

 Igniting Inquiring Minds



**Xavier Catholic School**  
**Greenbook**  
**2018-2019**

Updated 4/10/18

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## ARCHDIOCESAN POLICY

The student handbook for Xavier Catholic School will comply with Archdiocesan policy. If the Archdiocese changes policy during the course of a school year, Xavier will implement those changes immediately. Archdiocesan policy can be found at: <https://www.archkck.org/schools7-policy-book>. Consistent with that policy, the Principal of Xavier Catholic School may amend this handbook with approval of the LRCSS Board of Trustees. Parents will have prompt notice when changes are made.

### SECTION 1 – MISSION STATEMENT, BACKGROUND, AND GENERAL INFORMATION

**1-1 Xavier Catholic School Mission Statement** - Our mission at Xavier is to keep Christ as the center of our daily lives and to care for one another in a loving and safe learning environment.

**1-2 Xavier Catholic School's Vision Statement** -

- Catholic School will cultivate an environment in which our students become disciples and friends of Jesus Christ in a learning environment of faith, respect and reason.
- Xavier We will be the school of choice for students, parents and educators.
- We will offer a challenging and innovative academic curriculum that develops the gifts and talents of all of our children, by encouraging them to strive for excellence in every aspect of their educational experience.
- We will teach our students to be critical thinkers, productive citizens and spiritual leaders who serve our church and our local communities.

**1-3 Xavier Catholic School's Purpose Statement** - Xavier Catholic School, under the auspices of the Archdiocese of Kansas City, cultivates the Roman Catholic faith in a setting of academic excellence.

**1-4 Xavier Catholic School Values** -

Igniting: Faith, Family, Service, Excellence, Achievement

Xavier Catholic School's mission statement, vision statement, purpose statement, and values are reviewed annually by our teachers, and is revised as needed by our Board of Trustees, principal, teachers, staff, parents, students, and stakeholders.

**1-5 School Background** - Xavier Catholic School: Mother Xavier Ross, a Sister of Charity, was summoned to Leavenworth, Kansas in 1858 and immediately opened the first Catholic grade school at Immaculate Conception Parish. The other Leavenworth Catholic churches followed within a few years by also providing Catholic education to their own parish families. In 1979 the four parish grade schools, Immaculate Conception, St. Joseph, Sacred Heart and St. Casimir, consolidated into one school which was named Xavier Elementary. The four parish sites were utilized for the purpose of housing different grade levels. In 1986, in order to accommodate the growing need for preschool education, Xavier Elementary added a preschool program to serve three to five year olds. An Extended Day Care Center was also established and is located with the preschool at the Sacred Heart Parish site. Beginning in the fall of 2011, grades K-8 were consolidated within a single facility. At the corner of Muncie and Hughes Road in south Leavenworth near the Sister's of Charity grounds and the University of St. Mary, a former public school was remodeled to house Xavier Catholic School.

**1-3 Student Body**

a. The Xavier student body is divided into Preschool (Second Avenue location) and K-8 (Muncie location).

**1-4 Preschool & Extended Care Handbooks**

a. Parents will receive additional handbooks that may correspond more specifically to our Preschool and Extended Care Program.

### SECTION 2 - FAITH DEVELOPMENT

**2-1 Requirements** - Religious activities are an integral part of our school curriculum and academic programs. Xavier's ultimate aim includes preparation of the student for Christian ministry expressed by our Roman Catholic tradition. We welcome students of other faiths to our program of Christian formation with the understanding that they share and deepen their own religious commitment. Faith development includes the following:

- a. All students are required to take religion classes and to attend various events and activities that enhance personal spirituality and faith formation.
- b. One day each week, K-8 will celebrate the Eucharist at Mass. The teacher guides the children in planning and preparing for Mass. We encourage parents to attend Mass.
- c. During the year, students in grades two through eight have the opportunity to take part in communal reconciliation celebrations.
- d. Catechist for the Sacraments should be the joint endeavor of parents, parish priests and teachers. Second graders prepare for First Reconciliation and First Eucharist.
- e. Students/Families are expected to attend Mass each weekend.

**2-2 Guidelines for Receiving Communion**

**a. FOR CATHOLICS** - Catholics fully participate in the celebration of the Eucharist when they receive Holy Communion in fulfillment of Christ's command to eat His Body and drink His Blood. In order to be disposed properly to receive Communion, communicants should be conscious of grave sin, have fasted for an hour, and seek to live in charity and love with their neighbors. Persons conscious of grave sin, must first be reconciled with God and the Church through the sacrament of Reconciliation. A frequent reception of the Sacrament of Reconciliation is encouraged for all.

**b. For Other Christians** - We welcome to this celebration of the Eucharist those Christians who are not fully united with us. It is a consequence of the divisions in Christianity that we cannot extend to them a general invitation to receive Communion. Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness in faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply a oneness which does not exist, and for which we must all pray. We do invite them to come forward, during the distribution of Holy Communion, and receive a blessing.

**c. For Those Not Seeking Communion** - Those not receiving sacramental Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

**d. For Non-Christians**- We also welcome to this celebration those who do not share our faith in Jesus. While we cannot extend to them an invitation to receive Communion, we do invite them to be united with us in prayer.

### SECTION 3 – ACADEMICS

**3-1 Academic Honesty** - Students are expected to display academic honesty and integrity at all times and to refuse to tolerate academic dishonesty on the part of other students. Consequences for academic dishonesty may include "ZERO" credit for the assignment or test, and disciplinary action. All decisions are at the discretion of the Principal. Students should be aware that the following behaviors are dishonest and may/will be dealt with as incidents of cheating:

- a. Giving or receiving unauthorized assistance on a test.
- b. Copying another student's homework or allowing your homework to be copied.
- c. Giving false reasons for making up late work or tests.
- d. Resubmitting work which has been completed for another class (without permission).
- e. Falsifying laboratory data.
- f. Submitting work that has been copied in whole or in part from a publication without crediting the author (plagiarism is a cheating infraction).
- g. Stealing tests or using stolen tests.

**3-2 Grading System** - Grades are reported each semester, but can be checked daily by students and parents through Educonnect, the electronic grading program. When students are failing, parents will be notified by teachers in advance of regular reports. Students are graded on written work, classroom participation, projects, hands on activities and subject tests.

#### Preschool Grading Scale

S = Satisfactory  
P = Progressing  
N = Not yet

#### Kindergarten, First and Second Grades

Blank = Not Assessed  
+ = Consistent Performance  
S = Satisfactory Progress Being Made At This Time  
\ = Needs Improvement

#### Grades 3-8

A = 96-100	A - = 94-95		
B + = 92-93	B = 89-91	B - = 87-88	
C + = 84-86	C = 78-83	C - = 75-77	
D + = 73-74	D = 70-72	D - = 68-69	F = 0-67

#### **3-3 Missing Assignments**

In an effort to instill responsible study habits and life skills in our students, Xavier Catholic School will institute the following consequences for students in grades five through eight for missing assignments:

1) If a student does not turn in an assignment, a **Missing Assignment Notice** (attached) will be sent to parent/guardian for signature. This notice must be returned the next school day *with* missing assignment for -10% off of earned score.

2) If signed notice *and* assignment are not turned in the next school day, the student will meet with the issuing teacher for an accountability reflection. Also, teacher will call parent/guardian to set up an academic appointment for the following school day.

3) Student will report to Xavier at 7:25 AM and will work on assignment and turn product in, as is, for -30% off earned score. Teachers will continue teaching and encouraging completion of said assignment, until the product is completed, but the *grade will stand* even upon completion of assignment.

### 3-4 Assessment Profile

Xavier Catholic School strives for a balanced assessment program; combining multiple measures to drive instruction and learning. Our assessment program allows for a capacity to inform, improve teaching and learning processes and outcomes.

- To assist in the evaluation of catechetical and religious education for students, Xavier utilizes the National Catholic Education Association's (NCEA), Assessment of Catechesis and Religious Education (ACRE). This assessment is designed to strengthen Xavier's catechetical/religious education program. It allows Xavier to evaluate the faith knowledge and attitudes of students and to aid students in becoming good faith oriented Catholics. Grades five and eight are administered the ACRE once a year in the spring.
- Xavier's kindergarten through second grade are assessed using Dynamic Indicators of Basic Early Literacy Skills (DIBELS). DIBELS measure critical reading skills; phonemic awareness, phonics, fluency and comprehension. Students are assessed three times a year using DIBELS; fall, winter and spring.
- Xavier utilizes easy CBM NCTM Math assessments for kindergarten through second grade students. These assessments are based on the College and Career Readiness Standards and the National Council for Teachers of Mathematics. This benchmark screening assessment is administered online three times a year; fall, winter and spring.
- Xavier Catholic School utilizes a summative assessment through the Kansas State Department of Education (KSDE). *ALL* students in grades three through eight are assessed using KSDE's, Kansas Assessment Program (KAP), at the elementary level in Mathematics and English/ Language Arts. Science is assessed in fifth and eighth grades. History/Government is assessed in sixth and eighth grades. Xavier's English Language Learners (ELL) are administered the ELPA 21 portion of the KSDE assessments. Students are assessed once per year in the spring.
- Xavier students in grades two through eight are administered the Northwest Evaluation Association's (NWEA) Measures of Academic Progress (MAP) assessment. These assessments are designed to target a student's academic performance in mathematics, reading and language usage. The assessment is tailored to each individual's current achievement level. The assessment adjusts the difficulty of the questions to the student's ability. Assessment questions adapt in response to an individual student's correct or incorrect answers. Xavier utilizes MAP data to drive fluid Tier groupings and instruction. MAP uses a Rasch UnIT (RIT) scale to measure student achievement and growth. RIT scores range from approximately 100-300. Typically, a third grade student might achieve a 180-200 RIT score and progress to 260 by high school. MAP assessments help teachers track student progress and growth. Students are assessed using MAP three times a year; fall, winter and spring.

## SECTION 4 - STUDENT ACTIVITIES AND ATHLETICS

**4-1 Activities Code of Conduct** - School officials, coaches, and players on athletic teams and participants in other activities believe that those students who are selected for the privilege of membership on teams and in those activities should conduct themselves as responsible representatives of Xavier Catholic School. In order to ensure this conduct, school administrators, the athletic director, coaches, sponsors, participants, and parents should cooperatively enforce this code. Students who fail to maintain appropriate behavior standards may not be able to participate or attend extra-curricular activities. Members of teams and activities who fail to abide by this code are subject to disciplinary action.

### PURPOSE

1. To elevate standards of sportsmanship and to encourage the growth of good citizenship, not only for school students, but also for the adults and all others who come in contact with school activities.
2. To emphasize the school's concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote equal treatment of students and a sense of order and discipline among students.
4. Infractions that may result in legal action will be dealt with by the administration on a case by case basis.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.

### RULES

1. For any contest, which calls for missed school time, the athlete will be responsible for completing a **Student Absence Form** (attached) and having any missed work completed and turned in on time.
2. Student-athletes will be expected to attend at least a half school day the day of the contest.

**4-2 Clubs and Organizations** - The clubs and organizations are open to all students who meet the established requirements and have the desire to join. Each club and/or organization connected with the school must have a faculty sponsor(s) assigned by the Principal.

**4-3 Fundraising** - All fundraising done at the school or involving the use of students must be approved specifically by the Principal. There is a **Fundraising form** in each school office or on-line <http://leavenworthcatholicschools.org/documents/lrcs/354-fundraising-request/file> that must be filled out and submitted to the Principal. After the Principal has reviewed the form, it will be submitted for final approval to the Development Office. This applies to the sale of any item, whether or not it is for profit. Coordination of major fundraising activities is provided through the principal.

#### **4-4 Athletic Programs and Affiliation -**

- a. Xavier Catholic School is a member of the Kansas State High School Activities Association (KSHSAA) and are members of the Northeast Kansas League (NEKL) and subscribe to and support all association sanctions and policies <http://www.kshsaa.org/>
- b. Athletics are available, upon demand, for sixth grade students who qualify for participation. Interscholastic sports are as follows: **Xavier Boys-** KSHAA 6 - 8 grade basketball & track . **Xavier Girls-** KSHAA 6 - 8 grade volleyball, basketball and track. Boys football 7 & 8 will coop with St. Benedict Catholic School.
- c. Xavier Catholic School is not affiliated with any city or community sports leagues or activities.

**4-5 Participation Fee** – Any student participating in any sport during the school year will be charged a sport fee per sport. This fee is due at the time of the sport participation. No student will participate in an official competition until the required fee is paid in full.

**4-6 Athletic Requirements** - The athletic program is intended for all-around physical and mental development of Christian youth. The program is administered by the assigned coaches who are responsible to the Athletic Director. The Athletic Director supervises the program in accordance with the policies and guidance prescribed by the Principal.

Before a student may be issued athletic equipment or participate in a practice, his or her parents must have signed and returned to the school all necessary paperwork and paid the applicable fees. Physical examinations are to be conducted by the physician of your choice; the school does not provide a physician. Following serious injuries or sickness, the coach must receive written approval from the student’s parents and/or doctor before participation in the sport is renewed. Students are responsible for safeguarding uniforms and equipment issued to them. Should an item be lost, the school must be reimbursed for that item. If an item is stolen while being secured on school property, the appropriate coach must be notified immediately to avoid the requirement for reimbursement. Uniforms must be cleaned and returned within three school days of the last competition.

#### **4-7 Out-of-Town Events and Transportation**

- a. Each bus will have one (1) adult sponsor.
- b. Smoking or consumption of beverages of any kind is prohibited on the buses.
- c. Buses will not stop en-route to games or on the return trips to school.
- d. Students who ride on a bus must return on the bus or with a parent and must sign out with the coach or teacher representative prior to leaving the event. Students must make arrangements for transportation from the school to their home before leaving on the trip.
- e. Team dress and deportment will be supervised by the coach in charge of the team.

## **SECTION 5 - ADMISSIONS**

**5-1 Admissions requirements** – Xavier Catholic School welcomes students of every race, creed, color, sex, faith, or national origin and admits to them all rights, privileges, programs and activities generally made available to students. The following are requirements needed to attend Xavier:

- a. A child must be five years of age on or before August 31 to enter kindergarten
- b. Kansas law requires that a child be six years of age on or before August 31 to enter grade one
- c. Kansas law requires immunization records to be kept on file in the school office. All students must meet the Kansas immunization requirements and immunization histories must be in the school office before the first day of school
- d. A physical examination shall be required of all children entering school for the first time.
- e. A birth certificate and Social Security number are required for all students
- f. A baptismal certificate must be submitted for Catholic children entering Xavier Catholic School in preschool through eighth grade
- g. Age requirements for Xavier Preschool are as follows:
  - 5 Day session-4 years of age by August 31 and potty trained
  - 3 Day session-4 years of age by August 31 and potty trained
  - 2 Day session-3 years of age by August 31 and potty trained
- h. Transcripts and other requested records will be required as verification that the student requesting admission is enrolled in the proper grade.
- i. Admission of transfer students is subject to the approval of the Principal. If the student has had previous attendance or discipline problems, it is school policy not to admit him/her without careful evaluation. The evaluation process consists of the following:
  1. Family interview
  2. Consultation with appropriate school administrators, counselors and professional(s) who have worked with the student.
  3. Review of records from previous school(s).
- j. Any student who has had behavioral and academic problems in other schools will, along with the parents, sign a contract that clearly acknowledges the behavior and academic expectations at Xavier. All new students will be admitted on an 9-week probationary period.

**5-2 Tuition/Enrollment** - The following link provides the complete steps to enroll and register students at Xavier:

<http://leavenworthcatholicschools.org/admissions/enrollment-application>

**5-3 Refund Policies -**

- a. There will be no tuition refund given for any quarter (9 weeks) in which the student has attended class.
- b. There will be no refund of any student fees after the first day of school.
- c. The full amount of student fees will be charged to late and/or semester enrollees.
- d. The registration fee is non-refundable unless a family can show military orders as a reason for not attending Xavier Catholic Schools.

**SECTION 6 – DAILY OPERATIONS AND SAFETY**

**6-1 Schools Hours/Schedules**

***Kindergarten through 8<sup>th</sup> Grade:***

Regular Monday through Friday Schedule

7:55 a.m.-3:25 p.m.

Early dismissal days:

7:55 a.m. – 11:30 a.m.

\*Student supervision for K-8 students will be held every school day in the Xavier gym from 7:40 a.m. - 7:55 a.m.

***Preschool:***

**2 Day a week** – 8:25 a.m. – 11:00 a.m.

**3 Day a week** – 8:25 a.m. - 11:25 a.m.

**5 Day a week** – 12:30 p.m. - 3:00 p.m.

***Extended Care:***

**Preschool** – 6:30 a.m. – 5:30 p.m.

**K-8** - 6:30 a.m. to 7:45 a.m. & 3:25 p.m. to 5:30 p.m.

**6-2 Snow Days** - - Due to inclement weather, Xavier Catholic School, Xavier Catholic Preschool, and Xavier Extended Care will close when the Leavenworth Public Schools (LVPS) close. If LPS have a late start, Xavier Catholic School, Xavier Catholic Preschool, and Xavier Extended Care will NOT be open. Parents will be notified via email and Facebook in the event of a school closure.

**6-3 Student Safety, Health, and Welfare**

- a. In accordance with Archdiocese policies, if ever there is a question regarding whether a student’s physical and/or mental health presents a potential challenge to the student’s academic progress and/or presents a threat to his/her or other’s safety, schools may require parents to obtain certain information from a qualified health professional in order to determine how to best address the situation.
- b. **Xavier Catholic School reserves the right to search all lockers, book bags, desks, etc., as well as any other property of Xavier students to ensure student safety, good order and discipline.**
- c. Any student who walks to or from Xavier is required to complete a Student Walker Release Form (attached below). Xavier Catholic School and Xavier Catholic Preschool is NOT responsible for a student once he or she leaves our campuses.

**6-4 Safety Drills**

**a. Fire Drills** are held at unannounced times in compliance with city, state, and federal regulations. Teachers will instruct their classes on procedures to be followed in drills and will supervise execution of the drills. When the fire alarm sounds, students will walk rapidly, quietly, and in an orderly manner along prescribed routes, until well clear of the building. Books and equipment will be left in place. Windows and doors of all rooms will be closed and lights will be turned off as personnel depart. An “All Clear” will be made for students to return to the building.

**b. Tornado Drills** - A siren sound will be the tornado drill/warning signal. Bathrooms, library and the teacher’s lounge will be used as shelter areas. Teachers will instruct their classes on procedures to be followed in drills, and will supervise execution of the drills. When the tornado drill sounds, students will walk quietly, and in an orderly manner along prescribed routes to the shelter area. An “All Clear” will be made for students to return to the classroom.

**c. Intruder Drills** are held at the beginning and end of the school year.

**6-5 Accidents, Injuries-**

- a. The parents of the student should be informed immediately.
- b. A doctor or ambulance will be called if deemed necessary by the school employees on the scene.
- c. All injuries or accidents will be brought to the attention of the Principal and school office.
- d. In all cases, teachers, sponsors or coaches present will prepare an accident/injury report.

- e. Students who become ill during school hours will be sent or accompanied to the office. Parents will be notified to pick up the student if a student is considered too ill to remain in class.

#### 6-6 Medication Policy

All medicines are to be brought to the nurse's office/office, where they will be kept and dispensed according to label instructions and the discretion of the school nurse/office staff.

- a. Prescribed medicine will be administered through the main office and a log will be maintained. Medicine will be in a prescription bottle with the name of the student, name of the medication, dosage, prescription number, physician's name and directions attached.
- b. Students with chronic conditions will have a record of medications on file in the office.
- c. Common over-the-counter medication (Acetaminophen, Ibuprofen) will require permission from parents allowing the school to dispense. This must be on file in the school office. Medication must be in its original container with the label clearly identifiable.

The Principal will have final authority to revoke medication privilege in consultation with parent/guardian.

#### 6-7 Illness and Communicable Diseases

- a. Report any contagious diseases (strep throat, pink eye, lice, chicken pox, etc.)
- b. To protect your child and to prevent illness from spreading, keep your child home, if any of these symptoms are present:

\*Diarrhea or vomiting

\*Severe sore throat, headache or cough

\*Undiagnosed rash or skin lesions

\*Red or discharging eyes

\*Temperature of 99.6 degrees or above

- c. If a student becomes ill while at school, he/she will be sent to the health room. If it is determined that the student should be sent home, a parent, guardian or other authorized person will be notified. If your student has a temperature of 99.6 degrees or above, he/she must remain home and be fever and vomit free for 24 hours without use of medication.

**6-8 Parent Communication** – Communication with parents is critical for every student's success. Information is available to parents through our monthly newsletters, weekly calendar of events, and our school calendar. All can be found on our website. Emails are also sent periodically to inform parents of calendar changes or important upcoming information. Parents and students are required to advise the office of any change in home address, email or telephone number. Parents are encouraged to frequently view their Educonnect account and to contact the teachers directly for any concerns about their student's academics. The principal should be contacted with any unresolved concerns 913-682-3135.

**6-9 Daily Announcements** - Every school day begins with a daily prayer, Pledge of Allegiance, and announcements. All announcements will be submitted to the office administrative assistant prior to the start of school using the prescribed form signed by a faculty member. All organizational announcements must be signed by a faculty sponsor, and provided as early as possible.

**6-10 Field Trips, School-Sponsored Activities outside the school building, Assemblies or Guest Speakers** - These events are scheduled with and approved by the Principal. Students must have written permission from their parents and permission from their teachers prior to leaving the school for school sponsored activities. Field trips are school-sponsored events that are extensions of the instructional process. The following guidelines regarding field trips will be followed:

- a. Faculty/Sponsor will prepare a purpose statement and submit necessary paperwork.
- b. All school rules apply when participating in all school sponsored activities.
- c. The field trip will have stated learning outcomes, and clearly support the curriculum and educational process.
- d. The students will complete preparation assignments and research to support the learning process.
- e. The students will participate in a follow-up assignment to help them assimilate the knowledge they have gained from the trip.
- f. An **Intersystem permission slip** that allows students to move from one campus/parish/Church to another for school activities will be filled out and signed by a parent or guardian at the beginning of each school year.

In addition, the following Guidelines will be followed for Field trips:

- a. Field trips and school-sponsored activities are privileges afforded to students; no student has an absolute right to attend such activities. Students can be denied participation, if they fail to meet academic, attendance, or behavioral requirements.
- b. Students who fail to submit a proper **Field trip permission form** will not be allowed to participate in the field trip or school-sponsored activity.
- c. An **Intersystem permission slip** that allows students to move from one campus/parish/Church to another for school activities will be filled out and signed by a parent or guardian at the beginning of each school year.
- d. All volunteers for field trips and school-sponsored activities must be **Virtus** trained and must fill out a **Field Trip Liability Waiver** for Adults. Younger siblings are not allowed during field trips.
- e. Students should be appropriately dressed at all times when representing Xavier Catholic School. Attire for all field trips and school-sponsored events will be defined by the teacher in charge of the event. Approval by the administration is required for attire that deviates from the school uniform and established dress code.



**6-11 Food Policy** – We are committed to providing school environments that promote and protect student health, well-being and ability to learn by supporting healthy eating, nutrition education, physical activity and integrated school-based wellness.

- a. The cafeteria will have adult/faculty supervision.
- b. Lunches are ordered by the students daily in their homeroom.
- c. Lunches are to be paid for in advance at the front office. Daily purchases may be made, but weekly or monthly payments are encouraged. Please send in correct amount for lunches in an envelope clearly marked with child’s name, date and amount enclosed. See **Unpaid Meal Charge Policy** (attached) for further information about lunch accounts.
- d. Milk may be purchased by the day or the week for those who bring a lunch or by those who want an extra carton of milk with their lunch.
- e. Children who bring sack lunches are to have their sacks marked clearly with their full name.
- f. In keeping with our KSDE Wellness Policy students may not have soda or fast foods for lunch.
- g. Xavier Catholic School will require parents of students with food allergies or intolerances to adhere to the following food policies:

1. Provide the classroom teacher with a labeled container of **prepackaged** safe snacks for the school year for students with food allergies or intolerances (i.e. lactose, gluten free etc.). Your child will only be given the snacks that you provide.
2. Provide a separate labeled container of safe snacks, if your child attends Xavier Catholic School Extended Care and has a food allergy or intolerance. **Your child will only be given the snacks that you provide.**

h. During Halloween and Valentine parties, we invite our parents to join their students and personally choose the snacks you want your child to partake in. If a parent can’t attend the parties, not to worry, we will have the prepackaged safe snacks that were provided by you to pass out to your child.

i. Permission slips will be sent home should we have educational opportunities for our students that include food.

j. Students who have food allergies will be required to have a Food Allergy Action Plan

<http://leavenworthcatholicschools.org/documents/enrollment/311-food-emergency-care-plan-2016-17/file> signed by a medical doctor on file by the first day of school. If you have an appointment that falls after the first day of school, please speak with the principal about getting an extension.

k. If your child requires an EPI Pen or other medication, it must be available in the school office, Extended Care, etc., by the first day of school.

#### **6-12 Visitors –**

- a. All visitors/guests at Xavier are required to enter through the secure front doors located on the east side of the building.
- b. Visitors must sign in at the front office and wear a name tag.
- c. No visitors or guests will be allowed in the cafeteria for lunch with students, unless permission has been granted by the Principal. Arrangements for guests should be made a day ahead of time with the school office.

#### **6-13 Lockers**

- a. Fifth, sixth, seventh, and eighth grade students will keep their lockers neat and clean and free of stickers or inappropriate pictures/photographs at all times.
- b. Students will use only the locker(s) assigned to them.
- c. Each student is responsible for the contents of his or her locker. They should not leave money or items of significant value in lockers. **A student should always have his or her locker locked. Xavier is not responsible for lost, stolen, or misplaced items.**
- d. Students who do not responsibly maintain their lockers are subject to losing the privilege of their use.
- e. Students will be charged for damage to a locker.

#### **6-14 Books and Supplies –**

- a. Books provided by the school will be distributed in each class during the first weeks of school.
- b. Books provided by the school are to be returned in good condition, or the responsible student will pay a fee for repair or replacement.
- c. Students are responsible for lost or damaged library books issued to them.
- d. Students are given written notice when library books are overdue. Parents will be notified of the lost book fee. At the end of the school year, unpaid fees will result in not receiving grade cards.
- e. Every year a school supply list will be published prior to start the school year. Students are responsible for purchasing required supplies for classes.

**6-15 Lost and Found** - “Found” articles are to be turned into the office as soon as possible. Persons who have lost or misplaced any item should report the fact to the office and inquire as to whether the item has been turned in. **Please label all student clothing.**

## **SECTION 7 – ATTENDANCE AND STUDENT ACCOUNTABILITY**

**7-1 General** – Attendance in school is the combined responsibility of the student and parents/guardians. Regular school attendance supports academic success! Parents and students are urged to recognize the need for promptness each day and attendance in all classes throughout the school year. An essential portion of the education process occurs through participation in classroom activities and assimilation of material presented by the teachers in class. Activities such as class discussions, group projects, videos, labs, co-operative learning tasks, and lectures by guest speakers are impossible to “make up.” Absences must be held to a minimum in order to assure that students receive an adequate amount of instructional time and that the school satisfies accreditation requirements. Therefore, restrictions are placed on the number of absences a student may have and still remain in good standing.

## 7-2 Absences

- a. *All absences including partial days apply to the student's attendance record and to the overall number of absences allowed (which is 10) per semester.*
- b. Only school-related absences (i.e. athletics, activities, competitions, and field trips) and absences verified in writing by a medical doctor or officer of the law do not apply to the attendance record.
- c. When a pupil is absent from school, parents must notify the school office by telephone before 8:30 a.m. that day. A written excuse from parents or guardian stating the reason for each absence must be sent with the student, when he or she returns to school. If you know in advance that the child will be absent, (e.g., dental appointment), please notify the school to that effect in advance.
- d. A pupil is tardy when he/she arrives after the time fixed by the school policy for the beginning of the morning or afternoon sessions.
- e. Parents/Guardians must sign in all students, when they are tardy.
- f. Students who have more than 5 days of unexcused absences during a semester will have their academic progress reviewed by the administrators. If a student has an excessive number of tardies or absences without adequate reasons, SRS will be contacted.
- g. If a student is absent more than one day, parents may call the school office to arrange to pick up the student's missed work.
- h. Parents should attempt to schedule medical and dental appointments, during non-school time, whenever possible. Please notify the office with a written note or by telephoning.

**7-3 Kansas Compulsory Attendance Law** - In order to comply with the Kansas Compulsory School Attendance Law, a pupil who has reached the age of seven years and is under the age of sixteen years must attend school every day it is in session, unless excused by the proper school authority. Xavier Catholic School requires that any student who is older than seven years of age and is enrolled at Xavier must attend school every day.

## 7-4 Truancy

- a. Kansas statutes provide that a student is "truant" if they are absent without excuse, for a "significant portion" of the school day, for three consecutive days, or five days in a semester, or seven days in a school year. When that occurs, then the school is to provide notice to the student's parent or guardian. Once notice is received, then any further absences without excuse requires a report to the District Attorney's Office.
- b. Truancy is involved when a student fails to report to school without proper reason for the absence, or having arrived at school, leaves the premises without being properly excused by the school authorities. Students are expected to return to school immediately following appointments. Failure to do so will be treated as truancy.
- c. Failure of a student to report to an assigned class or study area without having previously obtained an excuse from a faculty or staff member may be treated as truancy, depending upon the particular circumstance.
- d. Truancy may result in suspension from school until reinstatement by authority of the Principal, following a conference with the parents concerned. Truant absences are unexcused. A second truancy offense may result in expulsion.
- e. Students must make up any class work missed during a truancy. Teachers will determine how much credit will be given for the work.

## 7-5 Procedures Regarding Absences

- a. **A PARENT /GUARDIAN MUST NOTIFY THE SCHOOL BY 8:30 AM ON THE DAY OF THE ABSENCE** by telephone (913-682-3135), if the student is not going to be in school or if the student is going to be late in arriving. If a parent or guardian does not call the school and cannot be reached by the school, the absence will be unexcused.
- b. **ABSENCES DEEMED "EXCUSED" WILL NOT COUNT TOWARD THE OVERALL NUMBER OF ABSENCES PER SEMESTER.** Valid reasons for excused absences include: illness verified by a doctor's note, doctor's appointments, dental appointments and high school visits. Absences due to school-related activities (such as field trips, curricular-related events and competitions, and extracurricular competitions) do not apply to the attendance record.
- c. **MAKE UP WORK:** Class work, homework, or tests missed during any absence that is excused will be completed by the students and turned in to the teacher within two (2) school days of their return. It is the responsibility of the student to contact teachers to receive assignments and schedule time to complete missed work.
- d. **ATTENDANCE AFFECTING EXTRA-CURRICULAR ACTIVITIES:** To be eligible to PARTICIPATE in or ATTEND any extracurricular activity, a student must be in school a minimum of four complete class periods on the day of the activity and may not leave school before the end of the day, unless prior approval of the administration is obtained. Students are expected to report to school on time every day, regardless of the extra-curricular activities in which they participated the night before.
- e. **PARENTS WILL BE NOTIFIED** by email after a student has reached EIGHT (8) unexcused absences. On the NINTH (9) unexcused absence, a second email and warning letter will be sent to parents reporting their student's attendance record and explaining the consequences of further absences and a meeting will be scheduled with parent/guardian. On the TENTH(10) unexcused absence a decision will be made concerning the student receiving credit and notification of state officials.
- f. **MAXIMUM ABSENCES ALLOWED SHALL BE TEN (10) PER SEMESTER.** A student who is absent from **any** class 10 times in one semester will be at risk of not being promoted to the next grade level.
- g. Any student and/or parent has the **RIGHT TO APPEAL** to the Academic Review Board at the end of each semester. At the appeal hearing, the student and parent(s) will be required to submit reasons and documentation for the absences. Failure to appear and appeal to the Board will result in loss of credit. (The only exception to this rule applies to those students under the direct care of a physician and/or hospitalization. If this is the case, each

absence must be documented by a doctor's note stating the nature of the illness, as well as the dates of treatment, and informing the school that the student was unable to be in attendance on those dates.)

**7-6 Building Use After Hours** - A student who enters the building outside of specified hours without authorization and without proper supervision shall be considered trespassing and be subject to both legal and school disciplinary action.

**7-7 Tardiness** – Students are expected to be on time to school. Promptness is an important value that has many life-long implications and natural consequences.

- a. A student is tardy when he or she fails to be in class when the bell rings at 7:55 a.m. Parents and students arriving after the first-period bell rings must report to the Main Office for a class admit slip.
- b. The consequences for tardiness to school will be as follows:
  1. Student arriving tardy to school in the morning will be counted ABSENT from their first hour class if they miss 15 or more minutes of the class period.
  2. After the eighth (8<sup>th</sup>) tardy to school the student will receive an email ON THE DAY OF THE TARDY.
  3. After the ninth (9<sup>th</sup>) tardy to school a parent warning phone call from the Principal.
  4. Should 10 tardies be reached in a semester, the student could lose class credit or a lowering of a grade based on the discretion of the teacher per class time missed. The student may also lose eligibility in extra-curricular activities. A meeting will be held with the student, homeroom teacher, parent, administrator(s) and coach or sponsor (if applicable) in order to determine the best consequence and course of correction for habitual tardiness.
- c. If a student is late to class other than homeroom, the teacher of the class in which the student is tardy will deal with the lateness. Repeated tardiness may result in other consequences left up to the Principal's discretion.

#### **7-8 Appointments / Early Dismissals**

- a. APPOINTMENTS should be made before or after school, on Saturdays, or during school holidays. Classes should take precedence over these activities. **All students having to miss school for medical, dental, or legal appointments must bring a note from the doctor or legal official when they return to school to receive an excused absence.**
- b. If an EARLY DISMISSAL is absolutely necessary, the student should bring a note from a parent stating the reason for the dismissal, exact time the student should be dismissed, the time the student should return to school, and a telephone number where **the parent can be reached. The student should present this note to the school office before 7:50 a.m. and will** receive an early dismissal permit later in the morning if approved. The student will then present the admit to the classroom teacher at the beginning of the class period from which the student needs to be dismissed.
- c. Parents/Guardians must SIGN OUT students, whenever they leave school during the school day and parents/guardians must SIGN IN students, when they return to the building. The sign out book is located in the office. Students having to miss class time for medical, dental or legal appointments must bring an official note at the time of return to school to excuse the absence.

**7-9 Vacations during the school year are highly discouraged.** Absences for reasons other than illness or emergencies are strongly discouraged. Parents are expected to schedule family vacations, during the school vacation periods. When an extended absence is unavoidable:

- a. Written parental request is required to school administration at least one week (5 school days) in advance for approval.
- b. If a student is doing poorly in classes the school will not support the student missing class time. Approval of vacation time does not guarantee the student will not lose credit due to absences.
- c. Students must collect work from all their teachers at least three (3) days prior to their vacation absence. All classwork and homework must be made up prior to the student absence. The completed form must be turned in to the homeroom teacher, prior to the absence. Failure to follow this procedure may result in "zero" credit for work not made up. **For all planned absences to be excused,** all students must complete a **Student Absence Form** (available in the front office) which must be signed by all the student's teachers and turned in to the homeroom teacher, prior to the student's absence. Teachers may allow quizzes and tests to be made up within two (2) school days after the student returns.
- d. Family vacations should be scheduled so as not to interfere with a student's attendance at school. The usual vacations from school, during the school year are: Labor Day, Thanksgiving, Christmas, Spring Break and Easter. The exact dates of these vacations will be published at the start of the school year on the school calendar. The dates will be in conformity with the Archdiocesan school calendar and local needs.
- e. All absences, regardless of the reason, are counted toward the limit of 10 absences per semester.

## **SECTION 8 –Academic Probation, Eligibility and Activity Participation**

**8-1 Academic Probation** - A student receiving two (2) failing grades in one semester will be placed on academic probation for the following quarter. Continued failure(s) may result in dismissal.

**8-2 Eligibility** - Students participating in sports or extracurricular activities (those not connected to class progress/a grade) must be eligible according to the laws of the State of Kansas and the provisions of Xavier. Students who are failing in subjects or failing to follow the rules of the school may be ineligible for participating in competition or an activity for a time.

**8-3 Before School Academic Appointment:** The purpose of this program is to provide additional time, attention and assistance to struggling and at-risk students in order to regain the status of a student in good standing. Students who have missing assignments and fail to return a signed **Missing Assignment** document must serve an academic appointment the following school day from 7:25 a.m. through 7:55 a.m.

**Attendance:** Students are required to attend at least one-half of the school day (four consecutive classes or at least half the total minutes of school for that day consecutively) in order to practice and/or compete in that day's activities.

**8-4 Activity Participation-** Students wishing to participate in a sport should contact the Activities Director or coach. The student must be in satisfactory academic and disciplinary standing and must agree to follow those rules established by the school and the coach.

Eligibility and participation rules are determined by the Activities Director and are in accordance with the criteria of the KSHSAA. The coach is responsible for making certain that a team member is eligible before permitting his or her participation in a game.

- a. Students should not participate in any athletic contest not sponsored by the school, until they check with the Athletic Director. Such participation (in a city league, for example) might jeopardize the student's eligibility for representing Xavier Catholic School in interscholastic competition. The Principal reserves the right to declare at any time the ineligibility of a student to represent Xavier Catholic School in competition with other schools.
- b. Students who are failing in subjects or failing to follow the rules of the school may be ineligible for participating in competition or an activity until these areas are brought up to a satisfactory level/passing grade.
- c. Grades will be pulled every week. If a student's cumulative grade in the same class is an "F", he or she will be ineligible for the following week. Grades are pulled on Wednesday with students and parents notified by Friday. The ineligibility period runs from Monday through Saturday of the following week. Students will remain ineligible for as long a period of time as it takes them to receive a passing grade. Students are taken off the ineligibility list, on Mondays. Students are required to attend at least one-half of the school day (four consecutive classes or at least half the total minutes of school for that day consecutively) in order to practice and/or compete in that day's activities.
- d. Only contests and activities approved by the Archdiocesan School Office and the KSHSAA are acceptable for student participation.. Should a student participate in a contest not sponsored by the school without first clearing this with the Activities Director, it may result in the school's ineligibility to represent Xavier in interscholastic and league contests.
- e. **Transfer Students** - Students are eligible for participation in interscholastic activities if they have moved to Leavenworth from another city, state or country and meet other eligibility requirements. Students transferring from schools in the area, from non-member KSHSAA schools, from boarding schools, from discontinued schools, etc., are treated as individual cases and need to meet with the Activities Director in order to determine eligibility for interscholastic competition.

## **SECTION 9 – TECHNOLOGY/ SOCIAL MEDIA/ INTERNET USE**

**9-1 Computer Policies, Procedures, & Information** – Computers, iPads, and laptops are the property of Xavier Catholic School for the students. Students will use laptops and ipads, during school hours. Specific guidelines are in place for students issued a laptop by the school or using school technology equipment. Students and their parents are required to sign a Computer Acceptable Use contract at registration.

**9-2 Use of the Internet** - is provided to support and enhance educational goals and objectives. Internet access is a privilege, not a right. All users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to:

1. Be polite. Messages should not be abusive or threatening to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal personal addresses or phone numbers of yourself, fellow students, or other school personnel.
4. Illegal activities are strictly forbidden; examples include but are not limited to the illegal copying or installation of software, or violation of copyright laws.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail.
6. Messages relating to or in support of illegal activities may be reported to the authorities.
7. Do not use the network in such a way that another user's work would be disrupted or invaded.
8. Accessing inappropriate material (which includes, but is not limited to material of a violent or pornographic nature) is strictly prohibited.
9. Use of computers during study hall or homeroom time is restricted to school assignments/projects. The computer lab and school time are not to be used for composing, sending, or reading personal emails..

Students that use technology inside the building for academic dishonesty will be dealt with harshly.

Technology equipment will be returned promptly, after it is used, to the technology coordinator. A report will be made to the technology coordinator of any broken or malfunctioning equipment.

### **Misuse of Technology/Social Media/Internet inside and outside of the building:**

Students who send text messages, pictures, and/or video that is deemed inappropriate or harmful either inside or outside the building will be dealt with severe consequences, for example Facebook., email messages, email posting, Twitter, SnapChat blogging, phone texting etc.

Consequences of inappropriate use of Technology/Internet/Social Media may include suspension or expulsion as a result of a Disciplinary Board hearing.

**9-3 Phones and Other Electronic Equipment** - Students are not to bring to school personal items or electronic equipment such as: music players (i.e. iPods, MP3 players, etc.), video games, iPads, cameras, video cameras, personal laptops, etc.

- a. The use of these devices are prohibited.
- b. Individual teachers may permit the use of electronic devices including cell phones in their classroom should the use of such devices assist and enhance the class work on that day. However, such devices should be returned and locked in the student locker and/or is not allowed in hallways or in other classrooms without teacher request.
- c. The use of electronic devices is not allowed in any classroom that has a substitute teacher (who is not a regular Xavier faculty member).
- d. **Xavier will not be held responsible for lost, stolen, or misplaced items.** These items may be confiscated by faculty members or Principal if necessary. The Principal retains the right to amend this policy at any time during the school year as needed.

**Consequences** of any student using a cell phone or other electronic devices without permission will be as follows:

**First offense:** The device will be confiscated and turned into the office, until the end of the day..

**Second offense:** The device will be confiscated and turned into the office, until parent/guardian picks it up.

**Third offense:** Loss of school privileges.

## **SECTION 10 – STANDARDS OF CONDUCT**

**10-1 General** - Rules for student behavior are prescribed by the Principal and supported by the Board of Trustees. These rules are necessary to provide a state of order in which the educational process can flourish, to ensure the rights of all students, and to encourage behavior patterns and individual development which will help prepare students for useful citizenship and future opportunities. The rules apply to all students in like manner and shall be observed by every student while in school and at school functions. Inappropriate behavior not referred to specifically in the following section will be addressed by the administration.

- a. Students are expected to do the right thing, even when no one is watching.
- b. Students are expected to conduct themselves in an orderly manner at all times and in all places.
- c. Students are expected to conduct themselves as persons who are concerned about human dignity and the rights of others at all times.
- d. Students are expected to respect all peers, teachers, staff and observe school regulations.
- e. All students will be held accountable for their own actions and must make every effort to correct inappropriate behavior, actions, and choices.

**10-2 Administration of Discipline** - Violation of the standards of conduct will be handled as deemed appropriate by the staff or faculty member who observes or learns of the infraction. Depending on the nature of the incident and the circumstances, punitive action can be directed immediately. This will be the usual procedure for minor offenses; in the more serious instances, the offender may be referred to the administration for corrective action. Students will be afforded ample opportunity to present their views and explain their conduct prior to imposition of disciplinary measures. Teachers or administration will contact parents as needed concerning behavioral matters. Parents will always be notified when a student is removed from a classroom, given a detention, on probation, suspended, or expelled.

**10-3 Harassment / Anti-Bullying Policy –**

- a. Harassment of any student and/or employee by any other student and/or employee will not be tolerated. Xavier condemns any such harassment. Harassment is defined as a pattern of comments and/or conduct which is intimidating, hostile, or offensive to any person because of race, color, religion, sex, age, national origin, disability, or any other reason. Students who believe they are victims of harassment or bullying are encouraged to report the facts to a teacher, staff or administrator in order that the school might investigate and take corrective action where appropriate.
- b. **Definition:** "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.
- c. **Harassment, intimidation or bullying can take many forms** including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). On the Internet or cell phone, it is important to respect the rights and opinions of others. Personal attack on other users or languages, which are defamatory, obscene, abusive, profane, threatening, or discriminatory, will not be tolerated.
- d. **If you are the object of such an attack or any unwelcome communication**, the incident should be brought to the immediate attention of a teacher or administrator. Corrective discipline and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation.
- e. False reports of retaliation for reporting harassment, intimidation or bullying also constitute violations of this policy.
- f. **Prevention**
  1. Xavier will communicate with all students, employees, volunteers, and patrons that bullying behaviors will not be tolerated.
  2. Bully prevention lessons will be taught regularly through our Second Step Program, religion classes, counseling and classroom activities.
  3. School rules are posted, and students/parents will sign a code of conduct contract.
  4. Religion classes will support the teachings of Jesus and Christ-like behaviors.
- g. **Procedures**
  1. Report of an incident is made to a trusted adult/school employee.
  2. An incident report is completed by a staff or faculty member and submitted to the administrator.

3. Written statements will be obtained from any witnesses.
4. The incident is investigated and appropriate measures are taken to correct the situation.
5. Reconciliation of students is the goal.
6. Each student will be monitored to ensure repeat offenses do not occur.
7. If such incident reoccurs, measures taken are at the discretion of the school's disciplinary committee and/or principal.

**10-4 Classroom Behavior** - Each teacher has the authority and is responsible for order and discipline within that individual's classroom or area of supervision. In addition to the school policies, individual teachers will clarify to students in writing their specific classroom expectations and rules, and post them in the classroom. Teachers will handle their own discipline issues and assign detentions as needed to be served with the classroom teacher before school hours. Teachers will ensure parents are informed of student disciplinary issues.

a. **School Wide Positive Behavior System of Supports, SWPBSS**

**Xavier Raiders Have...**  
**H**ave a Christ-like attitude  
**E**xpect success  
**A**ccept responsibility  
**R**espect others and myself  
**T**ake time to pray

1. When students follow the SWPBSS, Xavier's HEART model, they receive a HEART punch on their punch card.
2. When the student fulfills the preconceived number (teacher's discretion) of individual punches, the student receives a reward.
3. When the entire class fulfills the preconceived number (teacher's discretion) of HEART punches, the whole class receives a reward and proudly hangs a big green HEART outside of their classroom.
4. When the entire hallway (K-4 or 5-8) fulfills the preconceived number (teacher's' discretion) of HEART punches and proudly displays a big green HEART outside of their classroom, the entire hallway receives a reward.
5. When the entire school has a big green HEART hanging proudly outside their classroom door, the entire school receives a reward. Then the process begins anew.

When behavior is pushed beyond our SWPBSS at Xavier Catholic School, Xavier resorts to other means of discipline. Below are the procedures we follow:

1. If a student is sent to the office for inappropriate behavior not manageable with our SWPBSS, Xavier's administration decides the best means possible to resolve each individual case.
2. The teacher or administration fills out a **Disciplinary Form** (attached).
3. If possible, student completes his/her section of the same Disciplinary Form.
4. The teacher or administration discusses all pertinent information with staff involved.
5. The teacher or administration discusses all pertinent information with student(s) involved (individually).
6. The teacher or administration decides the best course of action, depending on variables such as: grade, offense recurrence, situation, staff and student discussions, etc.
7. A detention for the following day may be earned by the student in grades three through eight (**Detention Form**, attached). Student arrives the following day at 7:25 AM and sits to reflect on how they could have handled the situation better/differently, until 7:55 AM. Student remains in silence the entire detention.
8. Parent/Guardian is called on the day the detention is assigned to notify them of the situation and why the detention was earned. The teacher or Principal will call parent/guardian.
9. If students are five minutes late they will serve the remainder of the time in detention the same day **and the next day**. They will continue to serve the detention, until all 30 minutes of the detention have been met.
10. Students who do not adhere to the Dress Code Policy will be warned verbally for the first offense, warned in writing (Dress Code Violation Notice-Blue Form) for the second offense and third-eighth graders will serve a detention for the third offense. The same rules apply, above, for detention. Kindergarten through second grade students will mandate a call home from the teacher or administration.
11. Students who need additional support with behavior management, and a plan is not included on an Individualized Education Plan (IEP), will be referred to our Student Improvement Team (SIT) for an individualized plan Student Improvement Plan (SIP) that includes minor interventions and/or interventions to aid in their success within the classroom setting. Parents/Guardians must be engaged in this process. See SIT Process Policy for further information.
12. Students who refuse to follow our SWPBSS and continually show behavior that is not acceptable will be excused from attending Xavier Catholic School. Parents/Guardians who do not support this policy will not be afforded the educational opportunity that Xavier Catholic School provides for its students. Final determination of student exits are approved by the principal.
  - b. Students requiring removal from class for disciplinary/disruptive reasons will be escorted out of class by a faculty member or the teacher will contact the office via intercom and report a student's need for removal from class immediately and request appropriate administrative support. If necessary, a responsible student will be sent to the office to report the situation to the Principal.

**10-5 Detentions** - Teachers may refer students for Detention for disciplinary infractions or for other reasons as determined by the teacher. A record of all detentions will be kept by the school office and will be reported to parents and the Principal.

Guidelines for Office Detention -

- a. School detention (**Detention Form**) is held Monday through Friday from 7:25 a.m. to 7:55 a.m., under the supervision of a designated faculty member.
- b. Detention will be served the following school day, unless otherwise prescribed by the administration.
- c. A student who is five minutes late or misses a detention will incur an additional detention(s) the next school day.
- d. Students serving detentions will:
  1. Be on time.
  2. Be seated in silence unless addressing the faculty member.
  3. Remain seated unless given permission by the faculty member.
  4. Spend the detention period in silence contemplating how he/she could have handled the situation that earned him/her the detention.
- e. The accumulation of office detentions will be handled as follows: **5 detentions = 1 day ISS**    **8 detentions = OSS**
- f. **After 8 detentions, the student's academic and disciplinary record will be reviewed and eligibility reviewed for participation in student activities and athletics.**

**10-6 Suspensions** - Violations of the Code of Conduct may result in one of two types of suspensions. The Principal may impose suspension for a period not to exceed (5) school days. The student and their parent will promptly be notified of the suspension.

- a. An **In-School-Suspension (ISS)** requires the student to report to the office at 7:55 a.m. where he/she will remain for the duration of the school day. Teachers will provide class work for the student to complete while in suspension. Students are required to complete all work and tests while serving their ISS. All work must be turned in by the end of the school day. Students will receive full credit for their work. Students are not to have any electronic devices with them during ISS. Students will not be allowed to participate in field trips, extra-curricular activities, practices or competitions on the day(s) the student is suspended.
- b. An **Out-of-School Suspension (OSS)** does not allow the student to be on school property on the day(s) of the suspension. Parents can make arrangements with the school to have student classwork and homework assignments to be picked up. Students will receive full credit for work missed, but it must be turned in at the start of the school day following their return. They will not be allowed to take part in any field trips, extra-curricular practices or competitions, out-of-school activities or school-related functions during the suspension.
- c. An ISS or OSS may further require a meeting (phone conversation) between the Principal, teacher, parent(s)/guardian(s), and student during the suspension period to discuss alternatives to corrective measures and consequences.

**10-7 Expulsion** - The Principal may direct the expulsion of a student. Only the Principal may authorize re-admission of a student who has been expelled. Recommendations from the Disciplinary Board are addressed separately.

**10-8 The Discipline Board** - The Discipline Board will be comprised of the Principal, Teacher, Academic Activities Director, plus one (1) member of the faculty chosen at large.

The Discipline Board may be convened at the direction of the Principal to review and confirm any ISS, OSS or Expulsion. Sanctions imposed for a Discipline Board violation include notification of parent or guardian in writing and suspension from school, until a meeting of the student and parents (or legal guardian) with the Discipline Board. The Discipline Board shall conduct a hearing on the future status of the student in question. Parent(s)/Guardians will be given the opportunity to address the Board when an ISS, OSS or Expulsion is being considered keeping in mind that expeditious handling of each situation is essential. The results of the hearing may be re-admittance of the student under a probationary contract, suspension of the student, or permanent expulsion of the student. Specific proceedings of a Discipline Board are addressed separately.

**10-9 Code of Conduct Violations -**

<b>OFFENSE</b>	<b>IMMEDIATE CONSEQUENCE</b>
Assault on staff	Suspension/expulsion
Weapons violation	Suspension/expulsion
Arson	Suspension/expulsion
Terroristic threat/actions	Suspension/expulsion
Hate Crime related threat/actions	Suspension/expulsion
Misuse of Technology/Online behavior	Detention/suspension/expulsion
Theft	Suspension
Cheating/Plagiarism	Credit affected plus detention/suspension
Alcohol, drugs, or tobacco	Suspension
Fighting	Suspension
Destruction of property	Suspension /\$\$ restitution
Intimidation/harassment/bullying	Detention/suspension
Cafeteria infraction/Food fights **	Detention /suspension ***
Disrespect & Insubordination	Detention/suspension

Skipping class/Truancy	1 Day ISS plus suspension from extra-curricular
Inappropriate language*	Detention ***
Disruptive behavior*	Detention ***
Repeated Dress code violation	Detention
Excessive tardies*	Detention
Gum/food/drink violation	Detention
Cell Phone policy violation	Phone confiscated, 2 <sup>nd</sup> Offense phone confiscated and parent must pick up, 3 <sup>rd</sup> Offense loss of privileges at school.

NOTE: The administration reserves the right to assign consequences to any violation of school policy that is not listed above. Continuous violation of any offense listed above could result in more severe consequences. The Principal will provide periodic feedback to the Administration and Faculty regarding discipline/violations within Xavier.

\* Faculty members will initiate a detention for violations and forward signed detention slip to the office.

\*\* Faculty members will report cafeteria violations to the Principal for disciplinary action.

\*\*\* **Automatic student removal from area and phone call to parents.**

#### **10-10 Out of School Behavior -**

Student behavior and dress outside of school hours ultimately reflects the reputation of Xavier. Acts of misbehavior out of school which may reasonably be shown to interfere with school work, impair school discipline, or bring into disrepute the good name and reputation of Xavier or any of its personnel, will be subject to punitive action. (See also Misuse of Technology/Social Media/Internet & Activities Code of Conduct & School Dress Expectations)

**10-11 – Illegal Substances** -During the school year regardless of the quantity, a student shall not:

- Use, consume, have in possession, buy, sell, or give away a beverage containing alcohol.
- Use, consume, have in possession, buy, sell or give away any other controlled substance defined by law as a drug.
- Smoke, chew or use tobacco products including e-cigarettes or have in your possession, in your property or belongings or in your locker, at any time while a student of Xavier. Violations will result in suspension.

## **SECTION 11 – RULES FOR SPECIFIC SCHOOL AREAS**

**11-1 Off Limits Areas** – Faculty members must schedule use of the computer labs, library, gymnasium, kitchen, and chapel. Students will not enter these areas, classroom or any staff office, without specific permission from a staff or faculty member. The faculty workroom and storage areas are reserved for faculty use only.

**11-2 Hallways** - Quiet will be maintained in hallways, during class periods. Any student in the hallways during class or lunch must have an agenda signed by the classroom teacher or lunch supervisor with exit time and destination noted. Between classes, proceed through hallways at a normal walking pace; avoid excessive visiting or loitering and loud noise. No food or drinks of any kind allowed in hallways or lockers.

**11-3 Computer Lab and Library** - Quiet will be maintained in the Library and in all study halls in order to create an atmosphere of quiet freedom in which the rights of all students are respected. To reserve the library for class use, faculty members must sign up with the computer lab coordinator. Teachers are expected to assist their students (thus remain with them the entire time) while their class is in the library. Students must have an "Acceptable Use Form" on file to use school and library computers. A student acknowledges by his/her signature that he/she has read and agrees to follow all the rules on this form. Failure to observe these rules will result in loss of computer use. Computers may only be used for schoolwork. Computers may not be used for personal email. **Computers may only be used by students, if under the direct supervision of a faculty member. Laptops are NOT allowed to be taken from the computer labs.**

**11-4 Cafeteria and Food/Drinks** -. All students will remain in the cafeteria for lunch. If students want to leave the cafeteria for any reason, they must first receive permission of the faculty supervisor in charge. Objects, including food, will not be thrown. Students involved in food fights are subject to detentions/suspensions in accordance with specified rule violations. When finished with lunch, each individual will return the tray and utensils to the proper place and dispose of paper sacks, cartons, fruit peels, and other refuse in the trash containers. Milk cartons or food are not to be removed from the cafeteria. Food, candy and soft drinks are not to be taken outside of the lunchroom. No soft drinks or outside fast food may be brought in, per our Wellness Policy. Parents may eat lunch with students. Please call ahead by 8:30 a.m., if parent/guardian/visitor would like to order a hot lunch for the lunchroom visit.

**11-5 Cars, Parking, and Speed** - The maximum speed limit in the parking areas is 5 miles per hour. Drivers are to observe all normal safety rules, and use particular caution when backing a vehicle. Avoid rapid acceleration of vehicles. Park cars only in the marked spaces and lock cars when they are unattended. Students are not to throw snowballs anywhere on school or surrounding properties. Drivers are to enter into their respective lanes. Drivers are not to cross lanes.



## **SECTION 12- DRESS CODE**

**12-1 School Uniform Policy** -The school uniform policy was originally established by a committee of students, parents, teachers and administrators of Xavier. Each year the policy is reviewed by faculty and administrators, and changes are considered. Students are encouraged to share their ideas with their elected student representatives, and the Student Leadership body is welcome to make suggestions to the principal for changes or compromises in the school uniform policy. Suggestions should be made in the spring before the next school year. The school administration maintains final authority on any uniform issue.

Click on the following link for the Xavier Uniform Policy: <http://leavenworthcatholicschools.org/parents/uniform-policy>

## **SECTION 13 - BUILDINGS AND FURNISHINGS**

### **13-1 Use of Facilities -**

- a. The use of school facilities outside the school day for student activities is to be scheduled with the Principal. Student activities cannot be conducted in the school building at any time after normal school hours unless directly under the supervision of a faculty member.
- b. Students who wish to use a school area outside of normal school hours must have a faculty or staff member as sponsor who will arrange for use of the space and be present during the activity to supervise and exercise responsibility.
- c. Use of the gymnasium, cafeteria, chapel and classroom spaces is authorized only upon prior approval of the Principal.
- d. Only regularly organized athletic teams representing Xavier and school physical education, under the supervision of one of the faculty members may use the gymnasium without obtaining prior approval from the Principal.
- e. Door or cabinet keys will not be loaned to students or to any other individual without specific approval of the Principal.
- f. The faculty workroom and storage areas are reserved for faculty use only. Students will not enter these areas or the Principal's office without specific permission from a staff or faculty member.

### **13-2 Care of Facilities -**

- a. It is essential that the property be preserved and maintained as well as possible, since repair and replacement costs are exorbitant. Reasonable wear and tear is expected, but damage as a result of carelessness or boisterous behavior must be avoided. Each student has responsibility to exercise proper care for prevention of damage or destruction of the building and equipment. Teachers are responsible for care of the rooms and equipment assigned or utilized. They will prescribe rules and exercise supervision as may be necessary to prevent undue deterioration of the classroom and furniture.
- b. Furniture will not be moved from one room or area to another without permission of a faculty or staff member. Tools or equipment are not to be removed from custodial spaces without the approval of either the Custodian or the Principal. All instances of damage to school property or equipment will be referred to the Principal for recovery of damages and imposition of disciplinary action, if appropriate. Students will be charged for the costs of repairing damage they cause.
- c. Requests for major maintenance work or repairs will be submitted to the Principal.

### **13-3 Asbestos Hazard Emergency Response Act Notification (AHERA) -**

Xavier has been inspected for asbestos in accordance with the federal regulations. Samples were taken and analyzed. Based upon these findings, a Management Plan was written which outlines the school's intent in controlling and abating any asbestos-containing materials. A copy of the Management Plan is on file for your review. The Management Plan will be updated when semi-annual surveillances are performed and whenever response actions are undertaken. The Management Plan includes an Operations and Maintenance Program developed for our school. This program is the primary foundation by which we will control exposure to any asbestos-containing materials through a systematic schedule of monitoring, employee training, record-keeping and periodic re-inspections. Our maintenance and custodial personnel have received special training to qualify them to conduct their routine activities around asbestos, to handle materials if they become damaged and to monitor the condition of the materials.

## Attached/ Referenced Forms and Websites:

Archdiocese Policies & Handbook - <https://www.archkck.org/schools7-policy-book>

Tuition & Enrollment-<http://leavenworthcatholicschools.org/admissions/tuition-planning>

Student Absence form (attached)

Student Walker Form (attached)

Detention Form (attached)

Fundraising Form- <http://leavenworthcatholicschools.org/documents/lrcs/354-fundraising-request/file>



## Xavier Catholic School Student Absence Form (Grades 5-8)

Date: \_\_\_\_\_

Dear Teachers,

I, \_\_\_\_\_, will be absent from school on \_\_\_\_\_

due to \_\_\_\_\_. Please confirm current grade (if student has a C or below teachers can un-excuse this planned absence) and note all work that is due prior to departure and all work that is required upon returning to school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Principal Signature

Class	Teacher Signature	Current Grade	Assignment Prior To Departure	Assignment Due Upon Return



**Student Walker Release Form Xavier Catholic School  
2018-2019 School Year**

**My child/children,**

\_\_\_\_\_, has/have my permission to walk home from Xavier Catholic School. Students will be dismissed in the walker line each day.

**Please indicate if your child will be walking from:**

\_\_\_\_\_ WEST of school (Students will meet in front of the mural, be walked out by school personnel and exit the building by the WEST school door.)

\_\_\_\_\_ EAST of school (Students will meet in front of the mural, and be walked out by school personnel and exit the building by the East school door.) Once the teacher dismisses the walkers, Xavier Catholic School is no longer responsible for the students.

**Parent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Xavier Catholic School Disciplinary Form

Date \_\_\_\_\_ Student's Name \_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_

Reporting Teacher: \_\_\_\_\_

\_\_\_\_\_

### Action Taken by Teacher

\_\_\_\_\_ Conference with student

\_\_\_\_\_ Phone call to parent

\_\_\_\_\_ Conference with parent

\_\_\_\_\_ Referral to principal

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

### To Be Completed by Student

Do you understand why you are being disciplined? \_\_\_\_ Yes \_\_\_\_ No

Explain what you did. \_\_\_\_\_

\_\_\_\_\_

Who did your actions hurt and in what way? \_\_\_\_\_

\_\_\_\_\_

How could you have been a better Christian in this situation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Signature**

\_\_\_\_\_

**Parent's Signature**

\_\_\_\_ If checked an apology needs to be written to the offended person(s) listed below and returned to the Principal by \_\_\_\_\_.

*This form must be returned by the next school day following the date issued. Failure to do so will result in further disciplinary action.*



# XAVIER CATHOLIC SCHOOL OFFICE DETENTION NOTICE

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ISSUING FACULTY MEMBER: \_\_\_\_\_

STUDENT: \_\_\_\_\_

STUDENT EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

(Signature acknowledges that the student has seen this Detention Notice and is aware of the recommendation and does not represent either agreement or disagreement.)

Parent Notified - Yes/No (Circle One) \_\_\_\_\_

- Student will report to detention ON THE FOLLOWING MORNING from 7:25-7:55 am in Room \_\_\_\_\_ or otherwise assigned: \_\_\_\_\_
- Students arriving late will not be allowed to serve.
- Detentions are mandatory and supersede all other activities except official appointments.
- Failure to report to detention without being excused will result in additional detentions or other consequences as deemed appropriate.
- Student will remain seated, awake, and quiet during the detention unless otherwise directed by the detention supervisor.
- Student may be directed to complete designated work activity as assigned by the Administration or a Faculty member to include assisting the maintenance personnel in their work.

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\_\_\_\_\_ Student successfully served the detention as outlined above.

\_\_\_\_\_ Student did not successfully serve the detention as assigned.

Detention supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Xavier Catholic School Unpaid Meal Charge Policy

In an effort to reduce or eliminate unpaid meal charges at Xavier Catholic School we are implementing the following “Unpaid Meal Charge Policy” for the food service program. Implementation of a policy that discontinues this practice will protect the school (and ultimately families) against negative balances that continue to grow and become more difficult for families to manage.

Xavier Catholic School’s policy for the lunch program is: Families are expected to provide funds for lunches, extra entrees and extra milks in advance of purchasing. Exact funds should be sent therefore change will not be returned. Families may send in check or cash with the student in an envelope clearly marked with their name and grade on the envelope. Payment may also be made with a credit card by calling the school office at (913) 682-3135.

Applications for free or reduced meals are available on the school website at [leavenworthcatholicschools.org](http://leavenworthcatholicschools.org) or in the school office. Families who are participating in the free or reduced program please note, you are responsible for paying for extra milk and extra entrees that your student may order, these additional items are not covered under the free and reduced program.

### **Unpaid Meal Charge Policy**

1. Parents will be sent an email, when their student’s account balance falls below \$15.00.
2. Parents will receive a phone call when their student’s account falls below \$0.
3. When students account falls below \$0 they will be served an alternate meal. The alternate meal will consist of a cheese sandwich, a carton of white milk and a fruit or vegetable. The principal will determine how to confidentially notify the individual students.
4. After five alternate meals, social services may be notified at the discretion of the principal.

Charges will not be allowed during the month of May. Students must have money in their account or cash in hand to purchase a school lunch in May. If the student does not have money in their account, the alternate meal will be provided.