rd unexcused tardy = phone call home
4th unexcused tardy = parent conference
5th unexcused tardy = parent conference
6th unexcused tardy = parent/school truancy conference

Semester Tardy Policy 7th-12th

3rd unexcused tardy = lunch detention
4th unexcused tardy = lunch detention and phone call home
5th unexcused tardy = lunch detention and parent conference
6th unexcused tardy = lunch detention parent/school truancy conference

FIELD TRIPS AND CLASS SPONSORED TRIPS

All students participating must have a signed parent permission slip returned to their teacher before being allowed to participate. Students are NOT permitted to provide their own transportation. Parents may drive personal vehicles on field trips if a copy of the parent's driver's license and insurance card is on file with the office. There are minimum liability requirements to transport students. Parents and teachers must verify with the office that drivers meet these requirements prior to the trip.

GENERAL INFORMATION

ACCREDITATION

St. Francis Xavier Catholic School is fully accredited by the Kansas State Board of Education. It is also a member of Cognia, a voluntary accrediting agency of secondary schools and colleges throughout the Midwest.

BUILDING HOURS

Regular school office hours are 7:50 a.m.- 3:50 p.m. Students and visitors should enter through the main entrance, Building A. Classes are in session from 8:20 a.m. to 3:25 p.m. Students must have prior permission from a member of the faculty to be in the building before 7:50. Students not involved in extra-curricular activities or any other after school function must be out of the building by 3:35 p.m. or be **directly** supervised by a member of the faculty. Custodians may not assume this responsibility.

When school is not in session (e.g. summer, holidays, professional development days) students must be under the direct supervision of a school or parish representative in the building at ANY time of day.

The entrance on 2nd Street may be used for dropping off and picking up students before and after school. In addition, the 2nd Street entrance is used for athletic events and other special activities. Apart from these events, visitors must sign in through the office any time they visit the school.

SCHOOL VISITORS AND GUESTS

Any person who visits must enter through Building A and sign in at the office before proceeding anywhere in the building. **If a parent/guardian parked on 2nd street at the end of the school day has a need to enter the building, they must enter through the Building A doors and sign in before proceeding anywhere else in the building.** Violation of this rule may lead to removal from the building or grounds and denial of further access.

Parents are requested to arrange any classroom visit with the teacher a minimum of one day prior to the intended visit. If the time is not convenient to the teacher, efforts will be made to arrange an alternate time for the visit.

A guest is defined as a person who comes to visit classes along with a student. A teacher has the right to refuse the guest into the classroom on a particular day, upon which the guest should return to the office for that hour.

Further, the parents/guardian of the enrolled student must call the school and inform the office of their student's intent to bring a guest to visit. The guest must check in at the office to receive final approval from an administrator and a visitor's pass.

PARENT VISIT/PARTICIPATION IN CLASSROOMS

A parent/guardian must make prior arrangements before coming to visit the classroom; the teacher has the right to refuse depending upon what is scheduled for that day. Arrangements will be made for another day, which is more appropriate for visiting.
Parents are not to use this classroom visit as a parent teacher conference. Parent teacher conferences should be scheduled before or after school.
If the parent becomes disruptive in class and the class cannot perform as scheduled, the parent will be asked to leave, if necessary be escorted out and will always be escorted to scheduled visits and activities involving their child.

PARENT VOLUNTEER PROGRAM

St. Francis Xavier Catholic School believes that it is essential to partner with parents in order to provide our students with the best learning experience possible. That is why St. Xavier School implements the parent volunteer program. This program encourages parents to be more actively involved in the wide range of events and activities that the school has to offer. Parents are expected to complete 10 volunteer hours by the end of the school year. Volunteer hours can be fulfilled by helping out in the classrooms, working at or driving to extracurricular activities, or assisting at PTO, Activities Committee, and fundraising events. Volunteer hour forms will be available in classrooms and at events. A record of these hours will be kept in the school office. If you are unable to meet this requirement, please pay a fee of $100 at enrollment or $10 at the end of the school year for each volunteer hour not fulfilled.
Please see APPENDIX: GET INVOLVED for volunteer form as well as information about how much involvement matters.

SCHOOL CANCELLATIONS/POSTPONEMENTS

In case of severe weather, the announcement of school closing will be made on the radio stations KJCK 1420 Am, 97.5, and TV Channel 13 WIBW. It will also be sent out as a PowerSchool Announcement and be posted on the school Facebook and website (www.saintxrams.org)

ANNOUNCEMENTS

Announcements/Prayer will be each morning at the beginning of 2nd hour. All announcements must be approved by the sponsor and the Principal and be submitted before 8:30 a.m. on the day the announcement is to be made.

BULLETIN

A monthly calendar will be posted on the school website (www.saintxrams.org) listing various school activities. All activities, field trips, etc. must be approved by the sponsor and scheduled through the Principal and placed on the calendar.

STUDENT USE OF THE OFFICE TELEPHONE

The telephone is available for student use at the front office with permission. Students may only receive permission between classes, at lunch, before or after school, or in an emergency (accident or illness). With teacher permission, students may use the phone in a classroom. At no time are students allowed to use cell phones during the school day unless given permission to do so by a staff member.

TECHNOLOGY USAGE

Use of the school technology, included, but not limited to desktops, laptops, Chromebooks, and iPads, is a privilege not a right. Abuse of technology, including computer network, will not be tolerated. Users who jeopardize the system will lose their privileges.
Jeopardizing the system includes, but is not limited to:

- Unauthorized or improper use of the internet.
- Unauthorized downloading of files from internet or other means

- Unauthorized use and changes within programs and desktop.
- Sharing passwords, accounts, and files.

Administration reserves the right to change, add, or amend any of the above guidelines.
First Offense: Two weeks ISS during computer class time. The account will be disabled for a minimum of two weeks and requires a parent conference to re-activate. The student will be on computer probation for the next semester. (Probation allows the student to use the computer during class time only. Offenses occurring in the spring will carry probation over to the fall semester).
Second Offense: The account will be disabled for the remainder of the school year.

CLASSROOM POLICY FOR ARTIFICIAL INTELLIGENCE

Artificial Intelligence is only to be used by students with prior approval from the teacher specifically for the assignment in question. Prior approval for other assignments or from other teachers should not be interpreted as permission for future assignments. Artificial Intelligence is only to be used to supplement learning rather than replace it. It is not intended to serve as the primary author for papers or other assignments. Any use of Artificial Intelligence without citing sources, including the Artificial Intelligence itself, as required by the teacher will be considered plagiarism. Additionally, students are responsible for the accuracy of any information sourced by Artificial Intelligence and will be held responsible for any inaccuracies or mistakes as if they were the student's own errors. Any work which is determined not to have been primarily authored by the student will be considered plagiarism regardless of whether the actual author is Artificial Intelligence or another person. Students will be expected to be able to explain, discuss, and defend all submitted work. If a student is unable to do so in a satisfactory manner, it will be assumed that Artificial Intelligence is the actual author and the work will be treated as plagiarism.

Discipline for Misuse of Artificial Intelligence as an Academic Tool:

If the offense is determined to be willful and intentional:

The first offense will result in an automatic zero on the assignment and communication with the student's parents informing them of what happened. It will be the teacher's discretion as to whether to allow a makeup assignment and how much credit the student can receive if allowed to make up the assignment.

The second offense - even if the offense occurs in a different class and/or with a different teacher - will result in an automatic zero on the assignment with no possibility of making up the assignment. Additionally, parents will be required to meet with the teacher(s) involved and the principal to discuss the severity of the offenses and the ramifications for further infractions.

The third offense - even if the offense occurs in a different class and/or with a different teacher - may result in a failure of the class for the semester or similar ramifications as determined by administration. Additional meetings with parents may also be required and further consequences may ensue.

If the mistake is determined to be accidental or due to misunderstanding:

The first offense will result in a zero for the assignment which may be made up either through a replacement assignment or repeating the original assignment as per the teacher's preferences. This assignment will not be for full credit, with the amount of credit available determined at the discretion of the teacher. The student's parents will also be informed.

A second similar offense will be treated as intentional. A second offense which is notably different from the first and still determined to be accidental or due to misunderstanding will have the same consequences as the first offense.

Any use of Artificial Intelligence to impersonate another individual, mislead others, generate harmful, illegal, or offensive content, or harass or bully another student will be treated in a manner consistent with the rest of the student handbook.

LIBRARY

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. If not paid for, transcripts/report cards will be held until paid for.

EMERGENCY PROCEDURES AND DRILLS

FIRE AND TORNADO DRILL:
Every school, according to state law, must hold fire drills. Everyone must leave the building in an orderly, regulated manner. Schools are expected to hold at least two tornado drills over during the school year. A record of each fire drill and tornado drill must be kept and a report made to the State Fire Marshall.

OTHER EMERGENCY DRILLS:
Lock-Down: When an unsafe situation develops on school premises, a lock-down may be initiated. The needed authorities will be contacted depending on the situation.

Lock-Out: When an unsafe situation develops due to outside threats, a lock-out may be initiated. The needed authorities will be contacted depending on the situation.

Evacuation: When an unsafe situation develops on school premises, an evacuation may be initiated. The needed authorities will be contacted depending on the situation.

AUTOMOBILE USE

A student driving on school property is a privilege. Students are expected to drive courteously and with good judgment and common sense. Student's vehicles driven to school are to be parked in the school parking lot. All vehicles parked on school property are subject to search. Any vehicles displaying inappropriate bumper stickers, window clings, or writings will not be allowed on campus. **Students and staff will NOT park in front of the rectory (parish office).**

PERMISSION TO LEAVE CLASSROOM

Students will not be allowed to leave the classroom during class time without a pass from the teacher. The teacher, and not the bell, is responsible for dismissing students at the end of the class period.

LEAVING THE BUILDING OR 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.

LOCKERS

Students 5th-12th grade and classes as needed will be assigned a locker in which to keep his/her possessions. The school is not liable for any items missing. Lockers are the property of the school and may be inspected at any time by the Principal or other school personnel. Students will be asked to pay for any damage to lockers.

Only locks from the school may be used to secure the lockers.

PERSONAL ITEMS

Students should not bring valuables to school. If valuables must be brought to school for some reason, students are requested to leave them with a teacher or in the office for safekeeping. The student should label all personal clothing and equipment. Cell phones and any other electrical devices with or without headphones are not permitted in the classroom at anytime. Students using cell phones or other electrical devices at any time are subject to disciplinary action, and the electronic device will be seized.

Unauthorized possession or use of personal items, to include electronic devices, will result in:

First offense: The loss of the item for the day. The Student must pick up the item from the office at the end of the day.

Second offense: The loss of the item for the day. The **parent** must pick up the item from the office.

Third offense: The loss of the item for the current semester. The parent will receive a call, and the item can be picked up on the last day of the semester.

The school will not be responsible for the loss of personal items.

SCHOOL PARTIES

Teachers may have classroom parties at the end of the day (after 3:00). Parents must coordinate with the teacher in advance in order to bring any treats. The teacher is responsible for these parties.

Individual birthday invitations may not be handed out at school unless they are given to the classroom teacher to give the entire class.

DANCES

All school sponsored dances must be scheduled a minimum of one week in advance through the Principal. Dances must be supervised by faculty, sponsors, and parents, and must be on school property or on property covered by the school's insurance company. The following guidelines will apply to dances sponsored by the school:

All students must arrive within 30 minutes of the start time of the dance unless prior arrangements with the Principal have been made. No student or guest will be permitted to return to a dance after leaving. Parents will be contacted, if students leave early from the dance.

Guests and alumni may be admitted with administrator approval. Guests must be registered in the office by the St. Xavier student.

Any person creating a disturbance or violating the drug/alcohol policy at a dance or anywhere on the premises will not be allowed to attend future dances. A record of non-student guests who have created disturbances will be maintained and a list of those names made available at future dances so that admission will be denied.

PTO sponsors a dance each year for elementary and middle school students. Each group has a separate time to attend on the same night. Elementary and Middle School students are not permitted to attend the other's dance.

HANDLING OF ANY COMPLAINT

The following procedure should be followed regarding complaints:

The person with the complaint should first request and meet with the other individual involved.

If no satisfactory agreement comes from this conference, the person should then meet with the Principal.

If there is still no satisfaction, the person should then present the problem to the Pastor.

Any parent who is physically or verbally abusive to any faculty or staff member may be asked by the Principal to remove their child from St. Xavier permanently.

DIOCESAN POLICY HANDBOOK

For matters not covered in this handbook but which are included in the Diocesan /Educational Policy Handbook, the Diocesan Educational Policy Handbook will be enforced. A copy of the handbook can be obtained through the website. https://salinadiocese/catholic-schools

CAFETERIA

The cafeteria is considered a classroom to promote good eating habits. Students may bring a lunch from home or purchase it from the cafeteria. Courtesy and respect toward other students and cooperation with teachers and cafeteria staff are required at all times. Parents and students may NOT bring lunches from carry-out or fast-food restaurants nor have food delivered in. All students must remain in the cafeteria until they are dismissed by the dismissal bell, teachers, or cafeteria staff.

LUNCH

Lunch is served to PreK through 12th grade at the designated serving times on the schedule. **Lunch count will be taken by 9:30 am.** If a student is tardy, he/she must report to the school office and give the secretary his/her lunch status. Students must inform the office if they need a hot lunch.

SACK LUNCH

Students bringing a sack lunch must store it in their locker. Students without a locker will keep sack lunches in a place determined by the classroom teacher. **If the student would like to purchase milk, they must place their name on the a la carte sheet. All milk will be charged to the student lunch account**. **Fast food may not be brought in during lunch to eat in the cafeteria.**

ALA CARTE

Any extra items offered during lunch period will be charged to the student lunch account, including milk. An extra milk is $.50. **No cash will be accepted in the cafeteria.**

LUNCH SCHEDULE

Subject to change

PreK3	11:15-11:40
PreK4	11:35-12:10
Kindergarten	11:00-11:30
1st grade	11:10-11:35
2nd grade	11:15-11:40
3rd /4th grade	11:30-12:05
5th /6th grade	11:40-12:05
7th-12th grade	12:20-12:53

Meal Charges (Prepaid Meals)

All food/meals are prepaid. It is requested that each student start out with a minimum of $50 in his or her lunch account. Money may be added to the account by turning in either cash or check into the school office. Please place money in an envelope marked with your child/children's names and the amount that is to be deposited in each account. Parents are strongly encouraged to look on PowerSchool to check their student(s) lunch accounts often. This allows parents to see deposits, charges, and their student's balance.

Negative Balances

Students may charge up to $40 per school year before they are no longer allowed to charge for a meal. It is up to the parent to then send the child to school with a lunch from home. If lunch is not provided from home, the student will be given a hot lunch one time only and the principal will be informed of the negative balance.

NATIONAL SCHOOL LUNCH PROGRAM

Parents/guardians wanting assistance with the lunch program need to fill out the NSLP form provided at registration or you may pick one up in the office and return to the office. Benefits are only provided to those who meet certain income guidelines and are only good for the current school year. New applications must be filled out annually in order to continue benefits. Applications can be completed throughout the school year.

FOOD ALLERGY

Any student with a food allergy MUST have a Kansas State Allergy Form (19B) completed by their physician and placed in their student file. Any allergy not listed on this form cannot have accommodations made for it. Students with milk allergies must provide documentation of allergy on Form 19B and will be provided a substitute based on availability of an approved substitute as outlined by the Kansas State Department of Education. Form can be found on the school website or in the school office.

SNACK FOOD

Snack food (including gum and candy) is not permitted in the classroom unless prior permission has been obtained from the classroom teacher. When permitted, snacks should be fully consumed or discarded in the classroom. No snack food is allowed in the halls or lockers. Snack food brought with a sack lunch should be consumed in the cafeteria. Sunflower seeds are not allowed at any time.

CLOSED LUNCH PERIOD

Students must remain on the school campus during lunch time. All students must eat in the cafeteria, including those students who bring a sack lunch.

DISCIPLINE POLICY

DRESS CODE

St. Francis Xavier Catholic School has established a requirement for uniform dress for the following purpose:
To promote an atmosphere of discipline and learning to enhance academic achievement;
To value students for their character, by providing an equal socio-economic footing for all;
To foster the school's sense of "community" by enhancing school pride and student self-esteem.
The approved uniform can be purchased from
Honor Screenprinting & Embroidery
Phone: (785) 375-2005
To obtain the website for online ordering use the following:
https://stores.inksoft.com/stfrancisxaviercatholicschool/shop/home

If school dress code policy is not followed:

First Offense: Student will be sent to the office and parent/guardian will be called.

Second Offense: Student will be sent to the office and parent/guardian will be called.

Third Offense: Student will be sent to the office and parent/guardian will be called to pick student up or provide the approved uniform.

Preschool

Students need to wear comfortable play clothes with appropriate shoes (closed toe, closed heel, rubber soled).

K-6

Girls – Navy or khaki pants, shorts, scooters, or navy, khaki , or plaid skirts with gold, royal blue, or teal polo shirt, OR plaid jumper with white blouse. Girls may wear navy or khaki shorts or (**blue, white, or black)** tights or leggings under a skirt.

Boys – Navy or khaki pants or shorts with gold, royal blue, teal, or light blue polo shirt.

Grades 3-6 – Must wear a black, brown, or tan belt with pants or shorts. It is recommended for everyone to purchase a uniform sweater or sweatshirt.

Belts will be checked out in the office when students do not wear them to school. 3rd offense without a belt is a lunch detention. A $5 fee will be charged for any belt checked out that is not returned.

Middle/High School

Girls – Navy or khaki or plaid wrap skirt or navy or khaki pants or shorts with a gold, royal, royal blue, teal, or light blue polo shirt.

Girls may wear navy or khaki shorts or (**blue, white, or black)** tights or leggings under a skirt.

Boys – Navy or khaki pants or shorts with gold, royal blue, teal, or light blue polo shirt.

Students must wear a black, brown, or tan belt with pants or shorts.

All pants/shorts K-12 must be uniform pants. NO cargo pants, denim material, or pants with elastic at ankles.

Belts will be checked out in the office when students do not wear them to school. 3rd offense without a belt is a lunch detention. A $5 fee will be charged for any belt checked out that is not returned.

P.E. Uniforms – Students (5-12) are required to purchase one St. Xavier gray t-shirt and one pair of St. Xavier blue shorts for physical education courses. Only the St. Xavier P.E. uniform with the appropriate monogram will be allowed. Uniforms are available for purchase at Honor Screenprinting & Embroidery in Junction City.

All Students K-12

Shirts must be tucked in at all times and pants or shorts must be worn at or above the hips **with a belt (grades 3-12**) **–** no sagging pants or visible undergarments are allowed.

Coats/Jackets – Students are not allowed to wear coats or jackets in the building except to walk across campus to Mass. Upon arrival and after Mass, coats and jackets must be placed inside the student's assigned locker -not hanging on the locker door. Only St. Xavier sweaters or spirit wear sweatshirts without hoods or pockets are allowed to be worn in the classrooms during school hours.

Hats/Ball Caps/Bandanas – Students may not wear hats, caps, bandanas, etc. in the building. They must be removed immediately upon entering and may not be replaced until after exiting the building.

Shoes – Students may wear casual dress shoes, tennis shoes, or sandals. Shoes for students in grades K-6 should be appropriate for wear on the playground, NO FLIP FLOPS, CROCS, HEELIES, SLIDES, or HIGH HEELS. Grades 7-12 only, are allowed to wear sandals without back straps. If the shoes require shoestrings, the shoes will be laced and tied snuggly

to the foot at all times. If the shoes have buckles or Velcro straps, the buckles and straps must be fastened.

Grooming and Accessorizing – Girls & Boys

Hair should be neat, clean, and modestly styled. Boys' hair must be above the collar. Both boys and girls must not have hair over their eyes, or have unnatural coloring. Unnatural hair coloring such as green, blue, pink, bright red, purple, and etc. are not acceptable. Boys should be clean-shaven without mustaches or beards. Sideburns shall not extend below the bottom of the ear. Girls may wear makeup that is modest, neat, and in good taste.

Excessive or extreme jewelry or hair accessories are not allowed. Examples of excessive or extreme include, but are not limited to the following: nose jewelry, gauged earrings, large&/or dangling earrings, multiple necklaces or bracelets. Tattoos, drawings, or other body art--permanent or temporary--must not be visible.

The Principal reserves the right to determine whether hair, makeup, or accessories are extreme.

Band Concerts – Dress attire will be determined by the Band/Music Director.

Special Dress Days

Members of the athletic squads or clubs will dress in activity polos and navy or khaki pants. Polos are available for purchase at Honors Screenprinting & Embroidery in Junction City. Some activities (FBLA and Forensics) may dress up on certain days if approved by the Principal in advance. Slacks, ties, dress shoes of reasonable heel height, sport coats, or suits would be appropriate. Girls may wear modest and appropriate dresses, skirts, or slacks with a blouse which does 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, and may lose the privilege in the future. No blue jeans, cargo slacks, or shorts will be allowed. 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. There will be a minimum of one spirit day per month. The appropriate dress for these days will be announced during the week prior to the event. Students wearing inappropriate or immodest attire will be sent home to change, and may lose the privilege in the future. The St. Xavier gray P.E. t-shirt **may not** be worn as Spirit Day Attire. Any spirit shirt or sweatshirt, with the exception of sweatshirts with a hood or pocket, from past years will be permitted

Athletics, After School Activities, and Field Trips

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

General Dress Regulations for After School Activities

Clothing must be neat and clean. Any clothing article with sexually suggestive writing, pornography, or advertisement of alcoholic beverages, tobacco, or drugs is prohibited.

Skirts and shorts of good quality will be permitted as long as they are hemmed at an appropriate length. Boxer shorts are not acceptable. Spandex shorts may be worn, but only when accompanied by outer shorts. In all cases, the outermost garment will determine the overall length. No clothing or objects may be worn that indicate affiliation with a gang or gang activities. The Principal reserves the right to decide if a student's attire is inappropriate, offensive, distracting and is in violation of the dress code. Repeated violations may lead to suspension.

ANTI-BULLYING

The Catholic Schools' philosophy is established to provide an environment of faith, which brings all of life together within the grace and love of God. The Salina Diocese Catholic Schools view bullying as unchristian behavior, and it will not be tolerated.

See APPENDIX – ANTI BULLYING DISCIPLINE ACTIONS for complete details.

HARASSMENT

Policy

It is the policy of St. Francis Xavier Catholic School to provide a learning and working environment that is free from harassment. No employee or student of the school shall be subjected to sexual harassment nor shall any employee or student be subjected to harassment on the basis of race, color, creed, religion, or sexual orientation. All employees and students are expected to act in a manner consistent with the teachings of the Catholic Church. It shall be a violation of this policy for any member of St. Francis Xavier Catholic School to harass another staff member or student through conduct of a sexual nature or with respect to race, color, creed, religion, national origin, gender, disability, age, marital status orientation. It shall also be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or with respect to race, color, creed, religion, national origin, gender, disability, age, marital status orientation.

Procedure

If there is a sexual harassment complaint to be filed against any person at St. Francis Xavier Catholic School, a written complaint to the Principal must be submitted. Violation of this policy will result in disciplinary action, up to and including dismissal from school. Students who violate the policy will be subject to the disciplinary actions defined in the appendix.

SEE APPENDIX—SEXUAL HARASSMENT DISCIPLINE ACTION

TOBACCO

In order to provide a healthy environment students are prohibited from the use of all tobacco products on school grounds, school/parish property, in the buildings, and any vehicles that are transporting the students to and from a school activity. This policy is in effect 24 hours per day, every day and applies to employees of the school. This policy applies to all school functions and any outside agency using the school facilities. Students who violate the policy will be subject to the disciplinary actions.

SEE APPENDIX –DISCIPLINE POLICY/TOBACCO

ALCOHOL AND SUBSTANCE ABUSE

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

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

SEE APPENDIX –DISCIPLINE/ALCOHOL AND SUSBSTANCE ABUSE

HAZING

There shall be no "hazing" or "initiation" of students at St. Francis Xavier Catholic School.

SCHOOL DISCIPLINARY PROCEDURES

1. Teachers will be responsible for setting rules for their individual classrooms and these rules will be communicated to both parents and students.
2. Discipline will be logged in PowerSchool when an incident occurs that disrupts the normal class or school proceedings. The log will state the reason for discipline and any action taken, and parents will be notified.
3. After a student receives their fifth behavior detention during the course of a semester, an In-School-Suspension will be automatically imposed. The student will also meet with the teacher, counselor, and administration during the suspension period. The team and student will draw up a behavior modification contract specific to the student's needs to assist and encourage appropriate behavior. The Student Intervention Team will keep in close contact with parents whenever their attention to a matter is necessary.
4. Each student will have a record of all instances of discipline referrals.

DETENTION HALL

A detention hall is held at the discretion of the Principal. Students who fail to report to detention hall as requested will be assigned an additional detention by the Principal. Grade cards and/or transcripts will not be mailed until all detentions are served. Students in detention will follow all rules of the detention supervisor.

Below is only a partial listing of reasons a student may merit detention:

1) Unexcused tardies or absences.
2) Profanity or vulgar language on school property or school events.
3) Misbehavior at Mass or prayer service.
4) Leaving school without permission.
5) Throwing food.
6) Public Display of Affection
7) Leaving a class without permission
8) Dismissal from class for misconduct.

The above infractions are not all inclusive and should serve only as a guide. Other situations may arise that warrant different consequences.

IN SCHOOL SUSPENSION (ISS)

An In-School suspension is a corrective disciplinary action for violations of proper school conduct. Suspensions may be for one to five days and are designed to allow time for each person involved to reflect on his/her actions. Parents or guardians will be notified if a student receives an in-school suspension and may be requested to meet with school officials.

The in-school suspension (ISS) program is an effort to assist students in their process of maturing and to help them to understand the responsibility of their actions. There is no intention of using ISS for all discipline problems.

Acts of unacceptable behavior, whether in the classroom or school at large, may result in a suspension assignment. Examples of these are:

- Repeated offenses contrary to school regulations and the lack of response to preliminary disciplinary efforts.
- Open defiance of authority.
- Failure to comply with reasonable request from the staff.
- Use of profanity or obscenity.
- Repeated tardiness or attendance problems
- Conduct that disrupts the school.
- Loss of temper.
- Use of physical force against another student, faculty, or staff.
- Sexual harassment.
- Possession or use of tobacco product.
- Vandalism of school property.
- Fight/Violence.

- "Mouthing off" to a teacher, staff member or the Principal.
- Intimidation or bullying of another student.

This is not an inclusive list and the Principal may assign ISS for other incidents as warranted.

ISS Procedures

1) Students must report to the office at 8:20 a.m. with textbooks, paper, pencil or pen, and assignments from teachers and will be dismissed at 3:25.
2) Assignments may be for the hour or total day.
3) Students will be permitted restroom privileges only after obtaining permission from the person in charge.
4) Students will not eat lunch in the cafeteria. Lunch will be brought to the ISS room.
5) If two or more students are assigned to ISS, they may not communicate to each other at any time.
6) Students will not be allowed to attend or participate in extra-curricular contests or activities throughout the duration of the ISS.
7) Students will not be allowed to select the choice of an in-school or out-of-school suspension. This assignment is made by the Principal.
8) Students in ISS must work toward completion of assignment work. Credit will be given for all work completed.
9) Students failing to perform appropriately in the ISS may be subject to eventual suspension from school.
10) If students are found to be sleeping or lying down parents may be called to pick up their child from school and out-of-school-suspension (OSS) will be assigned for the remainder of the suspension term.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-school suspension (OSS) will be used when it is deemed by the Principal to be in the best interest of the student and/or the school.

When a student is given an out-of-school suspension, the parents will be notified by the school and may be requested to meet with school officials. This type of suspension will be used when students have previously served in-school suspensions or there has been a serious violation of school policy resulting in a threat to the safety and welfare of one or more students, teachers, or staff members. Out-of-school suspensions may not be more than (5) consecutive days. OSS will be assigned by the Principal. The number of days in OSS will also be determined by the Principal.

A student in **OSS may not participate** in any school activities, practices, or athletic contests. A student must make up their work but will earn no more than 65% credit for the work completed. A student who served an OSS will be placed on probation for the remainder of the school year.

SUSPENSION/EXPULSION PROCEDURES

Expulsion shall be defined as the permanent dismissal of a student from school. Like suspension, it shall be enacted only as a last resort after all other means of motivation and correction have failed. Expulsion shall normally be imposed only after the student has been afforded an opportunity for a formal hearing. In all cases where a student might be expelled, he/she shall be suspended first for a term not to exceed five (5) school days. A written notice of intent to expel and charges upon which the expulsion is based shall normally be given to the student's parents or guardians within seventy-two (72) hours of the student being suspended. The notice shall also contain the day, time and place that the student will be afforded a hearing. This date shall be not later than the last day of the five (5) school day suspension. Formal hearings may be conducted by the local school council members or appropriate persons appointed by the Pastor. The Pastor shall make the final determination, and students may seek a review of the matter with the Diocesan Superintendent of Schools.

GROUNDS FOR SUSPENSION/EXPLUSION

Examples of grounds for which a student may be suspended or expelled:

1) Willful violation of any published regulation for student conduct;
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 or school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school;
5) Grave immoral conduct;
6) Conduct contrary to the official teaching of the Catholic Church;
7) Use of physical force or threats against another student, faculty member, staff member, or the Principal on or off school property;
8) Bringing guns, knives or other weapons to school or on school property. Police will be called.
9) Violation of the drug/alcohol policy; or
10) Sexual harassment.

NOTICE OF SUSPENSION/EXPULSION

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

SUSPENSION/EXPULSION FOR STUDENT CONDUCT OUTSIDE SCHOOL HOURS

St. Francis Xavier Catholic School reserves the right to suspend or expel students for acts which are illegal or contrary to the Catholic Church's teachings or hurting the reputation of St. Francis Xavier Catholic School. The act may occur outside of school hours and off the school grounds. The school reserves the right to hold students accountable for their conduct at all times. Procedures for suspension and/or expulsion will be the same as previously outlined in this handbook.

STUDENT ACTIVITIES

St. Francis Xavier Catholic School is a member of the Kansas State High School Activities Association (KSHSAA). All St. Xavier students who participate in activities must conform to the eligibility requirements of this association.

ELIGIBILITY

We expect a higher academic standard for all sports and activities, then required by KSHSAA. Academic eligibility for extra-curricular activities will be determined on a weekly basis. Students need to be passing all classes in order to participate. Students found to be failing are unable to participate in school competitions/activities.

Students must attend the last five (5) hours of the day to participate in or attend any school related activities or practices on that day.

The student must pass an adequate physical examination by a practicing physician and must have the written consent of a parent or legal guardian. The completed form must be on file in the office prior to the first practice.

Each student involved in an activity offered at St. Xavier is recognized as an official representative of the school and its community. Conduct and sportsmanship on and off the school premises should display the highest possible standards.

To be eligible, the student must meet all KSHSAA rules.

SEE APPENDIX – ACTIVITY PARTICIPATION for details and disciplinary actions

EQUIPMENT AND UNIFORMS

Participants are responsible for the care of each piece of equipment issued to them. Any uniform/equipment damaged or destroyed by misuse, or lost will be replaced at the expense of the participant's parents/guardians. To be eligible to participate in the next sport season, the participant must return all equipment and uniforms from the prior sport.

ST. FRANCIS XAVIER CATHOLIC SCHOOL CODE OF CONDUCT

St. Francis Xavier Catholic School, its School Council, the Principal, and teachers believe students who attend St. Xavier should conduct themselves at all times in a manner that portrays a high level of moral conduct for themselves and our school. It will be required for each student, and the parent's/guardians of each student, to sign and return this Code of Conduct Policy to the school prior to the student being allowed to participate. This policy will not replace or supersede any policies in the St. Francis Xavier Catholic School or Student Handbook.

ACTIVITIES COVERED BY THIS POLICY

Sports: Cheerleading, Cross Country, Basketball, Volleyball, Track
Activities: Band, Choir, Scholars Bowl, Chess, School Dances, Forensics, FBLA (Future Business Leaders of America), Homecoming Candidate
Organizations: Student Council (StuCo), Class Officer

AWARDS AND LETTERS

The head coach or sponsor for each activity, will develop, maintain, and explain the procedures for lettering and other awards in each sport or activity. To receive any award including a letter, a student must finish the season in good standing.

LEAGUE AFFILIATION

St. Francis Xavier Catholic High School currently competes as an independent, and follows KSHSAA guidelines. St. Francis Xavier Catholic Middle School currently competes in the Northeast Kansas Parochial League (NKPL), and follows KSHSAA guidelines.

ORGANIZATIONS

Some clubs that students may participate in are a follows; Forensics, FBLA, StuCo, Class Officer.

StuCo/CLASS OFFICERS REQUIRMENTS

StuCo is a recognized activity of KSHSAA. This is a student advisory council to the Principal with responsibility for developing activities that improve student life.
High school students may campaign for election as a StuCo officer. The President must be a Junior or Senior and cannot hold a position as Class President if elected. The Vice President and Secretary/Treasurer are also elected positions from within the student body. An election using a voting ballot is held for the high school students to select the candidate they wish to represent them. Class Presidents are automatically a member of StuCo and each class may elect an additional student to act as their Representative.

HEALTH AND MEDICAL PROCEDURES

When a student has a doctor appointment and will be coming to school late or needing to leave school for the appointment,

the parent/guardian **must** call or send a note, or come into the office prior to the appointment.

St. Xavier is governed by the same health and safety laws affecting public schools in Kansas. Per Kansas law, all students (age 8 and younger) entering a Kansas school for the first time students are required to have a completed health assessment on file.

Through a volunteer effort of a school nurse, we offer students at St. Xavier screening procedures for vision and hearing. We monitor immunization records and report to state agencies. Vision and hearing screenings are held annually for all grades by USD475.

If any parent wishes their child to be exempt from any of the screening procedures, please send a written notification to the office. Indicate on the envelope "Attention School Screenings"

If any student becomes ill at school, personnel may judge it necessary for him/her to go home. Parents or guardians will be notified. No teacher or staff member may be responsible for the administration of any medication, including aspirin. MEDICATIONS ARE NEVER TO BE LEFT IN A CLASSROOM OR LOCKER. Students must leave medications in the office with an accompanying note of specific instructions for administration.

ILLNESS

Students should not come to school if they exhibit flu-like symptoms. These symptoms included, but are not limited to, fever and excessive coughing. Please err on the side of caution. Students will not be able to return to school for 24 hours if they exhibit a fever of more than 100 degrees or have vomiting or diarrhea. For example, if your student goes home sick from school on Tuesday with a stomach bug, then they will not be able return to school until Thursday morning.

IMMUNIZATIONS OF STUDENTS

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

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

A parent has 90 days to comply with the above policy from the day the student enters school. If no statement or certification is produced, the student will not be admitted to classes until documents are produced.

CONTAGIOUS AND COMMUNICABLE DISEASES

Any student who is likely to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis) shall NOT be permitted at school or school sponsored activities as long as the possibility of contagion exists. To determine the diseased condition or the possibility of transmitting disease, the principal may require a student to be examined by a physician and if the diagnosis is positive for a contagious condition, shall exclude the student from school as long as the danger of disease transmittal exists.

CHRONIC INFECTIOUS CONDITIONS

Each individual situation involving a chronic infectious condition (such as HIV-III virus or Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B) shall be considered by a team on a case-by-case basis. The team shall consider the current recommended policies and procedures of the Kansas State Department of Health that are appropriate to the situation. The members of the team shall be selected by the Principal. A suggested team could be the student's parent(s) or legal guardian(s), the student's physician, a public health officer, and the Pastor.

The number of people who are aware of the infected student's condition shall be kept to a minimum needed to assure proper care of the student and to detect any extraordinary situation that may present a potential for transmission.

NOTE: AIDS is an infections condition, but it cannot be spread in the same manner as a common cold, measles, or chicken pox. It is spread through the exchange of blood or sexual contact involving the exchange of body fluids. None of the identified cases of AIDS in the United States are known or suspected to have been transmitted from one student to another through regular school contact.
Students who are HIV-III positive, or diagnosed as having AIDS, who are enrolled or seeking enrollment shall ordinarily be permitted to attend school in an UNRESTRICTED SETTING. They shall NOT be excluded unless exceptional conditions are evident, such as the inability to control bodily fluids or

unusual physical aggression with a documented history of biting or physically harming others.
Because AIDS damages immune systems, individuals with AIDS risk severe complications from infections commonly found in school such as chicken pox or measles. For that reason, a student's doctor may evaluate the risk of infection based on the student's immune status. If the doctor should recommend that the student diagnosed with AIDS be excused from attending school, the teachers will try to help the student keep up with classes as much as other duties allow.

APPENDIX - FINANCIAL DELINQUENCY

IN THE EVENT A FAMILY BECOMES DELINQUENT IN FINANCIAL SUPPORT:

The FACTS program makes 3 separate attempts to collect tuition/tithing payments. The first is the family's normal payment date. If there are insufficient funds, FACTS makes a second attempt on the next payment date for the school whether it's the 5th or 17th. If that is insufficient, FACTS attempts one more time on the next available payment date. FACTS accesses a $30 fee for insufficient funds one time so even if for example it takes 3 attempts to collect for August, FACTS only assesses a $30 late charge. After 3 unsuccessful attempts are made by FACTS, the collection process is turned over to the school.
In the case of registration and curriculum fees, students may not attend until those fees are paid in full or if parents are paying curriculum fees through FACTS.
A family using After Care whose account becomes delinquent will be called. The child will not be able to attend After Care until the bill is paid.
The following rules will apply if delinquent:

1. No student will be allowed to enroll or attend school at the beginning of the new school year unless the family has paid in full all money owed from the previous year.
2. No student will be allowed to enroll for or attend school at the beginning of the 2nd semester if the family is more than 30 days behind in their payments for the current year.
3. Families paying annually must pay tuition in full by AUG 1 in order for their child to be able to enroll in or attend school at the beginning of a new school year.
4. Families paying semi-annually must make half tuition payment by AUG 1 in order for their child to be able to enroll for or attend school at the beginning of a new school year. They must make the second half payment by January 1 in order for their child to be able to enroll for or attend school at the beginning of the 2nd semester.

This policy is binding upon all representatives and employees of the school.
Include registration fee/curriculum/activities& sports

APPENDIX – Graduation

Comparison of Graduation Requirements

St Xavier Graduation Diploma

English 9 _____
English 10 _____
English 11 _____
English 12 _____

Science _____
Science _____
Lab Science _____

Math _____
Math _____
Math _____

World History _____
American History _____
Government _____
Economics _____

Computer Tech _____
Oral Communications ___

Fine Arts _____

Foreign Language_____

Physical Education
(Required Health .5 and PE .5)

Theology _____
Electives _____

Requirements for graduation include 25 earned credits and completion of 80 hours of community service requirements.

College Qualified Admissions

English 9 _____
English 10 _____
English 11 _____
English 12 _____

Science _____
Biology _____
Chemistry OR
Physics _____

Algebra I _____
Geometry _____
Algebra II _____

World History _____
American History _____
Government and
Economics _____

*a 4th year of math taken at St. Xavier or at a community college OR 3 units of math and a 22 in math on the ACT

The courses listed above are the minimum requirements for students to be admitted to any of the six state universities.

.

Kansas Regents Scholars Curriculum Requirements

English 9 _____
English 10 _____
English 11 _____
English 12 _____

Biology _____
Chemistry _____
Physics _____

Algebra I _____
Geometry _____
Algebra II _____
Higher Level Math ____

World History _____
American History _____
Government and
Economics _____

Computer Tech _____

Fine Arts _____

Foreign Language_____
Foreign Language_____

The lists of courses above must be completed to earn a certificate from the State of Kansas Board of Regents. The purpose of this diploma is to prepare students in Kansas for the rigors of a university education.
Board of Regents is "an honor" worth including on the students resume'.

VALEDICTORIAN/SALUTATORIAN

In order to be eligible to receive the honor of valedictorian, a student must maintain a 3.0 grade point average over the course of 8 semesters and be a member of the National Honor Society, and successfully complete the Qualified Admissions Standards. The same standards of completing 8 semesters would also apply to salutatorian: those receiving the next highest cumulative grade point average no lower than 3.0 In case of a tie the

counselor and principal will look at qualified admissions standards and board of regent's standards.

COLLEGE VISITATION DAYS

A Junior or Senior may be excused from school during the year to visit a college or post-secondary

school provided: All college visits are scheduled through the counselor's office.
The required form is filled out and signed by the teachers and parents one week in advance, or principal approval. The visitation day is not a testing day or a day of special school activity in which the student is participating. If the above procedure is not followed the absence is unexcused.
Up to two (2) approved college visitation days will not count as an absence in computing perfect attendance or in granting credit for course work. Expenses associated with college visitation days are the responsibility of the student.

SENIOR DAY

The Senior Class may take a senior trip during the second semester. The senior class officers in consultation with the senior class sponsors and Principal will designate a date and destination for the trip. Senior class funds will be used to finance the trip. Senior students going on the trip must be in good standing and be eligible for graduation.

COLLEGE LETTERS OF INTENT

Senior students who would like to sign their "letter of intent" to a college during the school day need to have all the arrangements made through the Activities Director at least two days prior to the signing date so that accommodations can be made to honor and recognize the athlete at an assembly.

GRADUATION CEREMONY

The class sponsor will assist students and parents in determining what items are needed: gown/hat/tassel/announcements. The school uses Jostens for graduation items. Parents will be given an outline of recommendations. The class will organize and set up.

APPENDIX – DISCIPLINARY ACTIONS

ANTI-BULLYING POLICY

We define bullying as an act which:

1. Repeatedly hurts another individual either –
   a. Physically (such as punching, 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.

On the school web page there is an extensive supplement to the handbook on the **ANTI-BULLYING POLICY – DISCIPLINE ACTIONS**

SEXUAL HARRASSMENT - DISCIPLINE ACTIONS

The Principal shall be responsible for promoting, understanding and acceptance of and assuring compliance with, state and federal laws and board policy and procedure governing harassment within his or her school office.

Violations of this policy or procedure will be cause for disciplinary actions up to and including expulsion or dismissal.

Definitions

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or a sexual nature when:

Submission to such conduct is made whether explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities.

Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student.

Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.
Sexual harassment, may include, but is not limited to the following:
Verbal or written harassment or abuse

Pressure for sexual activity
Repeated remarks to a person with sexual or demanding implication
Unwelcoming touching
Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

Harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, harry, distress, agitate, disturb, or trouble persons when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities.

Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student.
Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.

Harassment, may include, but is not limited to the following:
Verbal, physical, or written harassment or abuse
Repeated remarks of a demanding nature
Implied or explicit threats concerning one's grades, job, etc.
Demanding jokes, stories, and activities directed at a student or employee.

TOBACCO –DISCIPLINE ACTIONS

First Offense: Three days in-school suspension, parent notification in writing, and parental assistance requested.
Second Offense: Three days out-of-school suspension, a conference with parents, and a requirement that the student attend a tobacco use cessation clinic.
Third Offense: Five days out-of-school suspension and a hearing for a long-term suspension.
Students who receive a long-term suspension and return during the same school year will be placed on probation and subject to the consequences outlined under the offenses.

ALCOHOL AND SUBSTANCE ABUSE - DISCIPLINE ACTIONS

In addition a student shall be subject to disciplinary action within thirty (30) days of a found action or any criminal drug or alcohol conviction.
A student who is found under the influence of any substance in the prior sections or to be selling any substance that is defined in the above sections will be detained immediately with the evidence. The Principal will contact the police department and the student's parents. A short-term suspension of five (5) school days will be imposed and a hearing will be scheduled, and the student may be subject to a long-term suspension. Prior to re-admission to the student's regular school, the student may be referred for a substance abuse evaluation to an agency licensed for the same by the State of Kansas and this evaluation will be part of the student's re admission to the school. Failure to complete the substance abuse evaluation as scheduled will result in a hearing for a long-term suspension or expulsion.

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

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

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

ACTIVITIES – DISCIPLINE ACTIONS

Activity Participation

To be eligible, the student must meet the following guidelines:

- The student is a bona fide student in good standing.
- The conduct and standard of sportsmanship of the student are satisfactory and do not bring discredit to the student of the school.
- The student is not nineteen (19) years of age (HS) or fifteen (15) years of age (JH) on or before September 1 of the school year in which he/she is to complete.
- The student has met the following semester requirements: A student shall not have more than two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether

the ninth grade is included in Junior or Senior High school. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc. the semester(s) during that period shall be counted toward the total number of semesters possible.

- The student has passed five (5) subjects of unit weight the last semester of attendance. If the student is a first semester Junior or Senior High student, he/she must have passed five (5) new subjects of unit weight in the last semester of attendance. Incomplete counts as a failure.
- The student is attending and is enrolled in six new subjects (those not previously passed) of unit weight.
- The student has not been in more than four seasons in a sport in a four year High School or in two season in a two year Junior High.
- The student does not engage in outside athletic competition in the same sport while he/she is a member of a school squad. The student should consult the coach or Principal before participating individually or on a team in any game, training session, or tryout conducted by an outside organization.
- The Student must be regularly enrolled and in attendance not later than Monday of the fourth week of the semester of participation.
- Transfer students must meet the requirements of the transfer rules as explained on the physical examination form. Contact the Activities Director concerning this regulation.
- The student may not be a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
- The student must not compete under a false name.
- The student may not have competed for cash or merchandise of intrinsic value and must have observed all the provisions of the amateur and awards rules.
- The student must comply with the Undue Influence Rule.
- The student must not violate the Anti-Tryout and Private Instruction rule, which states: "Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."
- After a student is enrolled and/or eligible in his/her initial year in a school, that student may not change schools without forfeiting eligibility as stated in KSHSAA regulations unless there is a bona fide move on the part of that student's parents to a permanent residence within the district boundaries of the new school.

All students participating in athletics, forensics, vocal music, instrumental music, scholar's bowl, chess, FBLA, StuCo, and academics for St. Francis Xavier Catholic School must meet each of the stated requirements.

Activity Participation – Unacceptable Behaviors

The following infractions would be considered major behavioral violations:

- Possession or use of alcoholic beverages, on or off school property.
- Possession, use or selling of illegal drugs (including prescription drugs not prescribed for you), on or off school property.
- Criminal activity, including theft and vandalism, whether or not prosecuted by the judicial system.

All unacceptable behaviors will be investigated and appropriate discipline determined by the Principal.

Verification of the infraction can/will come in one of the following forms, and may include one of the following:

- Self-admitted involvement by a student or his/her parent or guardian.
- Witnessed involvement by a coach, administrator, staff member, parent or other reliable person.
- Verification by an official law enforcement agency, or report, to include positive results of a certified drug or alcohol test.
- Posting of unacceptable behavior on social media
- Verification by a staff member/sponsor shall be investigated according to Code of Conduct Protocol located in Staff/Coach's Handbook.

All reports of a student's violation to any staff member will be taken seriously and the validity of the allegation will be investigated and substantiated by procedures listed above. Enforcement of this policy shall not be circumvented by diversion from

law. The verification process will be directed by the school administration, and will concentrate on confirming or disproving the allegations of violation.

Corrective Disciplinary Action--Activities

First Offense:

If the offense is not drug related student must submit to an appropriate behavioral modification program approved by the school administration. * The students and student's parent/guardian must submit to a drug/alcohol counseling session and enroll/attend the YES Program to be provided by Central Kansas Foundation at the student's/parent's expense, within 45 calendar days of violation.

Second Offense:

The student will abide by the first offense and a 3 day in-school-suspension; will not be able to compete in extra-curricular activities. Participation in practice may be allowed at the coach/sponsors discretion. *

Third Offense:

Should a third offense occur, it shall be dealt with by a committee of the Principal, Pastor, and two members of the School Council.

CATHOLIC DIOCESE of SALINA

GENDER POLICY FOR SCHOOLS

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

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

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

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

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

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

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

[1] *Catechism of the Catholic Church 1700.*
[2] *Ibid., 2335.*
[3] *Pope Francis, Amoris laetitia, 56*

July 2023