

MISSION STATEMENT

The mission of Tipton Catholic High School is to pursue knowledge and to grow in the Gospel values of Jesus Christ.

STATEMENT OF PURPOSE

The splendid heritage of Catholic education in the Tipton area is an outstanding tribute to the faith, zeal, and sacrifice our laity, sisters, and priests have made over the years. However, unless the education and training provided at Tipton Catholic High School is Christ-centered, our efforts are in vain. Teaching goodness and discipline, as well as knowledge, must be in the forefront of our efforts. Many things go into this besides the “3-R’s” usually associated with school work. The system of Christian values and their legitimate delegates must be the basis upon which we build.

This handbook is prepared to familiarize the parents and students with the policies, programs, procedures and regulations of Tipton Catholic High School. It is the hope of the faculty and the school council that this handbook can help foster a partnership between the parents, students and the professional staff. Only through cooperation can we achieve the greatest amount of success during this school year.

The school is not meant to be a substitute for the home. As an agency of education, it supplements and complements the work of the home. Hence, the home does not relinquish its prior right and duty to educate. It only delegates a part of its responsibility to the school. Consequently, parents must make every effort to promote the work of the school. It is only when parents and teachers work together in an understanding and harmonious way that education can achieve satisfying results toward the goals listed previously.

PHILOSOPHY

Education is the harmonious development of all the powers and capabilities of the body, mind and soul. This includes spiritual, moral, mental, physical, social, and emotional areas. We, as educators, must aim to develop the whole child for the formation of a complete person; we must direct the student to make the present life a preparation for the future life.

As teachers, we recognize that each student is an individual; each one has different talents and a distinctive personality; each student is a child of God. We must not only realize this; we must inspire in the child a realization of his/her dignity, ability, and responsibility.

A student can do wonderful things, and we can bring out potential by helping him/her develop proper attitudes and relationships in prayer life, school life, home life, community life and social life.

The intellectual life of our school is of paramount importance. It is our duty to develop in the student those areas of knowledge, skills, interest, powers and ideals, which will enable them to develop to the utmost their native mental abilities as well as those of every aspect of their being.

ORGANIZATION AND ADMINISTRATION

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

The Diocesan Superintendent of Schools. The Diocesan Superintendent of Schools, representing the Diocese in educational matters, aids the pastor and the principal.

The Pastor. The pastor of St. Boniface Parish and Tipton Catholic High School is the chief administrative officer of the school and a member of the school council. In addition, he is the Bishop's delegate for Tipton Catholic High School and is the immediate supervisor of the executive director of the school, the principal.

The School Council. The school council serves in an advisory capacity to the pastor and the principal in ensuring the highest possible religious and academic education for the students attending Tipton Catholic High School.

The Principal. The principal is responsible for the general administration of Tipton Catholic High School and is ultimately accountable to the pastor and the Diocesan Superintendent of Schools.

The Staff. The staff includes all instructional, special service, and non-instructional personnel who work under the supervision of the principal in and for the school. Some have greater, some lesser administrative responsibilities; all have important duties which are the basis of success in meeting the aims and objectives of the school.

INTRODUCTION

Tipton Catholic High School prepares young persons spiritually, academically, and socially for leadership and service as Christians in the world.

Spiritually, Tipton Catholic High School promotes growth in the Christ-life, operating within and through the young person, and provides experience in true Christian concern for the needs of society. In leadership, Tipton Catholic High School trains young people to serve others. Academically, Tipton Catholic High School prepares students for excellence in employment, vocational education, or for entrance into college after graduation. Socially, Tipton Catholic High School provides an experience in cooperating and competing with others.

OBJECTIVES

The objectives of Tipton Catholic High School are to assist students

- ✠ to develop habits of thinking creatively and analytically.
- ✠ to deepen their knowledge and understanding of the relationship of man to himself, to others, and to God.
- ✠ to instill a willingness to assume that role in society for which nature and a share in God's life (grace) have destined them.
- ✠ to acquire an appreciation of principles governing the care of the body and the proper use of leisure time.
- ✠ to achieve emotional maturity.
- ✠ to develop a respect for the dignity and worth of the individual regardless of race, religion, sex, national origin, or socioeconomic group.
- ✠ to become an active, informed, and responsible American citizen.

ADMINISTRATIVE INFORMATION

Accreditation. Tipton Catholic High School is organized according to the laws of the state of Kansas as a private educational institution. It has been accredited by the Kansas State Department of Education and North Central Accreditation. Like all other private and public schools in the state, Tipton Catholic High School submits a number of annual reports upon which its accreditation is based from year to year.

Administrators. Tipton Catholic High School is a result of the efforts of the people of St. Boniface Parish to provide a Catholic education for the young people of this area. The principal and pastor share the leadership

responsibilities of the school. The school council serves as an advisory group to the pastor and principal. This collaboration, together with the diocesan superintendent of schools, is conducive to a well functioning Catholic school.

Faculty. The faculty of Tipton Catholic High School is comprised of a diocesan priest and lay people. All members of the faculty are duly licensed by standards set by state education laws.

Student Records. A permanent record containing the student's name, address, place and date of birth, parents' names, telephone number, date of entrance, names and grades of all subjects taken and credits earned, attendance record, results of standardized tests, special honors earned, and the date of withdrawal or graduation is kept for all students. Colleges or companies often request the school to send the student's complete record.

Seniors may request transcripts of credits for college from the office.

Dropping/Adding Courses. Schedule changes should be made within the first two weeks of school. It is emphasized that a student wishing to change classes must have written permission from all instructors involved in the change before parental permission is sought.

Financial Regulations. There is no tuition at Tipton Catholic High School. School fees for the senior high school will be \$800 with an additional \$25 fee for purchasing a yearbook. Final report cards, transcripts of credits, graduation diplomas, and caps and gowns will not be issued until a student's accounts are paid in full, detention time completed, and books and equipment returned. Fees must be paid each year by an agreed upon arrangement. Students will not be allowed to participate in extracurricular activities including practice until fees are paid or other financial arrangements have been made with the principal or pastor.

ACADEMIC

Diploma Completion Requirements. The following 25 units of credit are required to graduate from Tipton Catholic High School:

- 4 units of English/language arts
- 3 units of science including at least one lab course
- 3 units of math
- 3 units of social studies (with 1 unit in American history and ½ unit in American government required)
- 1 unit of physical education/health
- 1 unit of computer technology
- 1 unit of fine arts
- 1 unit **each** of freshman and sophomore religion
- ½ unit **each** of junior and senior religion
- 6 units of electives

Requirements for Admission to Kansas Regents Universities. The state law stipulates that students who plan to attend one of the Kansas Regents Universities **must** meet one of three requirements. One option is to have a composite ACT score of not less than 21. The second option is to rank in the top one-third of their high school class upon completion of seven or eight semesters of study. The third option is to complete the State Board of Regents pre-college curriculum with a minimum grade point average of 2.0 on a 4.0 scale. The required pre-college curriculum consists of:

- 4 units of English with one unit each year
- 3 units of natural science with one unit of chemistry or physics
- 3 units of math with one unit each of Algebra I, geometry, and Algebra II
- 3 units of social studies with one unit of American history and one-half unit of American government
- 1 unit in computer technology

Students who plan to attend college will be better prepared for the transition to college if they complete the pre-college curriculum.

Graduates who want to be eligible for the State of Kansas Scholarship Program, Minority Scholarship Program, or Teacher Scholarship Program must complete the above pre-college curriculum, complete three additional units, and take the ACT assessment. The three additional required units are one unit of advanced math, two units of the same foreign language, and in the area of natural science, biology, chemistry and physics **must** be taken.

Class Requirement. For students to be admitted to the sophomore class, they must have earned 5 units of credit; to be admitted to the junior class, they must have earned 10 credits; to be admitted to the senior class, they must have earned 15 units of credit. Any deviation from this needs the approval of the principal.

Special Scheduling. Seniors may be teachers' aides if their schedule permits and if they comply with the application process established for the current year. Students may also enroll in courses at Lakeside High School with permission of parents and the principal.

Grades. Report cards are given out every nine weeks. All grades are recorded on the report card in letter form; plus or minus grades are optional. The following scale defines the level of achievement for each grade:

- A – outstanding and exceptional work
- B – above average work
- C – average work
- D – below average work
- F – failing (no credit is given toward graduation)

Examinations. Examinations are mandatory in every course; teachers may substitute a term paper, project, etc., if he/she sees fit.

Student Performance Reports. The academic year consists of four grading periods, two in each semester. Parents are able to follow their child's progress through Power School.

Passing for the quarter does not guarantee passing for the semester; passing for the semester does not guarantee passing for the year.

Honors and Awards. The school seeks to honor those who do well, over and above the personal satisfaction derived from doing good or superior work. This is true in business, in athletics, and in competition of any kind. It is no less true in intellectual attainments. We utilize a 4.0 grading scale.

The following awards are presented to graduating seniors:

- ◆ Gold honor cords are presented to those who have achieved a 3.5 grade point average or higher on a 4.0 scale for four years.
- ◆ The student with the highest grade point average for four years is named valedictorian and the student with the second highest average for four years is named salutatorian.

Any student may receive one or more of the following awards:

- ◆ certificates for perfect attendance (no absences; not more than three tardies)
- ◆ certificates for outstanding work in classes or activities
- ◆ certificates, medals, or ribbons for achievement in the State of Kansas Scholarship contest
- ◆ other awards made at the discretion of the faculty

Honor Roll. The honor roll is published every quarter. Anyone receiving a “D” will not be eligible for the honor roll for that period. To be named to one of the honor rolls, students must meet the following criteria:

High Honor Roll:	3.55 – 4.0 grade point average
Honor Roll:	3.0 – 3.54 grade point average

Dual Credit Classes. High school students wanting to enroll in Cloud County Community College courses during the high school day (concurrent enrollment) must have assessment information on file at the college. This is the same information required of students taking on campus courses.

A Concurrent Enrollment Student Agreement must be completed and on file in Cloud County Community College’s Advisement Center for each concurrently enrolled high school student. These forms should be filled out by the student and the high school counselor and be sent to the Advisement Center no later than the second week of the academic year.

Concurrent Enrollment Student Agreement forms include:

- the student’s name and social security number
- college courses in which the student will enroll
- high school GPA and testing information (ACT or PLAN scores)

Minimum guidelines for college course enrollment include:

- permission of the high school principal (or designate)
- 2.5 minimum high school GPA
- assessment scores on file in the college Advisement Center

Additional guidelines must be met for enrollment in college English or mathematics courses.

English guidelines include the above minimum guidelines, plus an ACT or PLAN English subscore of 21 or higher. Students not meeting the guidelines must complete a writing sample which is holistically graded by the colleges English faculty.

College algebra or a higher level mathematics course guidelines include the above minimum guidelines plus completion of two years of high school algebra with a grade of “C” or better, and an ACT or PLAN mathematics subscore of 22 or higher. Students not meeting these guidelines take the intermediate algebra section of the ASSET.

Both the writing sample and algebra ASSET are available on request from the Director of Advisement Services. These may be administered by the high school counselor and mailed to campus for scoring. It should be noted that both English Composition I and college algebra have uniform exit exams taken by all on and off campus students.

Students enrolling in a college course who do not meet the above guidelines must have a signed **DISCLOSURE STATEMENT** on file in the Advisement Center at Cloud County Community College. This disclosure statement notifies students that if their skills do not improve they may be required to take a lower level (developmental) course when they enter college full-time.

SERVICES

Guidance Program. Tipton Catholic High School employs a part-time guidance counselor. The counselor is at the school for a variety of guidance services: college and post-high school selection, testing, occupational information, individual consultation, and financial aid information.

Library. The library is available to students and faculty throughout the school day. Reference books and magazines should be used in the library. All books that can be checked out should be checked out in the proper way and returned on time.

School Publications. A yearbook, *The Dawn*, is published annually with distribution in early autumn so that end-of-year graduation activities can be included.

REGULATIONS AND DISCIPLINE PROCEDURES

Good discipline in the school is extremely important to the whole community, but particularly to the students, teachers, principal, superintendent, school council and parents. In the end, good discipline is important to the educational process, for it is a vital factor influencing the kind of education students will receive.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

Punishment is sometimes necessary. It is the firm belief of the school council, administrators, and teachers that the majority of students are well-behaved, industrious and eager to learn. The parishioners' money and the school's efforts should not be misspent by permitting a few unruly students to waste time, upset classes, and distract others who wish to learn. For a small percent of the students who do not respond to a positive approach, punishment of some kind is necessary.

Certain behaviors require disciplinary action. If serious enough, or the behavior is continued, suspension and expulsion may be required. Behaviors that require disciplinary action include:

- willful violation of any published regulation for student conduct adopted and approved by the school administration
- conduct which disrupts, impedes, or interferes with the operation of the school.
- conduct which infringes upon or invades the rights of others.
- 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.
- possession of a weapon at school, on school property, or at a school supervised activity.
- grave immoral conduct.
- continued conduct contrary to the official teachings of the Catholic church.
- conduct which has resulted in a conviction of the student or any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statutes of the United States.
- possession, use, or sale of any narcotics, drugs, tobacco products, or alcoholic beverages.
- bullying or harassment of any kind (sexual, physical, mental).
- physical display of affection.
- open defiance of authority.
- use of profanity or obscenity.
- loss of temper.
- vandalism of school property.
- fighting and/or violence.

Since some of these problem areas also violate state law, school officials may need to notify the appropriate police authorities. If this occurs, school officials will contact the parents by telephone or a certified letter. Any action the police authorities might take will be in addition to the action taken by the school.

Teacher's Desk. The teacher's desk is provided for the private use of the teacher and unless given explicit permission by the teacher, is not to be entered or used by the students.

Disciplinary Procedure. If there is a behavior problem, the following procedure will be used:

1. The first referral to the office will result in a conference with the student.
2. A second referral to the office will result in a conference with the student and a notification to the parent(s).
3. A third referral to the office will be considered severe and will result in a conference with the parent(s) and consequences suitable to the severity and nature of the misbehavior.
4. Any flagrant misbehavior will be considered severe and result in a conference with the parent and a consequence suitable to the severity and nature of the misbehavior.

5. Optional consequences for severe misbehavior whether flagrant, repetitious or severe acts as defined above might be an in-school work program, detention, in-school suspension or out-of-school suspension, exclusion from all curricular and extracurricular activities and/or any of these combined.
6. Students on suspension will be excluded from all extracurricular activities beginning on the first day of the suspension. This rule applies only to out-of-school suspension.

Suspension and Procedure. 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 out-of-school suspension where the student is not admitted to school.

A suspension may be imposed on 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 (5) school days. A written notice and reasons for the suspension shall be given to the student and his/her parent(s) or guardian(s) within twenty-four (24) hours from the time of the suspension. A hearing shall be afforded the student no later than seventy-two (72) hours after the suspension has been imposed. Included in the notice of suspension should be the date, time and place of the hearing.

The hearing specified herein shall be conducted by the school principal and/or pastor or designee and should include the student, parent(s) or legal guardian(s) and counselor whenever possible.

Expulsion and procedure. Expulsion is the termination of enrollment for the remainder of the current school 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 and the charges upon which the expulsion is based shall be given to the student's parent(s) or legal guardian(s) within seventy-two (72) hours of the student being suspended. The notice shall also contain the date, time and place that the student will be afforded a formal hearing. This date shall be not later than the last day of the five (5) school days suspension. Formal hearings may be conducted by the local school council members or appropriate persons appointed by the pastor. The pastor shall make the final determination.

Expulsion of Student – Weapons Possession. In accord with KSA 72-8902, 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; (3) at any school supervised activity. [*The definition of "weapon" as used in the above mentioned Kansas Statutes annotated (KSA).]

Should the student be an exceptional child as defined in KSA 72-962, the expulsion requirement may be modified in a manner specified by the State Board.

Restraint. Restraint will be used to control the actions of students when such actions may inflict harm to others or to the student. Teacher and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a student from harming himself/herself or others.

Parent Concerns, Communication and the Chain of Command. In the course of our daily activities there is always the possibility of misunderstanding and miscommunication. In the event of a misunderstanding, problem or need for clarification, go first to the teacher you have the concern with. If there is not adequate satisfaction, go then to the principal. If no satisfaction is gained, go then to the pastor or the school council.

General Conduct. Students are expected to live by standards of behavior consistent with the Ten Commandments and the Gospel. This would include an attitude of respect for authority, respect for other students, responsibility and respect for private and public property.

Classroom conduct and procedures shall be determined by the individual teacher who is in charge of the class. Address and treat the teacher with an attitude of respect and courtesy.

In going from one class to another between periods, observe good order in the hallways. Permission is to be obtained before using the hallways during class periods. Observe rules of common etiquette at all times, but particularly in the cafeteria during lunch periods.

Only students with the proper license and insurance should be given permission by their parents to drive to school. A student may leave the school building during the school day to go to his car or to a specific destination only with permission.

Students in the building should be under the supervision or responsibility of a teacher. After-school activities should always be cleared with the teacher or sponsor of the activity and scheduled in advance with the office. Please do not come into the building prior to 8:00 a.m. except on school Mass days.

The registration of the student is considered an explicit agreement by the student and the student's parent(s) or guardian(s) with all the regulations of the school. The school reserves the right to dismiss any student whose conduct or effort is deemed unsatisfactory.

Bullying and Harassment. Any type of harassment is totally unacceptable. In many cases it is illegal and it is always immoral. Thus we will not tolerate this type of behavior at Tipton Catholic High School. Harassment, may include, but is not limited to the following:

- ◆ verbal, physical, or written harassment or abuse (making threats, physical actions, etc.)
- ◆ repeated remarks of a demeaning nature (this ranges from name calling to comments about a person's size/weight, etc.)
- ◆ implied or explicit threats concerning one's grades, job, etc.
- ◆ demeaning jokes, stories, and/or activities directed at a student or employee

Any student who is involved in the harassment or bullying of another student, will not be allowed to participate in any extracurricular activities the next week. They will not be allowed to practice, play, or even be in the building for the practices. At games that week they may not sit on the bench with the team. If the harassment continues beyond that week other more serious steps will be taken by the principal and pastor.

Sexual Harassment. 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 and at Tipton Catholic High School. As such, school employees shall not sexually harass or permit sexual harassment of a student by another employee, student, non-employee, or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination of an employee or disciplinary action against the student(s) doing the harassing. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the pastor. If the pastor is the object of a harassment complaint, the student may report directly to the bishop.

Sexual harassment may include, but is not limited to sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse; subtle pressure or requests for sexual activity; persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship; creating a hostile school environment, including the use of innuendoes or overt or implied threats; unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body; requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or sexual assault or battery as defined by current law.

Any student or teacher who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, pastor, or another certified staff member. If the matter is not resolved to the satisfaction of the student or teacher in the meeting, the student or teacher may refer to the next higher level, the pastor or bishop.

Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

Fire Drills. Each month, as required by state law, a fire drill will be held. The classroom instructor will be responsible for student evacuation. Students should leave the building quickly through assigned exits. Students in rooms on the south half of the building will use the south stairway. Students in rooms on the north half of the building will use the west stairway.

Tornado Drills. Tornado drills will also be held during the school year. The classroom instructor will be responsible for student movement to the nearest refuge safety area. During a tornado drill, students should go to the west stairway leading to the auditorium.

Fire and Tornado Drill Procedures for Occupants with Disabilities. For all fire and tornado drills, the following persons will be responsible for helping any disabled persons evacuate the building or reach the shelter area:

Third Floor – Cheryl Germann and Trevis Tonne

Second Floor – Brigit Gasper and Gery Hake

Lower Level – Lance Hulse and Vanessa Tonne

Examples of disability include: mobility, vision or hearing impairment, or impaired cognitive functioning level.

Textbooks. Teachers distribute texts and workbooks at the first class meeting each year. Rental books that are returned damaged must be paid for.

Lockers. Students are assigned lockers in which they may keep books, clothing, and other personal articles. All belongings should be kept in these lockers and not on top or under them. Lockers should be kept in good order.

Dress Regulations. Clothes have a definite influence on the way we think and feel as individual persons. Dignity and respect for academic and athletic endeavors are the general standards for student dress and appearance. They contribute toward school spirit and personal pride. Teachers have the primary responsibility in regard to dress.

The following specific items are strict standards for dress and appearance:

- ◆ No hats, caps, head bands or any other inappropriate head gear will be worn in the building.
- ◆ No fish net shirts, tank tops or any form of clothing designed to be worn as an under garment will be allowed to be worn as outer clothing.
- ◆ No halter tops or bare midriffs will be allowed.
- ◆ No clothing advertising alcoholic beverages, tobacco products, drugs, sex, or profanity will be allowed.
- ◆ No clothing with suggestive writing will be allowed.
- ◆ No sun glasses will be allowed to be worn in classrooms.
- ◆ Students may wear shorts to school at the beginning and the end of the school year. The dates for allowing shorts to be worn will be at the discretion of the principal. Short shorts, cutoffs, or gym shorts may not be worn at school.
- ◆ Footwear is required for all students. Sandals and flip flops may be worn.
- ◆ Hair should be kept neat and clean. No mustaches or beards will be allowed. Sideburns should not extend below the ears.

Telephone. The school telephone numbers are 373-5835 and 373-5635. Students should not use the phone without teacher permission. Students should keep the use of the telephone to the very minimum. Parents should not expect to have the students called to the phone except in cases of emergencies. The office secretary will take messages and report to the students. The student can return the call between classes, or, in some cases, during class time, but only with permission of the instructor in both situations. Ordinarily, permission to use the telephone during class time will not be given.

Cell Phones. Cell phones are not to be used in the classroom.

Cars. Student cars must be parked in the church parking lot west of Gambrinus Street or on the east side of Gambrinus Street. They are not to be parked on the south parking lot or in back of the school because of the Community School children. No student may take his or her car or motorcycle from the parking lot during school hours without the principal's permission. Students are not to drive their cars to out of town school activities. They are to ride with parents or on the school bus, if it is going to the event and space is available.

Students should also take the responsibility that comes with operating a motor vehicle seriously. Students must be especially careful when leaving the parking lot after school and near the Community School where children are crossing and walking in the street. Careless driving will result in the notification of parents.

Lunch. Students are offered a hot lunch program at noon each day. The jr./sr. high school lunch period is closed—students must eat the lunchroom meal or bring a sack lunch to eat with their class in the lunchroom. Students remain in the cafeteria until they are dismissed. Good table manners and courtesy to each other and the cooks should be observed at all times. Prices for lunch vary from year to year and must be paid in advance.

Educational Trips. Trips must be planned in advance through the use of activity permission slips. Long distance and/or overnight field trips demand additional plans and regulations. Students should help pay for the gas. **Parental permission slips must be signed and returned to enable the student to participate in the field trip.** There must be an approved adult driver in each car, and overnight room and board should be paid by the group for the adult drivers and sponsors.

All arrangements, including financial matters and procurement of transportation must be completed two days prior to the trip.

Off-campus Trips. All school-sponsored off-campus trips, such as field trips, athletic events, and extracurricular activities, require a responsible adult driver in each car—preferably a parent of one of the students. Because of increased liability concerns, a student must ride home with the parent with whom he/she came or the student's parent. Any exception to this will have to be arranged through the principal, not the coach or sponsor, at least one day in advance.

Seniors' College Visits. Seniors may be absent from school on two days of the year to visit college campuses in order to visit with admission personnel and teachers of the said college in view of their own potential attendance at the said college the next fall. Conditions for these visits are:

- ◆ The visits can only be taken between October 1 and April 1, and the student must have a scheduled appointment with the admission personnel of said college.
- ◆ Some type of verification of this appointment must be shown to the principal in advance of the absence.
- ◆ A form obtained in the office or from the guidance counselor must be signed by the student's teachers, parents, and guidance counselor or principal and returned to the office **at least two days prior to the scheduled visit.**

Failure to comply with the above process results in an unexcused absence. This unexcused absence will be treated in a special manner of disciplinary action because it violates a policy of Tipton Catholic High School.

Visitors. Parents are encouraged to visit Tipton Catholic High School and visit the classes at any time. As a courtesy, please inform the office when you are in the building. Students may not invite other visitors to the school unless a parent has notified the school in advance and they have the principal's permission.

Appearance of School Building and Grounds. Each student should take pride in the attractive appearance of the school, parking lot, and all other grounds. Any defacing or damaging of school property makes the student subject to payment in proportion to the damage done. Tops of desks should not be marked or written on. The school grounds should be kept free from papers and litter. Food or drink can be in the classroom only with the teacher's permission.

Announcements. Permission must be obtained from the office for any sale of tickets, collections, announcements, or bulletin board posters.

ATTENDANCE

School attendance is important. Employers, colleges, and the armed services place a great amount of importance on the attendance of students during the school years. There is a high correlation between attendance and personal reliability. Regular and punctual attendance is necessary for a school to function properly. Regular and punctual attendance definitely affects the quality of work performed by each student. Absence from a class for any reason results in a loss to the student that is irretrievable. It shall be the responsibility of the students, parents, and school principal to insure student attendance. By electing to avail themselves of the privilege of providing an education for their child, parents have obligated themselves to assume the responsibility for the student's regular attendance.

The following procedure will be taken by school personnel each day to record student attendance:

- ◆ Attendance will be reported to the office at the beginning of first hour. Teachers will record attendance the remaining hours so absences occurring these hours will be recorded in the office at the end of each day.
- ◆ The school secretary will begin calling those parents who have not reported their son or daughter absent by 9:30 a.m. each day.
- ◆ Students whose parent have not reported them as being absent or who have not been reached by the secretary will not be readmitted to classes until the absence has been confirmed by the parent. Therefore, it is important the parent notify the school when their son or daughter is absent. Parents may report a student's absence by calling 373-5835 from 8:00 a.m. to 11:30 a.m.

Absences. Absences will be classified as either *excused* or *unexcused* using the following policies and procedures.

Excused Absences. (Student absent with parental permission.)

- ◆ When the student and parent are aware of a potential absence from school, notification to the school office should be given at least one day in advance of the absence. Failure to follow this procedure may result in a student receiving an unexcused absence regardless of parental permission to be absent.
- ◆ Should a student become ill or for any other reason is required to leave school, the student must check out through the office.
- ◆ After five (5) and seven (7) absences, a letter advising parents of the student's absenteeism will be sent. This letter is sent to keep the parent apprised of the student's attendance record and does not mean that the student has been "cutting" class or school.
- ◆ After ten (10) absences, the student may be asked to meet with the school council and may be asked to forfeit his or her credit for the class or make up class time after school or on Saturday.

Unexcused Absences. (Student absent without parental permission.)

- ◆ The first unexcused absence from any class or classes requires the student to make up the time and work missed. Parents will be advised that a second referral will result in an in-school suspension.
- ◆ The second unexcused absence from any class or classes will result in an in-school suspension and a parent-principal conference will be held.
- ◆ The third unexcused absence from any class or classes will result in a suspension from school until a satisfactory parent-principal conference can be held.

Tardies. Tardies (reporting to class after it is scheduled to begin) will be classified as either *excused* or *unexcused* using the following policies and procedures:

- ◆ Excused Tardy (Student late with parental consent.)--When a parent is aware that the student will be tardy, the parent should notify the school office either by phone or by sending a signed note with the student before 3:35 p.m. that day. Failure to follow this procedure will result in an unexcused tardy.
- ◆ Unexcused Tardy--(Any tardy that is not excused.) An unexcused tardy will result in detention.

We ask parents and students to read these attendance policies. Please do not ask us to make exceptions to any of them. They were formulated with the progress of the student uppermost in mind. Students cannot be expected to do their best in school unless their attendance is regular.

Truancy. When a student misses all or part of a school day without proper authorization or excuse, he or she is truant. Students are truant if they attend (during school time) any function not under the jurisdiction of the school. Any time a student is truant there will be a conference with the student's parents and the student will have a detention period. The minimum detention will be two hours plus double the class time missed. (For example, if a student is truant for eight hours, that would result in 18 hours detention time.) Disciplinary probation may be imposed if it is warranted and will be imposed if it is a second offense in the same year. The right is reserved by the administration to prohibit the student from attending any specific school activity.

EXTRACURRICULAR ACTIVITIES

Extracurricular Eligibility. Tipton Catholic High School is a member of the Kansas State High School Activities Association (KSHSAA). All Tipton Catholic High School students who participate in activities must conform to the eligibility requirements of this association. Academic eligibility will be determined on the following weekly basis. On Monday of each week all teachers will give a list of any students that are earning a "D" or "F" in their class. Parents will be notified and "D" students will be placed on probation, but allowed to participate. Any student earning an "F" will not be eligible to practice or participate in any extracurricular activity for one week. Grades will again be turned in the following Monday when participation may be reinstated if the grades have improved. A failing grade will not carry over from one grading period (9 weeks) to another. Thus, each student will be given a new start at the beginning of each grading period.

Student Eligibility. Students will **not** be eligible to participate or practice in school activities unless they attend school on the day the activity is scheduled or by special permission from the principal.

Activity Fee. Due to the cost of extracurricular activities and the rising cost of needed equipment, Tipton Catholic High School will pay the St. John's Booster Club an activity fee of \$75 per student to help maintain the quality of these programs and allow those participating to help cover some of the program's expenses.

Mileage Fees. Busses and a suburban will be used for the transportation of students to practices and/or games and activities. Fundraisers will be ran for the payment of gas in these vehicles.

Student Organizations. Any club in the school is obliged to have on file in the office a copy of its constitution, officers, and membership and to clear well in advance any planned activity with the principal.

Speech and Drama. Any Tipton Catholic High School student who meets the eligibility requirements for interscholastic activities and is selected by the speech instructor may participate in speech and drama competition. This is done on the local, league, regional and state levels.

Sportsmanship. Each student involved in an activity offered at Tipton Catholic High School is recognized as an official representative of the school and the community. Conduct and sportsmanship on and off the school premises should display the highest possible standards. Thus, good sportsmanship is expected of the students and fans at all competitive events. Courtesy toward visiting teams, spectators, and officials is essential if the athletic program is to continue as a benefit to the student, the school and the community.

League Affiliation. Tipton Catholic High School is a member of the Northern Plains League. Schools in the League are Chase, Lincoln, Natoma, Osborne, Pike Valley, Rock Hills, SouthernCloud, Sylvan/Lucas, Tescott, Thunder Ridge, Tipton/St. John's, and Wilson. League activities consist of speech and drama, scholars' bowl, instrumental and vocal music clinics, football, volleyball, basketball and track.

MISCELLANEOUS

Mass. Mass attendance will be mandatory for all Catholic students on each Tuesday and Friday at 8:00 a.m. during the school year. Therefore, school will begin at 8:00 a.m. on those days. Attendance will be taken. Any absence or tardy from Mass will be counted as any other class. In addition, students are expected to participate in the Mass, both during the week and on weekends by actively joining in on the responses and singing.

Accident or Illness. Students who become ill during the school day are allowed to go home. Permission for leaving due to illness comes from the principal or the teacher in charge. The school personnel will notify the parents of this early dismissal before the student leaves the building.

School accident insurance is available to those who wish to enroll. This service is optional and the fee is not included in the regular school fees and is a limited policy that does not cover interscholastic football. Students participating in interscholastic competition are insured by the KSHSAA.

Leaving School Grounds. After a student has reported to school, he or she will not leave the grounds at any time without first reporting to the office and receiving permission. Permission will not be granted unless the student presents a written request from a teacher or a parent that he or she is allowed to leave and for what purpose. The principal reserves the right to determine if it is necessary for the student to leave the grounds. If permission is granted the student will be required to sign out with the school office upon leaving and sign back in upon returning to school.

If a student wants to go home due to illness, it will be necessary to contact the parent or guardian and receive permission before leaving the building.

Since school is legally responsible for the welfare of the student during school hours, failure to follow proper procedure when leaving the grounds will result in disciplinary action regardless of the reason.

Bad Weather School Closing. During the school, it may be necessary to dismiss early or not have school at all during severe weather conditions. If the weather becomes severe during the school day and school is dismissed early, an announcement will be made to the students one hour in advance of dismissal if possible. Parents will be notified when school is dismissed early. Radio stations KDNS and KVSU will be so advised. If the night or early morning weather is severe and there appears to be a chance that school will not be held, please listen to stations KDNS or KVSU. Unless otherwise notified, all school activities will be cancelled on days school is cancelled.

Snack Food. Snack food is allowed during the break periods. No candy, sunflower seeds, snack food, or drink (other than water) is allowed in any of the classrooms.

Lost and Found. Lost and found articles should be taken to or reported to the office.

Class Officers. Class officers are elected by each class in August. Offices to be filled are president, vice-president, secretary, treasurer and student council representative.

Pregnancy. The Salina Diocese Education Policy Handbook shall be followed if there is a pregnancy.

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

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

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

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

- ◆ in a school building or on the school grounds during, before or after school hours.
- ◆ 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.
- ◆ 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.

Prior to readmission 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.

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.

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 rules.

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

Tobacco Products. No student shall possess, smoke, or otherwise use tobacco products in a school building or on school grounds, or at a school sponsored function or activity. Students who violate this policy shall be subject to disciplinary action.

Revisions to the Handbook. The pastor, principal and school council reserves the right to amend this handbook for just cause during the school year. If this is done, the parents will be given prompt notification if changes are made.

Health and Medical Procedures. If any student becomes ill at school, school personnel may judge it is necessary for him/her to go home. Parents or guardians will be notified. No teacher or staff member may be responsible for the administration of any medications, including aspirin. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Catholic school personnel may do neither.

SCHOOL PERSONNEL

Administration

Rev. Daryl Olmstead Pastor
 Gery Hake Principal, Math

Faculty & Staff

Pat Allen Librarian
 Brigit Gasper Science
 Cheryl Germann English, Speech/Drama, Yearbook, Student Council Sponsor
 Marian Gier Guidance Counselor
 Lance Hulse Phys. Educ., Health, Spanish I, Athletic Director
 Maggie McKain Vocal Music
 Vanessa Tonne Secretary
 Trevis Tonne Social Studies, Scholars' Bowl
 Stephanie Jones Cook

APPENDIX I

FIRE DRILL EXITS

Upper Level

Phys. Educ./Health Room	West Lobby Doors
Yearbook Room	West Lobby Doors
English Room.....	West Lobby Doors
Jr. High Room	West Lobby Doors
Counselor’s Room.....	West Lobby Doors
Girls Restroom	West Lobby Doors
Library.....	South Lobby Doors
Social Science Room.....	South Lobby Doors
Boys Restroom	South Lobby Doors

Main Level

Office.....	West Lobby Doors
Computer Room	West Lobby Doors
Locker Room.....	West Lobby Doors
Math Room.....	West Lobby Doors
Principal’s Office	West Lobby Doors
Girls Restroom	West Lobby Doors
1 st & 2 nd Grade Room	West Lobby Doors
Boys Restroom	South Lobby Doors
Science Room.....	South Lobby Doors

Lower Level

Boys Locker Room.....	South Door
Weight Room	East Door
Kitchen	West Lobby Doors
Officials Room	West Lobby Doors
Auditorium	Southeast Stage Door

APPENDIX II

TORNADO DRILL EXITS

Upper Level

Phys. Educ./Health Room.....	West Stairs
Yearbook Room	West Stairs
English Room	West Stairs
Jr. High Room	West Stairs
Counselor’s Room.....	West Stairs
Girls Restroom	West Stairs
Library.....	South Stairs
Social Science Room.....	South Stairs
Boys Restroom	South Stairs

Main Level

Office.....	West Stairs
Computer Room	West Stairs
Locker Room.....	West Stairs
Math Room.....	West Stairs
Principal’s Office	West Stairs
Girls Restroom	West Stairs
1 st & 2 nd Grade Room	West Stairs
Boys Restroom	South Stairs
Science Room.....	South Stairs

Lower Level

Boys Locker Room.....	West Stairs
Weight Room	West Stairs
Kitchen	West Stairs
Officials’ Room.....	West Stairs
Auditorium	West Stairs