

ADMISSION

POLICY 5010

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

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

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

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

OFFICE OF EDUCATION
DIOCESE OF SALINA

PROOF OF STUDENT IDENTITY

POLICY 5015

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

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

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

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

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IMMUNIZATION OF STUDENTS

POLICY 5020

Background

The policy for the Catholic schools in the Diocese of Salina is formulated to be in compliance with the requirement in the State of Kansas that school students receive those tests and inoculations required by state law.

Some parents ask that they be allowed to claim either a religious or medical exemption when enrolling their children in Catholic schools without the required vaccinations. The teachings of the Catholic Church are not opposed to such tests and inoculations, and so it would not be legitimate to claim a religious exemption if their children are registered as Catholic.

Some parents also contend that Diocesan policy on immunization is forcing them to act against their conscience. The Diocese sympathizes with parents who suffer qualms of conscience because they are forced to choose between using a vaccine which they may have personal objections to and putting the health of their children and of the population as a whole at risk. In this dilemma, however, the Diocese and even the Vatican identify public health as the greater good.

With this background in mind, the Diocese continues to strongly encourage parents to have their children immunized. However, to avoid the consequence that children who are not immunized not be deprived of the opportunity for a Catholic education, exceptions to the general policy are permitted, but only upon execution of a specific agreement between the Catholic school and the parent(s) or guardian(s) of the child.

Policy

Any pupil entering a Catholic school for the first time in Kansas shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that he/she received, or is in the process of receiving, immunization against poliomyelitis (IPV/OPV), mumps, measles, rubella, diphtheria, tetanus, pertussis (DTaP), varicella (chicken pox), Hepatitis A and B, Haemophilus influenzae type b (Hib) and Pneumococcal conjugate (PCV) by such means of immunization as are approved by the Kansas State Board of Health, or in the alternative shall present to the appropriate school authorities:

- * Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the student's life or health.

In the event the sole exception is claimed, parents must execute and deliver a declaration assuming full responsibility for their children. The declaration must include an agreement on the part of the parents that allows the Catholic school to exclude the non-immunized student from classes in the event a disease for which immunization has been declined is present in the Catholic school and which waives the right to privacy of student and medical records and information for any actual or implied release of protected information which occurs as a result of removal of non-immunized student from classes.

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

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

(See Appendix VIII for Kansas Certification of Immunization and Appendix XII for Form N: Diocesan Catholic School Declaration and Waiver.)

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SCHOOL HANDBOOK

POLICY 5025

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

SCHOOL DISCIPLINE

POLICY 5030

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

EMERGENCY SAFETY INTERVENTIONS**POLICY 5032**

The use of bodily force or physical restraint as a form of discipline is prohibited in a Pre-K - 12 school setting. Physical restraint and seclusion should never be used as a form of punishment for misbehavior. Physical restraint and seclusion may be used for emergency situations only if a child is in danger of themselves or others. Seclusion does not include a time out or in school suspension, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

An adult must supervise any student that is secluded in an enclosed area.

Use of medication to control a student's behavior is prohibited. This does not include prescribed treatments for student's medical needs or psychiatric conditions by a person appropriately licensed to issue these treatments.

Mechanical devices to restrict students movement is prohibited unless restraint is carried out by law enforcement officials, use of seatbelts, or for protective purposes ordered by a licensed person.

All emergency safety interventions should be reported to parents and reported in the KansDis system.

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GROUNDS FOR SUSPENSION/EXPULSION**POLICY 5035**

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

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

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

A suspension may be imposed upon a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing. However, if the presence of the student endangers other persons, or property, or substantially disrupts, impedes, or interferes with the operation of the school, the principal in consultation with the pastor, may suspend the student forthwith without a hearing for a term not to exceed five school days.

A written notice and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four (24) hours from the time of the suspension. Included in this notice of suspension should be the date, time and place of the hearing.

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

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

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EXPULSION

POLICY 5045

Expulsion is the termination of enrollment for the remainder of the current year.

Expulsion shall be imposed only after the student has been afforded an opportunity for a formal hearing. In all cases where a student might be expelled, he/she shall be suspended first for a term not to exceed five (5) school days.

A written notice of intent to expel, including the charges upon which the expulsion is based, shall be given to the student's parents or guardians within seventy-two (72) hours of the student being suspended. The notice shall contain the date, time and place that the student will be afforded a formal hearing. This date shall be no later than the last day of the five (5) school day suspension.

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

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

REPORT OF FORMAL HEARINGS

POLICY 5050

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

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REPORT OF CRIMINAL ACTIVITIES

POLICY 5052

To Law Enforcement. An immediate report shall be made to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason to believe that an act which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons has been committed at school, on school property, or at a school supervised activity.

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

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

or has been

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

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

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

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

See also Policy 5165.

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PROCEDURAL RIGHTS OF APPEAL

POLICY 5055

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

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

APPEAL TO THE PASTOR

POLICY 5060

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

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

The Pastor's decision shall be final.

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WEAPONS POSSESSION

POLICY 5065

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

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

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

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

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

Within a period of five days after the resolution of the case, the chief administrative officer of the school is to submit a complete written report to the Diocesan Superintendent of Schools.

An annual report of weapons possession shall be submitted to the State Board of Education at the time and in the manner specified by the State Board.

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

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ALCOHOL AND SUBSTANCE ABUSE

POLICY 5070

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

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

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

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

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

A student found to be under the influence of any substance in the prior sections shall be detained immediately with an administrator contacting the student's parents. A short term suspension (5 school days) shall be imposed, a formal hearing shall be scheduled and the student may be subject to a long term suspension. The student shall be referred for a substance abuse evaluation to an agency licensed for same by the State of Kansas and this evaluation shall be a part of the student's readmission to school. Failure to complete the substance abuse evaluation as scheduled shall result in a hearing for a long term suspension or expulsion.

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

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

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

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TOBACCO PRODUCTS

POLICY 5075

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

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SEARCHING STUDENT LOCKERS

POLICY 5080

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

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

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

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

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

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ATTENDANCE RECORDS AND TRUANCY

POLICY 5085

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

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

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

AGE:

7 but under 13

13 but under 16

REPORT TO:

Secretary of Social & Rehabilitation Services

County / District Attorney

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

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

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

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

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

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

Cumulative record forms may be obtained from the diocesan superintendent.

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REQUEST FOR RECORDS

POLICY 5095

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

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

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

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

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

INACTIVE FILES

POLICY 5100

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

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TESTING

POLICY 5105

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

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

POLICY 5110

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

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

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

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

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RETENTION

POLICY 5115

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

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

HEALTH SERVICES AND RECORDS

POLICY 5120

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

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

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

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

PREVENTION OF SPORTS HEAD INJURIES

POLICY 5122

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

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

If a student athlete suffers, or is suspected of having suffered, a concussion or head injury

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

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CO-ED PARTICIPATION IN SPORTS AND ACTIVITIES

POLICY 5123

There are some sports/activities in our Diocesan Catholic schools that warrants restrictions to like-gender participation especially involving physical contact. While mixed gender activities might be sanctioned by other schools or organizations Catholic schools compete with, it is not sanctioned by the Diocese of Salina.

One specific example of a sport/activity that is inappropriate for mixed gender competition is wrestling. Under no circumstances may a Catholic school participant wrestle someone of the opposite sex. This would include a Catholic school student representing their school on a wrestling team and/or a team in which the school has entered into a co-operative arrangement to participate on another school's team.

The Superintendent of Schools, with supervision and guidance from the Bishop of Salina or his designee, will determine on an as-needed, case by case basis what other activities and/or sports will be so restricted.

In any activity/sport in which co-ed participation is permitted, the appropriate ecclesiastical authority designated by the Bishop of Salina may issue and enforce rules of conduct that reflect morally appropriate norms of contact between participants. The Diocese of Salina believes that it is incompatible with its religious mission and with its efforts to teach Gospel values to condone competitions between young men and women in activities that involve substantial and potentially immodest physical contact.

Catholic Church teachings regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural conditioning but are part of human nature. Gospel based values are taught and learned in activities and athletic programs by developing appropriate respect for self and for others through competitions and other forms of human interaction in which dignity, integrity, fairness and moral strength are emphasized.

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SUPERVISION OF MEDICATIONS

POLICY 5125

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

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

Prescription Medication

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

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

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

Nonprescription Medication

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

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

For either **Prescription or Nonprescription Medication**:

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

School personnel should not diagnosis and treat illness or prescribe drugs. This is not a

school responsibility and should not be undertaken by school personnel.

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

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

Blood Glucose Testing and Insulin Injections

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

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

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

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

test kit and taken home for disposal.

5. Student shall be allowed to carry or store snacks in classroom and eat snacks in the classroom as needed to alleviate hypoglycemia.
6. If student does not act responsibly and/or disrupts classroom while testing, classroom privileges may be withdrawn and further testing or insulin injection done in the office health room.

rev 2-07

OFFICE OF EDUCATION
DIOCESE OF SALINA

COMMUNICABLE DISEASE

POLICY 5130

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

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

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

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

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

rev 2-07

OFFICE OF EDUCATION
DIOCESE OF SALINA

**ACQUIRED IMMUNE DEFICIENCY SYNDROME
(AIDS)**

POLICY 5135

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

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

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

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

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

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

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

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

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

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

OFFICE OF EDUCATION
DIOCESE OF SALINA

ADVISORY ASSESSMENT TEAM

POLICY 5140

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

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

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

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

BLOODBORNE PATHOGENS

POLICY 5145

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

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

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

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

(5-93)

EMERGENCY CARE PROCEDURES

POLICY 5150

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

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

OFFICE OF EDUCATION
DIOCESE OF SALINA

RELEASE OF STUDENTS FROM SCHOOL

POLICY 5155

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

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

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

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

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**SAFETY AND EMERGENCIES:
TRAFFIC; FIRE; TORNADO; BUS; TRIPS**

POLICY 5160

Other than in exceptional circumstances, students shall not be left unattended or unsupervised during times that they are attending school or are engaged in authorized school activities and are entrusted to the custody of school officials.

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

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

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

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

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

Fire regulating equipment shall be checked annually.

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

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

Schools Trips. All school sponsored trips shall be accompanied by an adult at least 21 years of age representing the school, except that a teacher under age 21 may accompany students on a trip. All adults who accompany students on a trip shall be familiar with and at times comply with the Diocese's Policy for the Protection of Children and Young People, a copy

of which shall be provided. All training, background checks, forms and receipts included with the Policy for Protection of Children and Young People must be completed in accordance with that policy.

rev 2-07

SCHOOL SAFETY AND SECURITY REQUIREMENTS	POLICY 5165
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In keeping with the Kansas School Safety and Security Act, it shall be the policy of all Catholic Schools of the Diocese of Salina that an immediate report be made to the appropriate state or local law enforcement agency by, or on behalf of, any school employee who knows, or has reason to believe, that an act has been, or will be committed at school, on school property, or at a school-supervised activity that involved or will involve: 1) a direct or immediate threat to the safety or security of a human life; 2) the possession, use, or disposal of explosives, firearms, or other weapons; or 3) the commission of an inherently dangerous criminal act.

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

School policies and reports concerning school safety and security shall be made available to all members of the school community.

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

(3-98)

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

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

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

OFFICE OF EDUCATION
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CHILD ABUSE

POLICY 5175

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

rev 2-07

SEXUAL HARASSMENT

POLICY 5180

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

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

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

Persons believing themselves to be the victim of sexual harassment should refer to Policy 4155 and follow the procedure set forth in that policy.

rev 2-07

OFFICE OF EDUCATION
DIOCESE OF SALINA

STUDENTS WHO BECOME PARENTS OR MARRY	POLICY 5185
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Students in Catholic schools of the Diocese of Salina who become parents and/or marry may eliminate themselves from continuing school on the premises. This decision is to be made at the local level. All pastoral efforts must be made so that the implementation of this policy will not encourage students to consider abortion as an alternative solution.

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

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

A. The female student who has conceived a child, along with her parents or legal guardians, shall meet with the principal and pastor. At said meeting, the parties seek to determine the following information:

1. the probable delivery date of the child;
2. the academic standing of the female student;
3. by voluntary action, the name of the alleged father.

B. In order for the female student to continue her school attendance, she may be required to comply with the following:

1. residence with her parents or legal guardians, or in a home environment approved by the principal and pastor;
2. enroll in, attend, and make satisfactory progress in an approved parenting course;
3. other than the attendance at required classes, the possible ban from activities in the school or after school.

C. In the event that the female student voluntarily discloses the identity of the father, the principal and pastor may take the following action:

1. The principal and pastor schedule a meeting with the alleged father and his parents/guardians to disclose the allegations of the female student;
2. In the event the male student denies responsibility for the fathering of the child, the principal and pastor notify the female student of said denial.
3. In the event that the male student acknowledges that he is the father of said child, the said male student is subject to the same restrictions of attendance as those placed on the female student.

OFFICE OF EDUCATION
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STUDENT ATTIRE

POLICY 5190

Each Catholic school in the Diocese of Salina may adopt a student dress code that stresses cleanliness and neatness to reflect the ideals of Christian values. The policy shall be placed in the local school handbook.

PARTIES/EVENTS

POLICY 5195

The local school administration of all Catholic schools shall have complete control and authority over any social activities sponsored by the school, whether held on or off school premises.

OFFICE OF EDUCATION
DIOCESE OF SALINA

GRADUATION

POLICY 5200

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

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

(7-93)

ANTI-BULLYING POLICY

POLICY 5205

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

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

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

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

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

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

3. Students of Catholic Schools should:

- a. report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident
- b. whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior
- c. treat others with the respect and dignity that is expected of any Catholic School student.

8-8-08

Sexual harassment is strictly forbidden in our diocesan schools. In keeping with our belief in the inherent dignity of each and every individual person, it is imperative to provide an environment in our schools where all students are treated with respect and dignity. For the purposes of this policy, sexual harassment is defined as inappropriate sexual advances, requests for sexual favors, the sexual conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment, and/or other verbal or physical conduct of a sexual nature when any of the above-mentioned behaviors occur on school grounds or at a school event.

Examples of Sexual Harassment

Sexual harassment encompasses any inappropriate sexual behavior, either verbal or physical. Examples of conduct that is prohibited include, but are not limited to:

- Physical assault;
 - Inappropriate sexual advances – whether they involve physical touching or not;
 - Sexually explicit voice mail, e-mail, text messaging, Snapchat, Facebook or any other types of social media on or off school grounds;
 - Direct or implied threats;
 - Direct or indirect propositions of a sexual nature;
 - Subtle pressure for sexual activity, an element of which may be conduct such as repeated sexual gestures;
 - A pattern of conduct intended to discomfort or humiliate, and/or that includes one or more of the following: sexually-oriented comments about an individual's body; comments about an individual's sexual activity, deficiencies, or prowess; gossip regarding one's sex life; comments of sexual nature; or sexually explicit statements, questions, jokes or anecdotes;
 - A pattern of conduct that would discomfort and/or humiliate a student at whom the conduct was directed which may include one or more of the following: unnecessary touching, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity or speculations about previous sexual experience; starting or continuing rumors of a sexual nature; etc.
- The definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct that has the effect (whether it is intended or not) of creating an environment that is sexually hostile, offensive, intimidating and/or humiliating to male or female students may also constitute sexual harassment.
- **Isolated and Inadvertent Offenses**
 - Students who, without establishing a pattern of doing so, engage in isolated sexual harassment conduct or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort and/or humiliate, necessitates remedial measures will

not be tolerated. When students, staff members, teachers, and/or administrators become aware that such activities are occurring, they shall report the conduct immediately to a teacher and/or school counselor. The teacher and/or counselor who receives the complaint shall immediately report the complaint to the principal.

Sexual Harassment Policy – Page Two

The principal shall report all complaints to the pastor and superintendent. The superintendent shall report all complaints to the chancellor. If the complaint involves the principal or pastor then the person shall report the complaint directly to the superintendent.

Complaint of Sexual Harassment

Any student who believes he/she has been the victim of sexual harassment or has knowledge or belief of conduct, which may constitute sexual harassment, should report the complaint to a teacher and/or counselor. The report may be verbal or in writing, and use of a formal reporting form is not required. The teacher or counselor to whom the complaint of sexual harassment is reported shall notify the pastor and principal immediately of the complaint or if the complaint involves the principal or pastor then immediately notify the diocesan superintendent and/or diocesan chancellor. The principal and/or pastor shall upon every complaint of sexual harassment notify the superintendent immediately. Upon receipt of the complaint the superintendent shall notify the chancellor.

If the principal and/or pastor receive a verbal report, he/she shall notify the superintendent's office immediately, reduce the verbal report to written form within 24 hours, and promptly forward the written report to the superintendent. The superintendent shall report the complaint to the chancellor. The complaint and/or written report shall not be screened or investigated prior to transmission to the principal and/or superintendent unless immediate action is necessary to keep the conduct from continuing to occur or the parties need to be separated. Failure to forward a sexual harassment report or complaint, as outlined, may result in disciplinary action.

Investigation of Complaint

An investigation shall be conducted immediately (preferably within 24 hours after the written report is received by the superintendent and chancellor). In conducting the investigation, the principal and another person designated by the superintendent and/or chancellor will interview the complainant, the accused and other persons believed to have pertinent factual knowledge. If the complaint is against the principal, the investigation will be conducted by the superintendent and another person designated by the superintendent and/or chancellor.

At all times, the person(s) conducting the investigation will take the necessary steps to ensure confidentiality. The investigation will afford the accused a full opportunity to respond to the allegations. Possible outcomes of the investigation are:

- Judgement that the allegation of sexual harassment is not warranted;
- Judgement that the allegation of sexual harassment is warranted;
- A finding is made that there is not enough information available to make a determination that the allegation is credible; and therefore, additional investigation needs to be conducted.

Retaliation/Retaliatory Action

Retaliation against a student who has, in good faith, complained about sexual harassment against another student, teacher, staff member, school administrator, principal and/or pastor, or a student participating in the complaint as a witness, will not be tolerated.

Retaliation can be any action that produces an injury or harm that a reasonable person would find materially adverse and/or which might dissuade a reasonable person from bringing a complaint and/or proceeding with a complaint, and can be in the form of threats, intimidation, and/or coercion. If retaliatory action has been subjected to a complainant or witness of sexual harassment, a complaint of retaliation should be reported, either orally or in writing, to a teacher and/or counselor. The teacher or counselor who receives the complaint of retaliation shall report it to the principal and/or pastor immediately. If the complaint involves the principal, the complaint shall be reported to the superintendent immediately. Upon receipt of the complaint the superintendent shall report the complaint of retaliation to the chancellor.

Disciplinary Action

If it is determined that inappropriate sexual conduct has been committed action will be taken as deemed appropriate under the circumstances. All actions of discipline pertaining to a complaint of sexual harassment shall be reviewed by the principal, pastor, superintendent, and chancellor.

Sexual Abuse

If the complaint of sexual harassment involves a reason to suspect sexual abuse has occurred with a student and another student, teacher, staff member, school administrator and/or principal then the school personnel who received the complaint shall report the incident to the Department for Children and Families (DCF) in accordance with the State of Kansas mandatory reporting laws (see K.S.A. 38-2223, www.dcf.ks.gov or 1.800.922.5330) and diocesan policy.

If a complaint of sexual abuse is reported to DCF, the person(s) who made the complaint shall immediately notify the principal and/or pastor, the principal or pastor shall notify the superintendent, and the superintendent shall notify the chancellor. If a person who received a complaint and questions whether to report the complaint to DCF, he or she shall immediately contact the superintendent and/or the chancellor to determine how to proceed.

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