



BISHOP WARD HIGH SCHOOL
PARENT/STUDENT HANDBOOK

BISHOP WARD
HIGH SCHOOL

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BISHOP WARD

HIGH SCHOOL

Mission Statement

Bishop Ward High School provides a quality Catholic, college-preparatory education in a Christ-centered community that nurtures the body, mind, and soul of each student.

Vision Statement

Bishop Ward High School pledges to continue to instill values of academic excellence, compassion for others, a deeper understanding of the Catholic-Christian faith, and a sense of civic responsibility, both in and out of the classroom. Bishop Ward graduates will be well prepared for the challenges of the 21st century as life-long learners who will continue to serve others through Christ.

Teach them to carry out everything I have commanded you. And know that I am with you always, until the end of the age!

Matthew 28:20

Community

Parents must be acknowledged as the first and foremost educators of their children (Vatican II Declaration on Christian Education). Today, more than ever, the Catholic School is in a position to assist parents in fulfilling their sacred duty of the Christian education and formation of their children.

It is important that parents cooperate closely with the school and that teachers collaborate closely with parents.

Catholic schools are called to become communities of faith within the school, parishes and the Local communities, reflecting the acceptance of Jesus Christ and His teachings. Presidents, Principals, teachers and parents shall work together to make the Catholic school, whether elementary or secondary, an integral part of the parishes' communities. Parents of both elementary and high school aged students shall strive to ensure that their children are active in their parishes as age-appropriate.

Parents

Parents shall:

- model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- support the efforts of the schools in the education of their child(ren);
- share talent, time and treasure with their parishes and schools;
- as their child(ren)'s first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of school work at home;
- maintain Christian decorum in all manner of communication with school personnel and other members of the school community.

Principals and teachers shall, with continuing information, assist parents in understanding the approach, content and methods of Catholic education and school matters. In addition at this time when parents register their children, schools shall communicate in writing to parents a code of acceptable parent conduct. Schools may reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy.

Role of Boards of Trustees – Separately Incorporated Elementary and Secondary Schools

The role of Boards and trustees for separately incorporated elementary and secondary schools is outlined in the corporate documents for those organizations and shall be followed as specified there.

Parents Who Are Registered Sex Offenders

Parents who are registered sex offenders must notify school principals of their status and abide by the required restrictions.

If a principal becomes aware that a parent is a registered sex offender from a source other than the parent, the principal must meet with the parent in question to explain and document required restrictions with the parent.

Spirituality and Stewardship

BE IT KNOWN TO ALL
WHO ENTER HERE THAT
CHRIST
IS THE REASON FOR THIS SCHOOL.
HE IS THE UNSEEN BUT
EVER PRESENT TEACHER IN ITS
CLASSES, THE MODEL OF ITS FACULTY,
THE INSPIRATION OF ITS STUDENTS.

Our call to become a faith community is the core reason for the existence and activity of Bishop Ward High School. By responding to this call to be a faith community, our school will be an ever-deepening experience of Jesus' great commandment – to love God with one's whole mind, heart, and soul, and to love one's neighbor as oneself. (Mark 12:13)

There are three vital dimensions in the process of creating the faith community of Bishop Ward:

- Teaching theology – the importance of learning about God and His Kingdom to enrich our spirituality;
- Nurturing spirituality – the experience and expression of an interpersonal relationship with God;
- Promoting service/outreach – the loving response to others' needs.

Bishop Ward High School strives to foster the total personal growth of each student – physically, emotionally, and spiritually. As students discover and enhance the gifts and talents that they have been given, they are encouraged to put those gifts to use to benefit the world outside the walls of BWHS. The faculty and staff will promote the preservation of all human dignity as they model skills needed to interact effectively and respectfully with those being served and encourage students to do the same.

Bishop Ward High School students are expected to complete community service. It is our hope that the majority of the community service/outreach will be directed to serving the "less fortunate." The campus minister as well as the theology instructors will function as guides to the service selection process and assessment of the service.

Bishop Ward High School encourages the entire family to get involved in the service outreach of the student. This participation would be an excellent opportunity for the family to grow closer while serving others.

<u>All School Liturgies (2018-2019)</u>	
Opening School Mass	August 28
Homecoming Mass	October 5
All Saint's Day Mass with the Archbishop at 9:20 am	November 1
All School Mass	December 12
All School Mass-Catholic Schools Week	January 29
Adoration With Archbishop	February 20
All School Mass- Ash Wednesday	March 6
All School Mass	April 2
Senior Mass/May Crowning at 2:15 pm	May 9
Baccalaureate Mass	May 13

Who to Contact

Administration

Mr. Jay Dunlap-President
Ms. Michelle Olson – Principal
Mr. Kam Ridley – Dean of Students
Mr. Michael Beaven– Athletic Director
Mr. John Riley – Network Administrator/Scheduler
Dr. Emily Saaticioglu - Director of Instruction & Teacher Development

Business Office

Mr. Fritz Percca – Business Manager
Ms. Mariana Mendez– Business Associate

Counselors/Admissions

Mrs. Amelia Cramer (Juniors and Seniors)
Mr. Delaney O'Rourke (Freshmen and Sophomores)
Mrs. Karina Martinez-Admissions Director

Department Chairpersons

Business – Mr. Kevin O'Brien
English – Ms. Kelly Lipovitz
Fine Arts/PE - Ms. Kiersten White
Mathematics – Mr. Robert Franks/Mr. Kevin Walterbach
Religion – Mr. Matthew Caes
Science – Mr. Ignacio Alonso
Social Studies – Mr. Josh Johnson

Faculty

Ms. Madeline Burns - English
Mrs. Maria Belaustegui- Spanish
Mr. Matthew Caes- Theology
Ms. Leigh Ann Dull - Art
Mr. Frank Eppolito-Science
Mr. Robert Franks – Mathematics
Mr. Evan Helmuth- Social Studies and Debate/Forensics
Mr. Tyler Heying - Science
Ms. Clara Johnson – Theology
Mr. Joshua Johnson – Social Studies
Mr. Ted Keary - Math
Mr. Craig Krueger- Theology
Ms. Kelly Lipovitz – Acting/Psychology/Intro to Comm
Mr. Ignacio Martinez-Alonso – Science
Mr. Ryan McNally- Business
Mr. Eddie Minor - PE
Mr. Kevin O'Brien – Academy of Finance Director/Business
Mrs. Gabby Royal- English
Mrs. Mary Sieczkowski – Mathematics
Mr. Chris Sinclair –Graphic Design/Publications
Ms. Hannah Smith- Spanish
Mr. Kevin Walterbach – Math and Social Studies
Mrs. Michele Wilson - Reading
Ms. Kiersten White- Band/Choir

Campus Ministry

Fr. Beyou Kuukole- Campus Minister
Fr. Agustin Martinez- Chaplain

Development Office

Greg Duggins '83, Development Director
Kathy Calcara, Grant Writer and Major Gifts Manager
Josh Johns, Marketing Manager

Administrative Support Staff

Ms. Angie Gregory– Health Office/Sports Secretary/
Registrar
Mrs. Sue Reed – Office Manager/Attendance Officer
Mrs. Sonya Sanchez- Academic Center Assistant

Maintenance

Mr. Richard Williams – Facilities Manager
Mr. Anthony Taylor - Facilities

Sponsors / Moderators

Senior class – Ms. Lipovitz and Mr. Keary
Junior Class – Ms. Smith and Mrs. Royal
Sophomore Class –Mr. Johnson
Freshman Class – Mr. Krueger and Maria Belaustegui
Academy of Finance - Mr. O'Brien
National Honor Society – Mr. Sinclair
Pep Club – Ms. Gregory & Mrs. Reed
Student Council –Mr. J. Johnson
Campus Ministry – Fr. Beyuo and Theology teachers
Forensics/Debate – Mr. Helmuth
Drama Club – Ms. Kelly Lipovitz

Academic / Attendance Review Board

Mrs. Olson (Chair), Mr. Ridley, Ms. Cavazos, Mrs. Cramer

Discipline Board

Mr. Ridley(Chair)
*Counselors serve as student advocates
* Two teachers to be appointed

Student Improvement Team

Mrs. Cramer

School Resource Officer

Officer Brian Whisner

Food Service Director

Mr. Rick Atallah

Admissions Review Committee

Mrs. Michelle Olson
Mr. Jay Dunlap
Ms. Karina Martinez
Mr. Robert Ridley
Mrs. Cramer
Ms. Cavazos

Student Council / Class Officers

2018-2019 Student Council Executive Officers

President - Mya Corrigan
VP - Lilly Stoker
Secretary - Daniela Gonzalez
Treasurer - Natalie Wilson

Senior Class Officers – Class of 2019

President - Samantha Peters
VP - Sophie Sadrakula
Secretary - Lilly Stoker
Treasurer - Daniela Gonzalez

Junior Class Officers – Class of 2020

President - Mia Meyer
VP - Molly Mahoney
Secretary/Treasurer - Natalie Wilson

Sophomore Class Officers – Class of 2021

President - Pablo Oropeza
VP - Rachel Cisneros
Secretary - Stella Subasic
Treasurer - Aislinn Jorge

Class of 2022 officers to be elected Fall of 2018

Athletic Director-Mr. Mike Beaven

Football: Mr. Eddie Minor
Boys Soccer: Mr. Tyler Heying
Girls Soccer: Mr. Tyler Heying
Volleyball: Mrs. Gabby Royal
Cross Country: Mr. Kevin Walterbach
Boys’ Basketball: Mr. Brian Gavin
Girls’ Basketball: Mr. Kevin O’Brien
Wrestling: Mr. Richard Williams
Baseball: Mr. Matt Carpenter
Softball: Mr. Louis Oropeza
Track: Mr. Eddie Minor
Cheerleading: Ms. Tori Coutts

School Contact Information

708 N 18th Street
Kansas City, KS 66102

Main Tel.: 913-371-1201
Main FAX #: 913-371-2145
Bus. Office: 913-371-0717
Bus. FAX #: 913-956-4834
Development/Admissions Office: 913-371-6901
Spirit Shop: 913-371-6814
Football Stadium: 913-321-1548

Important Dates for 2018-2019

1st Semester

August 13 – Senior Orientation 8:9:30 am

Junior Orientation 10:00-11:30 am

August 14 – Sophomore Orientation – 8:9:30 am

Freshman Orientation – 10-11:30 am

August 15 – Freshman Welcome Day 7:45-11:45 am

August 16 – First Day of classes – 11:45 am dismissal

August 24 – Black and White Scrimmage /Black and White Mixer

August 27 - First full day of class

September 3 – NO School for students and staff- Labor Day

September 14 – NO school for students – SOF and PD for teachers/staff

September 29 - BWHS Auction

October 1-6 - BWHS Homecoming Week

October 3- Homecoming Pep Rally @ 6:30 PM

October 5- Homecoming Mass @ 10:00 AM

October 6- Homecoming Dance @ 8:00-11:00 PM

October 11 – End of the 1st Quarter

October 12 – No School for students – SOF and PD for teachers/staff

October 18 – No School for students – Parent Teacher conferences

October 19 – No School for students and staff

October 26- Eighth Grade Open House @ 4:30-6:30 PM

November 9- No School for students – SOF and PD for teachers and staff

November 21-23- No School for teachers and students – Thanksgiving break

November 26- NO school if the fall student activity goal is reached!

December 17 – Finals in 1st and 2nd periods

December 18 – Finals in 3rd, 4th and 5th periods

December 19- Final in 6th, 7th and 8th periods

December 20-January 4- No School for students – Christmas Break

2nd Semester

January 3 – No school for students – Teacher PD

January 4 – No school for students – SOF and PD for teachers/staff

January 7- Students return from Christmas Break

January 21 – No school for students and teachers – Martin Luther King, Jr. Day

January 27-Feb. 2 – Catholic Schools Week

February 7- No School for students – Parent teacher conferences

February 8 – No school for students and teachers

February 15 – No School for students – SOF and PD for teachers/staff

February 18 – No school for teachers and students – President's Day

February 20- Adoration with the Archbishop

March 7 – End of the 3rd Quarter

March 8 – No School for students – SOF and PD for teachers/staff

March 11-15 – No School – Spring Break

April 18 – No School for Teachers/Students – Holy Thursday

April 19 – No School for teachers/students – Good Friday

April 22 – No School for teachers/students – Easter Monday

April 23 – No School for students – SOF and PD for teachers/staff

April 27 - Prom @ Memorial Hall 6:00-11:00 PM

May 6-10 – Senior Finals

May 13 – Baccalaureate Mass and Senior Dinner

May 14 – Graduation

May 20 – Finals 1st, 2nd and 3rd periods

May 21 – 4th, 5th and 6th finals

May 22 – 7th and 8th finals

May 23 – SOF and Teacher check out

General Information

Admissions

Legal surname: Students attending Bishop Ward High School must enroll under their legal surname. When circumstances warrant, parents must present verification of legal guardianship

Residence: Students attending Bishop Ward High School must reside with their parents or legal guardians unless written permission for other arrangements is obtained from the administration.

Eligibility: To enter Bishop Ward, a student must have graduated from the eighth grade or the equivalent. Students must remain single and not adopt adult lifestyles during their enrollment.

School Hours of Operation: 7:45 am to 3:10 pm

School Office Hours: 7:00 A.M. to 4:30 PM

Students are to be picked up no later than 4:00.

Nondiscrimination Policy

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race and religion and admit them to all rights, privileges, programs, and activities generally made available to students in these schools.

The school principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, or national origin) among students, faculty, staff, and volunteers at school and at school-sponsored activities.

Bishop Ward High School is committed to meeting the need of all students. There are some conditions, however, for which the school cannot provide the necessary resources.

Equal Opportunity

Because all staff in Catholic Schools are called to bear witness to Jesus in both their life and teaching, the Catholic Schools in the Archdiocese of Kansas City in Kansas hire practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure. School leaders, i.e. Presidents of Secondary Schools and Principals of both secondary and elementary schools, must be practicing Catholics. Teachers, except in extreme and unusual circumstances, must be practicing Catholics. However, in the event that there are non-Catholic teachers employed in a school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards that are that are described in the Catechism of the Catholic Church and various documents from the Vatican and United States Conference of Catholic Bishops. Specific Church teachings related to abortion, InVitro Fertilization, artificial insemination, sterilization, contraception, homosexual lifestyle, marriage, transgender issues, and chastity are described in the documents, "Church Teaching on Special Issues of Concern." (See Appendix)

Employees in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall not be discriminated against on the basis of age, race, color, gender (unless in conflict with Catholic moral teachings), disability or national origin.

One-year Probationary Period for all Freshmen and Transferring Students

All new students will be evaluated quarterly on attendance, academic and discipline status. Students not considered in good standing could see expulsinary actions without due process.

Transfer Policy

All transfer students wishing to enter Bishop Ward must complete a transfer application that will be submitted to the Admissions Review Committee. The principal may also interview the transfer student along with his/her parents before making a final decision allowing or deny admission to Bishop Ward High School.

Enrollment

Enrollment for the following year takes place early in the second semester. Those who do not enroll at this time may find class choices restricted and will be placed on a waiting list.

Change of Address and/or Telephone Number

A change of address and/or telephone number should be reported to the school office as soon as possible.

School Logo

Usage of the school's logo by school patrons or others, must be approved by the school's administration.

Graduation

Students must meet graduation requirements listed under "Academic Regulations," as well as complete the required number of Legacy points. (See "Legacy Points" below.) Students deficient in only one credit may participate in graduation activities but cannot receive a diploma until the credit is acquired. Students lacking more than one credit or who have outstanding financial obligations to the school will **not be allowed to participate in graduation activities**. Final diploma, grade cards, and transcripts will not be issued to students until they have fulfilled all obligations to the school.



BISHOP WARD

HIGH SCHOOL

Legacy Project Handbook

"There is no higher dignity than to serve Christ."
-Saint Ambrose, Father and Doctor of the Church

Every student attending Bishop Ward High School is expected to participate in the Legacy Project as a way to give back. Students are encouraged to use their unique gifts and talents to serve others and leave their legacy.

Legacy Project Grade (Freshmen-Junior)

Students will earn a Pass/Fail grade for their Legacy Project each semester. The grade will appear on student transcripts, but will not affect GPA. In order to Pass, the Legacy Project Coordinator must receive 2 documents each semester (by December 1st and by May 1st):

1. Legacy Project Reflection Journal- Students must turn in at least 4 points per semester AND meet their class benchmark. Journals must be complete with service supervisors' contact information and signatures, thorough student reflection, and Legacy Points Advisor's signatures.
2. Legacy Project Presentation Evaluation- Students must turn in an evaluation with the Legacy Points Advisor's signature showing satisfactory completion of their Legacy Project Presentation (only applicable to second semester).

Legacy Project Grade (Seniors only)

Students will earn a Pass/Fail grade for their Legacy Project each semester. The grade will appear on student transcripts, but will not affect GPA. In order to pass, the Legacy Project Coordinator must receive the following document by **April 1**:

1. Legacy Project Reflection Journal- Students must turn in at least 4 points per semester AND meet their class benchmark. Journals must be complete with service supervisors' contact information and signatures, thorough student reflection, and Cyclone Time teacher's signatures.

Seniors enrolled at Bishop Ward for 4 years must have 32 points to graduate. Seniors without 32 points will be *ineligible* for participation in graduation activities.

Additionally, seniors' Legacy Project status will affect their eligibility for exam waivers. In order to be eligible for semester 1 final exam waivers, seniors must turn in at least 4 points AND meet their class benchmark (28 points for most seniors) by **December 1**. In order to be eligible for semester 2 final exam waivers, seniors must turn in at least 4 points AND meet their class benchmark (32 points for most seniors) by **April 1**.

Legacy Points

Bishop Ward seeks to instill an attitude of Christian service in all students. Working toward this goal, Bishop Ward has chosen to measure service based on quality, rather than quantity. The Legacy Project Point system encourages students to pursue opportunities that involve direct service or interaction with people, preferably in the context of a long-term relationship.

In order for a service experience to count for Legacy Points it must meet the following criteria:

- The student had started classes at Bishop Ward prior to the experience
- The student was not compensated, monetarily or otherwise, for his/her assistance
- The experience was conducted through a formally recognized organization (assistance to family, neighbors, friends, etc does not count)
- The student was supervised in some capacity during the experience
- The student is able to provide the supervisor's name; organization, current contact information, and signature (see Legacy Journal).

Acts of service are evaluated using our Legacy Project Point system. This system accounts for the type of service provided, the duration of commitment, and the impact on the student (as determined by written reflection). The following provides examples of acts of service that would fit into each category. Please note that this list is not exhaustive and inclusion does not guarantee points. There is no set formula for hours to points; it all depends on the type of service.

† **Tier 1: Long-term Interpersonal Service (2+ days) 4+ points**

Examples:

- Mission Trips
- Coaching
- Teaching/Tutoring

† **Tier 2: Short-term Interpersonal Service (1 day or less) 2 points**

Examples:

- Auction
- Open House
- Freshmen Enrollment Night/8th Grade Experience Day/Freshman Welcome day
- Class wide project
- Helping with a parish or Archdiocese wide event
- Habitat for Humanity

† **Tier 3: Task-oriented Service 1 point**

Examples:

- helping a teacher after school
- helping in the office during the summer

For questions regarding individual service eligibility or point potential, please contact the Legacy Project Coordinator. The Legacy Project Coordinator will have the final say on Legacy Project points earned.

Class Benchmarks

For students with continuous enrollment at Bishop Ward starting in 9th grade the benchmarks are as follows (4 points per semester, 8 points per year):

By the end of the year:

Freshmen- 8 points

Sophomores- 16 points

Juniors- 24 points

Seniors- 32 points

Transfer students and students with discontinuous enrollment are responsible for 4 points per semester they have attended/will attend. Transfer students should contact the Legacy Project Coordinator to determine their benchmarks and become more familiar with the program.

Legacy Project Reflection Journal

Service is an important aspect of living the Gospel. We are called to be the hands and feet of Christ in this world. When we take the time to truly reflect on this service, it can become deeply formational. This is why Bishop Ward requires each student to thoroughly reflect on their service experiences. The Legacy Project Reflection Journal helps us accomplish this. There are 3 main sections for each experience of service.

The first section is for verification purposes and should be completed by the person directly supervising the student's volunteer work (not the student's parents or otherwise). The student's supervisor must provide his/her name, organization, phone number, signature, and date and hours of student service.

The second section is for reflection and should be completed by the student. Students should legibly describe the acts of service they performed and then write about their reflection on this service. Students must answer 3 questions (options provided in Journal) with at least 3 sentences each. Students also have the option for verbal reflection with the Legacy Project Coordinator. Students must set up time with the Legacy Project Coordinator on an individual basis. The quality of reflection is a factor in determining how many points an act is worth.

The third section is for point evaluation and should be completed by the student’s Legacy Points Advisor. The LPA will provide his/her signature only if section one is completed satisfactorily and section two shows thorough reflection. If either section is lacking, the LPA will return the Journal to the student, without a signature, for remediation. If the journal is deemed satisfactory, it will be returned to the student. It is then the student’s responsibility to hand in that journal to the Legacy Project Coordinator. The Legacy Points Coordinator will then determine the tier and number of points each act is worth (see Legacy Points).

The student is solely responsible for the Legacy Project Reflection Journal. Each student will receive a Journal at the beginning of the year from his/her Legacy Points Advisor. Students must provide their Journals to their site supervisors and their CT teachers. Students, not BW faculty or parents, are responsible for turning in their Journals to the Legacy Project Coordinator. Students who lose their Journals must obtain a new one from the Legacy Project Coordinator.

Legacy Project Presentation

Students (excluding seniors) are expected to give a short oral presentation their service experience to their Legacy Points Advisor at the end of each year. The presentation should share what service the student has completed and how it impacted him/her and others. Presentations need to be 3-5 minutes and include a visual aid (display, booklet, PPT, etc).

To pass the presentation, students must earn a “Yes” on each area of the rubric below. Once a student has earned a “Yes” for each indicator, the student has successfully completed the presentation. If there is a “No” marked, the student will do the presentation again at a later date.

	Yes	No
Did the student use a Visual Aid?		
Did the student share who he/she served?		
Did the student share how this impacted him/her?		
Did the student share how this impacted others?		
Was the student prepared to do his/her presentation?		

Legacy Project Presentation Evaluations will be distributed by Legacy Point Advisor teachers at the beginning of 4th quarter. Students, not BW faculty, are responsible for turning in their Evaluations to the Legacy Project Coordinator.

Service Resources

Students looking for organizations to serve with should speak with the Legacy Project Coordinator. Additionally, Bishop Ward maintains a calendar of service activities in the area (displayed on the bulletin board outside the 2nd floor boys’ bathroom) and a list of service organizations with which we have a relationship. This information (excluding the calendar) can be found on our website www.wardhigh.org under the “Faith and Service” tab.

Financial Information

2018-19 Tuition Rate

Tuition rate per student: \$9,550.00 per year

Tuition Payment

All families should be expected to make tuition payments according to one of the three following payment plans:

- A. **Annual payment:** Full payment to the school by June 9.
- B. **Semi-annual payments:** Two payments to the school due June 9 and November 10.
- C. **Monthly payments:** The payments can be made on either the 1st or 15th of the month from June to May.

All monthly tuition payments are received and processed through F.A.C.T.S. Bishop Ward High School contracts with F.A.C.T.S. to administer our tuition program. You **will be billed a \$45.00 fee to set up your account.**

Enrollment Fee

Both new and returning students will be required to pay a **non-refundable enrollment fee.** **Early bird enrollment fees will be \$100.00 per student if paid by March 1, 2018. Enrollment fees after March 1, 2018 will be \$150.00 per student.**

Late Enrollment (Enrollment after June 9) Tuition for students who enroll after June 9 shall be pro-rated according to the time remaining in the school year.

Additional Student Fees

Freshman Book Fees \$289.00

Sophomore Book Fees \$277.00

Junior Book Fees \$380.00

Senior Book and Graduation Fees \$536.00

Student Activity Fees

1st Semester \$110.00 per student

2nd Semester \$110.00 per student

Chromebook Fee: \$75.00 Annually

Tuition and Student Fee Refunds

- Tuition and other student fees are non-refundable.
- Students who withdraw during school semesters will be responsible for the remaining semester tuition.

Returned Check Policy

If a check written to the school for non-donations (tuition, books, athletic shoes and equipment, yearbooks, etc.) is returned by the parents' and/or student's bank for insufficient funds, it will be automatically re-deposited one time. If it is returned a second time, the parent and/or student will be sent a certified letter from the Business Office requesting the parent and/or student to bring a cashier's check or money order to the school in the amount of the check plus an additional \$20.00 to cover handling charges. If the school does not receive the cashier's check or money order within 30 days of the date of the certified letter, legal action may be taken. If a check is returned for any reason other than insufficient funds, the school will not attempt to re-clear it. **If a parent and/or student have three checks returned within a 12-month period, the school will require all on-going and future payments to be made in the form of cashier's check or money order.**

Obligations

Final exams will not be administered to any student who has an outstanding obligation with the BWHS Business Office.

Students will not be admitted to Bishop Ward High School at the beginning of a school year until all obligations (past-due tuition, returned checks, fines, detentions, books, uniforms, service hours, etc.) have been met. Neither grade cards nor transcripts will be released until all obligations have been satisfied.

Withdrawals from School and Refunds

It is the responsibility of the parents or guardians to notify the school in the event of a student's withdrawal. The proper withdrawal form must be obtained from the Counseling Office and completed before transcripts to other schools or recommendations for jobs will be released. Tuition and fees must be paid up-to-date and all obligations satisfied before a transcript will be released. Tuition will be pro-rated and refunded upon withdrawal. **All fees are non-refundable.**

Transcripts

Students are allowed one official and three unofficial transcripts free of charge. After that, \$2.00 per transcript will be charged. Transcript requests are available from the counselors. Transcripts are mailed directly to other high schools, colleges and universities, or employers. No transcript request is honored in the main office without the completion of an official transcript request form. Transcripts are released after all financial obligations have been cleared by the Business Office.

Student ID Cards

Each student receives an ID card at the beginning of the school year. **ID Cards must be worn by every person while in the school.** Replacement of a lost or stolen ID card costs \$5.00. Cards may be obtained through the main office.

Student Insurance

Bishop Ward High School provides an accident insurance plan covering every student at no cost to the parents. This coverage extends to travel in a school-owned vehicle, while the student is at school, and at all school activities. The coverage is a secondary limited policy which is in effect after the primary family coverage. For more information on student insurance or for a claims schedule, please call the Health Office at the school.

Cyclone Café Charge Policy (effective July 1, 2017)

Although it is not required by law Food Service at Bishop Ward High School approved a system to help students and staff members to charge Breakfast and Lunch meal or any other food items to their account.

- Students and Staff members will be allowed to charge a maximum of \$25.00
- Once students account reach \$5.00 negative balance students will be notified by Food Service Personnel to bring their account to an update status.
- If the account reach \$10.00 negative, students will be notified and asked to bring their account to an update, parents /guardians also will be notified by Robot Call, Email, Telephone and will be informed that their student has negative balance and they need to bring money to bring the account to update status.
- Should the account reach the maximum allowed \$25.00 students will not be allowed to charge anything to the account and a letter will sent to Parents/Guardians to let them know that they need to pack lunch for their students.
- If students showed up for breakfast or lunch and they have no breakfast or lunch and no money in order for them not to go hungry they will be provided with an alternative meal such as Peanut Butter Sandwich or Cheese Sandwich and Fruit and \$1.50 will be added to their account.
- After trying many times to reach out to the students' parents/guardians with no response Food Service
- Will ask students counsels to assist in this matter.
- Food Service will have the option to notify State Child Services after having tried all they can to get Parents/Guardians cooperation to bring their students account to update.
- At the end of the school year all students with negative balances will be turn in to the Business Office for collection.
- If Business Office couldn't collect the money they may refer these accounts to Collection Agency. Any collection costs incurred will be the responsibility of the students' Parents/Guardians.

Academic Regulations

Admission Requirement

To enter Bishop Ward, a student must have graduated from the eighth grade or the equivalent.

Accreditation – AdvancEd and State of Kansas

The schools in the Archdiocese of Kansas City in Kansas are expected to be accredited by the State of Kansas as well as by the AdvancEd model. The Kansas AdvancEd office staff, located in Wichita, offers many training workshops and webinars each year. Principals and teachers are strongly encouraged to attend training sessions each year, as time and resources permit.

The AdvancEd model involves a 5-year, school improvement process based on research-based standards of school performances. At the conclusion of this cycle, ER (External Review) team evaluates the five standards and provides commendations, and recommendations, and improvement priorities.

The Archdiocesan office of Catholic Schools provides support to schools throughout the process. In addition to AdvancEd accreditation, Catholic schools are expected to maintain accreditation through the State Department of Education.

Course Requirements

Twenty-seven course credits for Class of 19 and Twenty-eight course credits for the Class of 2020, 2021, and 2022 are required including the following:

Theology	4 credits
English	4 credits
Social Studies	3 ½ credits
Science	3 credits (4 credits for Class of '20, '21 and '22)
Mathematics	4 credits
Foreign Language	1 credit
Fine Art	1 credit
Practical Art/Business	1 credit
Physical Education	1 credit
Speech	½ credit
Electives	4 credits

Completion of minimum requirements for graduation from Bishop Ward High School does not guarantee completion of prerequisites for any specific scholarship or university program. It is the responsibility of the student to inform the Counseling Office of his or her goals so that an appropriate program can be determined.

Drop/Add Policy

When a student signs up for a course, the assumption is that the student will remain in it until the course is completed. If a counselor or teacher identifies that a student is misplaced, that student may be dropped from the course at any time without penalty with administrative approval. The student may drop a course without loss of credit if he/she does so within the date stated in the school calendar.

The administration, in consultation with the counselors, will make the decision as to whether or not a student will be allowed to drop a course after three weeks into the semester. The student will drop the course with a grade of “WP” (Withdrawn-Passing) or “WF” (Withdrawn-Failing) for the semester, and this will appear on the permanent record/transcript. Classes which are dropped as a WF will be counted as an F when determining the student’s GPA and will be considered an F for eligibility and honor roll purposes for the remainder of the semester. Students will not receive credit for a class added after three weeks into the semester.

Exam Waivers

1. One week before semester exams, each freshman, sophomore and junior student will receive one exam waiver and each senior student will receive two exam waivers if all obligations are up to date. All students are required to take semester examinations for all classes unless the principal exempts a particular class (e.g. some art classes) from semester exams.
2. Waivers may not be used for Pass/Fail classes.
3. Waivers may be used only for classes in which the student has earned an "A" in any form for the semester, has not exceeded 5 tardies to school or to any class, and has not been absent more than 3 times from the class from which he/she is seeking exemption. The average of both quarter grades must be at least 92% (A-). Any class/course has the right not to accept an exam waiver; however, same courses taught by different instructors must establish a consistent waiver policy.
4. If the student has an "A" in more than two classes, he/she must decide which exams may be exempted.
5. Students who have outstanding financial obligations will not be allowed to receive exam waivers.
6. Legacy points need to be current each semester to be eligible for exam waivers.
7. No exam waivers can be accepted for classes where college credit is earned.
8. Seniors who are exempting the first final or last final of the day may come late or leave early.

Final Exam Policy

1. Any student who fails to sit for a final semester exam will receive a zero for the exam.

Grading

Semester grades are calculated as follows:

- 40% 1st quarter
- 40% 2nd quarter
- 20% semester exam

A student must pass at least 2 of these 3 (two quarters and an exam) components AND earn a semester average of 60 or above to pass the class. BOTH criteria must be met.

Grading Scale and Grade Points

Listed below is the numerical grading scale used at Bishop Ward High School with letter grades, percentages, and the equivalent grade points awarded for Honors and Regular classes.

	<u>SCALE</u>	<u>HONORS</u>	<u>REGULAR</u>
A+	98-100	5.33	4.33
A	95-97	5.00	4.00
A-	92-94	4.67	3.67
B+	89-91	4.33	3.33
B	86-88	4.00	3.00
B-	83-85	3.67	2.67
C+	80-82	3.33	2.33
C	75-79	3.00	2.00
C-	72-74	2.67	1.67
D+	69-71	2.33	1.33
D	63-68	2.00	1.00
D-	60-62	1.67	0.67
F	below 60	0.00	0.00

Extra Credit Guidelines

Teachers may choose to offer extra credit, but are not required to do so. They may spell out options for earning extra credit in the course syllabus, award via bonus questions on tests, etc.

Students must complete all work for a course first before extra credit is offered. Such extra credit will be made available to everyone. Students may earn extra credit only for academic work and not for attending games, helping teachers, bringing food, etc. Extra credit will not amount to more than a minimal amount of the total credit for a course.

Extra credit is not to be confused with enrichment (i.e. students being allowed to retake a test, rewrite an assignment or redo a lab) whereby a student can learn the material through the correction of mistakes. Such a student will not be given the same amount of credit as the student who finished the work on time or mastered the material correctly on the first attempt.

Incomplete Policy

An Incomplete (I) is given when students have not completed the work required to obtain a grade. If the work is not completed **within 2 weeks** of the end of the grading period, each missing assignment will receive a grade of “zero” (unless an extension is granted by the administration). An “I” may only be given when illness prevents a student from completing the assigned work.

Progress Toward Graduation

Students must show normal progress toward graduation to remain at Bishop Ward. In addition to the required per grade level service hours, the following are the minimum number of credits students must earn to be classified as a sophomore, junior, or senior:

- 27 to graduate for Class of '18 and 19; 28 to graduate for Class of '20 & 21
- 21 to be a senior for Class of '18 and 19; 24 for Class of '20 & 21
- 14 to be a junior for Class of 18 and 19; 16 for Class of '20 & 21
- 7 to be a sophomore for Class of 18 and 19; 8 for Class of '20& 21

Students who fall below these minimum requirements or who fail required courses are to enroll in summer school, online courses and/or night school to make up these credits to return to Bishop Ward the following year. **Administrative approval is needed for all credit recovery opportunities.**

There are certain courses for which a student will be granted one full credit after passing second semester, even if the student failed the first semester. The reason for this is that these courses are considered to be cumulative and it is believed that a student who demonstrates mastery of material covered second semester must also have mastery of material covered first semester, as the second semester builds upon the first. Only Math Courses and Foreign Language Courses meet these criteria.

Audited Coursework

There are times when a full-year, sequentially-based course needs to be repeated to recover lost credit (Math and Foreign Language courses)—the credit to be recovered is 2nd-semester credit. In such cases students will be scheduled to retake the 1st and 2nd semester of the course. The 1st semester of the course that is repeated and for which credit was earned from the first time the course was taken will be considered audited coursework. No credit and/or grade will be awarded for audited coursework.

Parent/Teacher Conferences

Each school shall plan to have parent/teacher conferences built into the calendar at least once during the school year. These conferences should provide parents and teachers with the opportunity to discuss and explore various aspects of the student growth and development.

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

Report Cards

Progress reports will be distributed via email or mailed to families who request that the reports be mailed home mid-way into each quarter for all students. Progress reports show the student's grade to that point in the quarter, as well as his/her projected semester grade in the course to that point in the semester. Quarter report cards are emailed home at the end of 2nd, 3rd and 4th quarters and may be picked up at Parent/Teacher Conferences at the end of 1st quarter. All of these dates are marked in the calendar.

NetClassroom

NetClassroom is an online communications portal that allows teachers, parents and students to communicate with each other. A primary focus of the program is to allow parents the opportunity to view their student's class progress (grades) online. It also allows teachers a resource for posting course information such as assignments, course syllabi, and other class related activities online for parents to view. Parents are given password protected access to view their student's information. This information is mailed/mailed to parents at the beginning of the school year.

Schedule Changes

If a student or teacher thinks a schedule change is necessary, this request and the reason should be submitted in writing to the Counseling Office. The request will be reviewed and recommendations made. In all cases, parents, teacher, and student will be consulted. The final decision rests with the principal. Schedule changes are made only for serious academic reasons. There is no guarantee that a student will have a particular teacher, lunch period, etc. Students making a schedule/class change must stay in the original class scheduled until they have received a computer printout of their new schedule.

Academic Honesty Policy

Bishop Ward students are expected to display academic honesty and integrity at all times and to refuse to tolerate academic dishonesty on the part of other students.

Students should be aware that the following behaviors are dishonest:

Note: Other behaviors deemed dishonest may be listed.

- giving or receiving unauthorized assistance on a test;
- copying another student's homework or allowing homework to be copied, including computer-generated homework or assignments;
- giving false reasons for making up late work or tests;
- resubmitting work which has been completed for another class (without permission);
- falsifying laboratory data;
- Submitting work that has been copied (entirely or partially) without crediting the author from any electronic or printed material (i.e. internet, book, magazine, newspaper, etc.);
- stealing tests or test answers, or using tests or test answers stolen by another student;
- using crib notes during test situations;
- discussing information about a quiz or test with students who have not completed the assessment;
- Substituting another source in place of completing an assignment (i.e. Cliff Notes, Monarch Notes, Spark Notes, etc.);
- Using computers, graphing calculators, programmable watches, palm pilots, cell phones, and other electronic devices inappropriately.

Any Academic Dishonesty behavior that falls under the provisions of this policy or other policies of this handbook, individual teachers or departments will result in the following consequences:

- the student **will** be given no points or credit for the test or assignment, **and**
- the student **will** be disciplined under the guidelines of the BWHS Discipline Point System, **and**
- any NHS member **will** be reported to the National Honor Society advisor for possible action;
- the student **may** also be referred for review and/or expulsion by the Discipline Board based on the gravity of the infraction (i.e. copyright infringement, computer misuse, and plagiarism will be dealt with severely).

Academic Probation

A student who is not experiencing success at any grading period will be monitored and, if necessary, placed on academic probation. Notification will be sent to the parents and conferences should be arranged with the counselors to plan strategies for improvement. The Academic Board will review the status of the student to determine if sufficient progress is being made toward graduation and will make recommendations on continued attendance at Bishop Ward to the principal.

Honor Roll

The grade points for Honor Roll will coincide with the student's official GPA.

Principal's Honors	4.0 and above
First Honors	3.5 – 3.99
Second Honors	3.0 – 3.49

National Honor Society Overview

The National Honor Society is based on Character, Scholarship, Leadership, and Service. Bishop Ward chapter members are expected to not only meet these expectations, but to grow and exemplify these characteristics to their peers and community members.

Selection Process

Sophomore and Junior students that have a minimum cumulative GPA of 3.5 and above will be invited to apply to the National Honor Society the spring semester. Student applications consist of an activities form, two teacher recommendations, two community recommendations, and an essay reflecting on the four Pillars of NHS. All applications are reviewed and discussed by the NHS faculty council. These are 5 faculty members appointed by the principal. Students will be invited for membership whom the council believes meets the standards. All NHS members sign a contract promising to continue to maintain the standards expected by the Bishop Ward chapter of the National Honor Society. Students in non-compliance will be given one warning and afterwards are subject to dismissal if they are in violation of any standards of the society. The NHS sponsor is responsible for facilitating and communicating the application process and sits in on the selection of new members as an ex-officio non-voting member.

Membership

National Honor Society members must make honor roll every quarter, maintain at least a 3.5 GPA, participate in service projects as they committed, and attend the induction ceremony each year.

Lumen Christi Award

The Lumen Christi (Light of Christ) Award is the highest honor that Bishop Ward can bestow upon a graduating senior. Each year it is awarded to 5% of the graduating class. The award is given to the seniors who over their years in high school have exemplified the finest characteristics of young Christian men and women — namely character, leadership, service, and achievement. The faculty, administration, and senior class nominate students. The faculty and administration choose the award recipients from this list of nominees.

Scholar of Distinction Award

All seniors who have earned a 4.0 or higher grade point average, cumulative over all four years of high school, will be recognized at graduation as "Scholars of Distinction."

Board of Regents Admissions Requirements

In order to be admitted to the six Kansas Board of Regents Universities (Kansas, Kansas State, Emporia State, Pittsburg State, Fort Hays State, and Wichita State) the applicant must have achieved at least one of the following:

1. Completed a pre-college curriculum with a grade point average of 2.0 on a 4.0 scale. This curriculum must include:
 - 4 credits of English/language arts
 - 3 credits of natural sciences chosen from biology, advanced biology, chemistry, earth/space science, and physics. At least one unit must be chemistry or physics
 - 4 credits of mathematics: algebra I and II and geometry
 - 1 credit in U.S. history
 - ½ credit in U.S. government
 - ½ credit selected from world history, geography, or international relations
 - 1 credit selected from psychology, economics, civics, current events, sociology, anthropology, or race and ethnic relations
2. Obtain a composite ACT score of not less than 21 points.
3. Ranked in the top third of the graduating class.
4. Earned at least 24 credit hours of transferable coursework with a cumulative grade point average of not less than 2.0 on a 4.0 scale at an accredited community college, university, or other college.

State Scholarship Requirements

To be eligible for consideration for the State Scholarship Programs, the applicant must have completed the following:

- 4 credits of English/language arts
- 3 credits of natural science: biology, chemistry, and physics
- 4 credits of mathematics: algebra I and II, geometry, and one unit of advanced mathematics beyond algebra II, selected from analytic geometry, trigonometry, advanced algebra, probability and statistics, functions or calculus
- 1 credit in U.S. history
- ½ credit in U.S. government
- ½ credit selected from world history, world geography, or international relations
- 1 credit selected from psychology, economics, civics, current issues, sociology, anthropology, and/or race and ethnic group relations
- 2 credits in one foreign language

Prayer

Prayer shall be an integral part of each school day in all elementary and secondary schools of the Archdiocese. It will be the responsibility of the Principal to design and implement a plan for frequent and regular prayer activities for students and faculty/staff.

Attendance Policies and Procedures

Except for emergencies, all appointments should be scheduled outside of school time. These include doctors, dentists, physical therapists, haircuts, job interviews, etc. Student vacations, out-of-town trips, college visitations, etc., should not interfere with the regularly scheduled school days. Students should not be late or leave early in order to dine with friends, relatives, etc. Students are not allowed to leave the building for lunch without being accompanied by a parent, although the school discourages lunches away from school even under those circumstances. Activities such as class discussions, group projects, videos, labs, cooperative learning tasks, and lectures by guest speakers are impossible to “make up.”

Absences

Excused Absence – an absence when a parent and/or guardian has notified the school the day of the absence that the student will be missing school.

Medical Excuse Absence – documentation from a Doctor’s office indicating the student was seen that day in the doctor’s office and missed school.

Unexcused Absence- no notification from the parent and/or guardian informing the school of a student’s absence. **Unexcused absences from school shall be treated as truancies.**

School Related Excused Absence – extracurricular activities, field trips taking place during the school day

1. When a student is absent, a parent or guardian must notify the school on **THE DAY OF THE ABSENCE** by telephone, letter, or in person. If the school is not notified of an absence sometime before the end of the day, the student will not be allowed to attend classes the following day until he/she contacts the parent from the office phone so that the attendance secretary can confirm the absence with the parent/guardian.
2. Students are responsible for contacting teachers for making up work missed during any absence, regardless of the reason for missing school. Students will have 2 class periods from the day the student returns to class for each day of absence to complete work without penalty. Teacher discretion is allowed if the student discusses his/her absence with the teacher and a mutual decision of more time is decided.
3. Due to the true block schedule, **seven absences per class are allowed per semester.** On the eighth absence from a class, both parent excused and unexcused, the student will lose credit for courses.
 - a. If a student has missed only a particular class/classes eight times, he/she will lose credit for only that/those class/classes. (Please note items 4, 5, & 6 under “Tardiness,” p. 25, as it affects the number of absences from any class.)
 - b. Doctor appointments should be scheduled outside of school time. Time missed **WILL count toward the student’s seven absence limit** unless the student presents a written excuse to the attendance clerk following the visit to the doctor. (See “Leaving School,” #2, p. 25.)
 - c. A letter will be sent to parents after a student has reached four absences per class. After the sixth absence, the student will meet with the Dean of Students and a phone call home will be made at this time. On the eighth absence the student and parents will be notified that the student will not receive credit for the class(es) missed eight times.
 - d. Any student and/or parent has the right to appeal for class credit to the Academic Review Board. The Board will meet at the end of each semester for appeal hearings. The student and parent(s) will be required to meet in person with the Academic Review Board and submit reasons and documentation for the absences. Failure to appear and appeal to the Board will result in loss of credit. (The only exception to this rule applies to those students under the direct care of a physician. If this is the case, each absence must be documented by a doctor’s note stating the nature of the illness, as well as the dates of treatment, and informing the school that the student was unable to be in attendance on those dates.)
4. Bereavement and school-related absences will not affect attendance status.
5. Families are asked to use the school calendar to plan accordingly. When an extended absence is anticipated, the family must submit a written request to the principal at least **ONE (1) WEEK IN ADVANCE** for approval. Upon approval, the student must arrange with teachers for make-up work.
6. Students will not have an opportunity to make-up **FINAL** exams missed due to unexcused absences. Exceptions include major medical and bereavement.

7. Students with unexcused absences must serve an after school detention on the day the student returns to school.
8. In order to **PARTICIPATE** in/or **ATTEND** an after school or evening activity, students must attend school on the day of the activity for a minimum of four complete clock hours and may not leave school before the end of the day unless prior approval of the administration is obtained.

Tardiness

1. Students arriving at school after the first-period bell rings, must report to the office for a class admit slip.
2. A maximum of 15 tardies will be allowed each semester. After the 5th tardy, formal correspondence will be sent home, and the student will be assigned a consequence. A detention will be assigned to the student for **EVERY** tardy following the 5th tardy up to the 10th tardy. After the 10th tardy, the student will receive a consequence. After the 15th tardy, a \$5.00 fine will be assessed up to the 15th tardy. After the 15th tardy, a formal parent meeting will be scheduled before any further disciplinary action is taken..
3. If the student arrives after the class is half over, the student will be counted absent from the class.
4. **Tardiness to class may jeopardize the student's academic standing in that class.** Three (3) tardies to one class = a teacher assigned detention; Seven tardies (7) to one class= an office detention.
5. Students arriving tardy to school in the morning will be counted absent from their first hour class if they arrive after the class is half over.
6. Students who arrive at school more than one hour late will be considered truant for the time absent unless they arrive with a note from a parent or unless a parent calls to notify the school about the tardy. This truancy will be handled as explained in "Truancy," # 2, below.

Truancy

1. Bishop Ward shall report any student who is inexcusably absent from all or a significant part of a school day on either three consecutive school days, five school days in a semester, or seven school days in any school year, whichever occurs first. When this occurs, the school shall serve written notice by registered mail on a parent or guardian of a student. Notice shall inform parent or guardian that continued failure of the student to attend school without a valid excuse will result with a report being made to the District Attorney. If the student does not begin attending school or if the parent or guardian does not present an adequate response as determined by the Administration within five days of receipt of formal notification, the matter shall be reported to the District Attorney's Office.
2. Truancy from school (External) – External truancy is the result of a student's failing to report to school or, having arrived at school, leaving the premises without the knowledge and consent of parents. After an external truancy, the student's parent or guardian must make an appointment for a conference with the Dean of Students before the student will be allowed to resume classes.
3. Truancy from class (Internal) – Internal truancy is the result of a student's failing to report to an assigned class or study area without permission from a teacher, supervisor, administrative staff member or counselor. A disciplinary report will be sent home to notify parents of internal truanies. Time needed to be made up is based on the time missed.
4. Students must make-up any work missed during a truancy, **however no credit will be given** for the work. This includes turning in work that was due or taking tests that were given on the day of the truancy. The school may request verification of a student's absence as it deems necessary.

Leaving School

1. Students who have parental permission (written or by telephone) for an early dismissal should pick up a permit before school in the office. Students then check into the office when leaving school and when returning during the school day.
2. Early dismissal permits for dental or medical appointments are issued through the Attendance Office. The student will be counted absent from any classes missed while at the appointment. (See "ABSENCES" #3, p. 24) The school encourages the making of appointments outside of school time.
3. Students who become ill at school will be sent home only after a parent or guardian has been contacted by the school. **FOR THIS REASON, IT IS EXTREMELY IMPORTANT THAT THE SCHOOL HAS BOTH THE CURRENT HOME AND WORK PHONE NUMBERS OF PARENTS OR GUARDIANS.**
4. Students must secure permission from the office/administration to leave the building to go to their car.

Homebound Students

- Students may be placed on homebound status due to disciplinary, physical, prolonged injury or illness, or psychological problems.
- Any physical or psychological problems preventing a student from attending school must be substantiated by a doctor or recognized counseling service.
- A release from a doctor is needed for the student to be able to return to the regular school setting.
- Students who are homebound are responsible for completing the regular class work.

Virtuous Behavior Formation

All Bishop Ward students are expected to observe the regulations of the school, as well as use common sense and concern for others. Certain rules are necessary for any society to function well. Rules are minimal guidelines, and it is presumed the students will exhibit an even greater concern for themselves and others than these rules suggest. The rules and discipline system of Bishop Ward have been written to promote a development of self-discipline and Christian values, encourage positive behavior, provide an orderly and appropriate learning environment for all students, and provide the student an understanding of responsibility for one's actions and their consequences. Failure to abide by the regulations of Bishop Ward will result in sanctions being applied to the student by utilizing the behavior referral system.

Faculty and staff will utilize a Behavior referral form in order to track student behavior. The Behavior Referral form will be used for all behavior on the BWHS Discipline Point System.

Students must be receptive, courteous and respectful to any adult personnel, teacher, staff member, support staff member, coach or administrator within the building, on school grounds or at school-related activities and functions. Students must comply with reasonable requests and act accordingly in a proper manner when addressed by adult school personnel. Failure to comply will be considered insubordination and defiant behavior subject to severe disciplinary action and possible expulsion.

Bishop Ward High School Discipline System

Following the chart on page 25, students who have difficulty observing the regulations of the school, as well as using common sense and showing concern for others, will earn points for each infraction. The levels of consequences range from a warning (Level 1 issues) to Expulsion Hearing process (Level 5 issues).

The Virtuous Behavior Formation Director and the Dean of Students will monitor the points and assign consequences following the guidelines of the system.

Virtus Safe Touch

In response to the USCCB mandate to provide safe environment programs, the Archdiocese of Kansas City in Kansas expects the Virtus program (quoted below) to be used in all Archdiocesan schools and parishes.

The document Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its June 2002 General Meeting and has been authorized for publication by the undersigned.

Msgr. William P. Fay General Secretary, USCCB

ARTICLE 12. Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

Child Protection – Virtus Training for Adults and Volunteers

The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained.

Child Protection – Virtus Training for Students

Catholic Schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught.

Bishop Ward High School Behavior Guide
Students

“Love One Another as I Have Loved You”

Through this model our school expects you as students, to always act with respect, responsibility, compassion, honesty and with fortitude in these various settings. By being proactive you will ensure a safe and comfortable environment in which all your fellow students can learn. Consequently, there are no assumptions as to what students know because you are expected to model the expected behaviors consistently throughout Bishop Ward High School.

	Classroom	Lunchroom	Hallways	Events	Transportation	Mass/Liturgy
Respect	<ul style="list-style-type: none"> † Follow all directions † Be considerate of others † Give care and respect to all † Recognize authority 	<ul style="list-style-type: none"> † Speak politely to staff and peers † Use conversational voice levels † Give care and respect to all † Be considerate of others 	<ul style="list-style-type: none"> † Maintain an appropriate voice level † Use positive language † Keep your hands to yourself 	<ul style="list-style-type: none"> † Give your full attention to presenter † Respect participants and other fans at all events 	<ul style="list-style-type: none"> † Have your ID with you † Speak appropriately to driver and peers 	<ul style="list-style-type: none"> † MASS expectations are followed † Show reverence † Know parts of the Liturgy
Responsibility	<ul style="list-style-type: none"> † Be on time and prepared † Have self-discipline † Be an active learner † Wear your School ID 	<ul style="list-style-type: none"> † Wear your School ID † Clear your table and area of all items † Place all trays in the correct location 	<ul style="list-style-type: none"> † Wear your School ID † Be on time † Take all required materials to class † Be proud of our school and keep it clean 	<ul style="list-style-type: none"> † Wear your School ID † demonstrate a positive spirit † Comply with the facility rules and regulations 	<ul style="list-style-type: none"> † Wear your School ID † Collect all your belongings, including trash † Keep vehicles clean 	<ul style="list-style-type: none"> † Wear your School ID † Sit with your class † Comply with your teachers directions
Compassion	<ul style="list-style-type: none"> † Be forgiving of others † Practice your faith † Respect differences † Encourage/Inspire Others 	<ul style="list-style-type: none"> † Be polite † Share time and space † Be inclusive † Respect differences 	<ul style="list-style-type: none"> † Show appropriate behavior † Respect individual space † Exercise self-control † Assist others in need 	<ul style="list-style-type: none"> † Display sportsmanship † Be positive in all you do † Be a good Host school † Show appreciation † Exercise self-control 	<ul style="list-style-type: none"> † Be respectful † Be inclusive † Clean up after yourself † Comply with expectations † Follow all directions 	<ul style="list-style-type: none"> † Show Reverence † Participate in Mass † Model your Faith
Honesty	<ul style="list-style-type: none"> † Be truthful and trustworthy † Accept responsibility † Show strong character † Know and Understand expectations and Academic integrity 	<ul style="list-style-type: none"> † Be a firm and active witness † Be credible † Be trustworthy † Demonstrate integrity 	<ul style="list-style-type: none"> † Model and inspire others † Be credible † Be trustworthy † Demonstrate integrity 	<ul style="list-style-type: none"> † Show character † comply with rules † Accept decisions † Demonstrate integrity † Be trustworthy 	<ul style="list-style-type: none"> † Be truthful † Accept responsibility † Be trustworthy † Show strong character 	<ul style="list-style-type: none"> † Model † Demonstrate † Witness † Participate
Fortitude	<ul style="list-style-type: none"> † Best effort † Be patient † Act justly † Face obstacles with determination. 	<ul style="list-style-type: none"> † Act justly † Be a good leader † be self-disciplined † Resist temptations 	<ul style="list-style-type: none"> † Be a good leader † Be self-disciplined † Resist temptations † Act justly 	<ul style="list-style-type: none"> † Act morally † Be a firm and active witness † Perform at the highest level and never quit 	<ul style="list-style-type: none"> † Be patient † Be self-disciplined † 	<ul style="list-style-type: none"> † Act Morally † Be patient † Have a personal relationship † Strengthen your Will

Bishop Ward High School Discipline System

<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>LEVEL 3</u>	<u>LEVEL 4</u>	<u>LEVEL 5</u>
WARNING	DETENTION	1-3 DAY SUSPENSION	4+ DAYS SUSPENSION/DISCIPLINARY HEARING	EXPULSION HEARING
Dress code/Grooming violation	Any repeated violation from previous column	Any repeated violation from previous column	Any repeated violation from previous column	Any repeated violation from previous column
Classroom disruption	Profanity	Vandalism	Theft	Drug/alcohol
Sleeping in class	Disrespect for person	Serious disrespect to staff	Serious computer network violation	Weapons
Public display of affection	Disrespect for property	Behavior contrary to the good name of the school	Fighting	Gang Activity
Not following class rules	Hall pass violation	Possession of dangerous materials	Behavior contrary to the good name of the school	Arson/False Evacuation
Lunchroom violation	Academic dishonesty in class	Leaving school without permission	Intimidation, threats, harassment	Malicious
Not sitting w/house	Disruptive behavior – Minor	Serious computer network violation		Vandalism
Food/drink violation	Behavior contrary to the good name of the school			Serious Misconduct/Sexual Harrassment
	Missed Detention			Serious criminal activity
	Electronic device			Recurring insubordination
	Failure to check in/out			Bomb Threat
	Inappropriate behavior			Accumulative point of violation
				Assault/battery of staff/student
				Theft
				Behavior contrary to the good name of the school

Severe Offenses and Penalties result in immediate consequences

The school cannot anticipate all situations and will take action in the absence of a specific rule or punishment to correct the situation in the spirit of these guidelines set forth by the Discipline System.

The following offenses will result in disciplinary action:

- 1) Disrespect – Students are expected to show respect for teachers, members of the school staff, the other students, visitors, and school property.
 - a) Students are not to make remarks or gestures referring in a derogatory manner to another person's race, creed, sex or ethnic origin.
 - b) Students are not to make derogatory statements about another person's personal appearance or intelligence.
- 2) Defiance – Open defiance that may threaten the general discipline of the school and disrupts teaching and learning will not be tolerated.
- 3) Cell phone usage – Using cell phones during class is not allowed. **Cell phones taken to class will be collected at the beginning of class and returned at the end of class.** Students who violate this rule will have their cell phone confiscated. The cell phone will be kept overnight. Parents have the option of picking the phone up personally from the Dean of Students or the school's SRO. Detentions will be assigned if cell-phones are consistently/chronically being confiscated. A \$5.00 fine will be assessed when a cell-phone and/or any electronic device is confiscated in the building. The fine must be paid promptly or the amount will be shown as an outstanding obligation.
- 4) Smoking/Chewing Tobacco/Tobacco Substitute – Students are not permitted to use or have in their possession tobacco products or substitutes in school, in the vicinity of the school, or at school functions. The first offense results in a \$20.00 fine. The second offense results in a \$35.00 fine and a parental conference. The third offense results in automatic suspension, a \$50.00 fine, and a Discipline Board hearing.
- 5) Destruction of School Property – Gang signs/graffiti, defacement or abuse of school property, vandalism, or stealing will subject students to severe penalties. Students will be subject to a Discipline Board hearing. Students may be subject to pay for repair of damage.
- 6) Serious Misconduct – Exploding of fireworks, causing a false alarm, carrying or using weapons, committing arson, and fighting on school premises or at school functions will be considered acts of serious misconduct. Students will be subject to a Discipline Board hearing.
- 7) Computer – Unauthorized tampering with computer hardware or software will not be tolerated.
- 8) Misuse of the Internet (See "Internet Use" below) will result in a Discipline Board hearing.
- 9) Acts Outside of School – Students whose misbehavior outside of school may reasonably be shown to interfere with school work, impair discipline, or bring the good name and reputation of Bishop Ward, its officials, or staff into disrepute is subject to punitive or prohibitory action by the school officials. Any action by a student outside of school that brings criminal charges will be subject to a discipline review board hearing and may result in expulsion.
- 10) Public Displays of Affection – Students shall demonstrate respect for themselves and others throughout the day. Overly affectionate behavior (e.g. kissing, embracing, explicit or inappropriate actions) is unacceptable and will be corrected and addressed with the administration.
- 11) Fighting – Students who are clearly the aggressor in a fight or who show aggressive behavior will be dealt with more harshly than students who take a non-aggressive stance or are defending themselves in such a conflict. Students deemed the aggressor will be suspended out-of-school for three (3) days. Non-aggressive students will be suspended for 1-2 days out-of-school. If deciding factor(s) in a conflict cannot be determined, both students will receive the more severe consequence(s).
- 12) Gang-Interest, Portrayal, Related and/or Known Involvement – Any student that acts, claims, maintains, has interest in, postures, portrays and/or is directly involved with any type of "gang-like" actions, attitudes and/or behaviors will be suspended from school and a Disciplinary Review scheduled and an EXPULSION hearing set. Such actions and/or portrayals include but are not limited to; written text, graffiti, conversations, posturing, recruiting, passing on factual information, criminal involvement, signs, symbols, dress and/or any action that resembles, portrays or glamorizes a "gang-like" appearance will not be tolerated.

Detentions

1. Detention is a 60-minute period held for disciplinary reasons. It is held immediately after school, Monday through Thursday or before school starting at 6:50 a.m. Students must bring study or reading materials and be in school uniform. For afternoon detention, students must report by ten (10) minutes after that day's dismissal.
2. A DETENTION HAS PRIORITY OVER ANY OTHER SCHOOL ACTIVITY. Students do not have the option to choose their detention dates. Students are required to complete a detention on the date assigned unless prior approval to change dates has been obtained from the Dean of Students. A student who skips a scheduled detention will receive an additional detention. Three skipped detentions will result in a disciplinary report and a conference with the parents, student, and Dean of Students before the student will be allowed to attend class. If a student should have six skipped detentions, he/she will go before the Disciplinary Board.
3. Individual teachers may assign daily detentions on their own if individual classroom rules are comprised or are broken by an individual student. Classroom detentions take priority over any other school activity and must be completed when assigned.

Out-of-School Suspension

Per Kansas State Statute KSA 72-89b01, a short term Out-of-School Suspension (OSS) from one (1) to the extent of ten (10) days may be imposed upon a student for violation of school policies and procedures. A Disciplinary Board Hearing will be scheduled within 48 hours of the imposed suspension with the hearing being held no later than five days from the start of the suspension.

Discipline Board

The membership of the Discipline Board consists of the Dean of Students, one administrative representative, and two faculty members appointed by the administration. Cases are referred to the Discipline Board by the Dean of Students. The following violations will be referred to the Discipline Board:

- Serious or Chronic violations as stated on Referral Form;
- Repeated minor disciplinary infractions;
- Vandalism, i.e. graffiti, defacing school property, etc.
- Unauthorized tampering with computer hardware or software including, but not limited to copying of copyrighted material;
- Changing system setups, defaults, etc.; introduction of unauthorized programs to the system hardware or memory; misuse of the Internet;
- Arson;
- Theft;
- Fighting;
(Any intentional physical confrontation (hands-on, body contact) or struggle with intent of malice, violence, show of physical force to overcome or intimidate another individual)
- Verbal or physical intimidation of or threats toward another student;
- Drug/alcohol offense;
- Weapon on school property or at school-related activities;
- Causing a false alarm;
- Use and/or possession of fireworks on school property;
- Open defiance of school authority in action or words;
- Skipped detentions;
- Disruption or inappropriate behavior during any school assembly or Mass;
- Failure to follow guidelines of school dances;
- Other serious violations on or off school property which jeopardize the good name of Bishop Ward High School or actions that result in criminal charges;
- Failure to comply with disciplinary probation;
- Serious misconduct.
- Violation of the Archdiocesan Anti-bullying Policy
- Student reaching 15 points on the discipline point system for the second time in an academic year.

Sanctions imposed for a probationary violation include notification of parents in writing and suspension from school until a meeting of the student and parents with the Discipline Board is held. The Discipline Board will conduct a hearing on the future status of the student in question. The hearing may result in readmission of the student under a probationary contract, suspension of the student, or permanent expulsion of the student.

Appeal Process

An appeal may be made when a student or parent believes there has been a violation of procedure when coming to a decision in regard to the student. The appeal should first be made (by the student or one of the student's parents/guardians) to the school's principal. The principal may choose to do one of the following:

1. Adopt the decision of the school's Discipline Board or deny the appeal.
2. Return the matter to the school's Discipline Board for further review because a procedure was not followed or new information became available.
3. Take any other action deemed appropriate.

Upon hearing the decision of the principal, if the student or parent(s) still feels procedure has been violated, further appeal may be made in writing to the Appeal Panel of the Archdiocesan Commission on Schools. The principal will then file a complete report to the Appeal Panel for procedural review. No appeal involving a secondary school shall be heard by the Appeal Panel unless it was first presented to the school principal for review.

Emergency Safety Interventions

The Archdiocese of KC in KS is committed to serving students with a variety of needs. Regardless of identified student needs, any student at some point in time could manifest problem behaviors. Creating a safe and faith filled environment for all our students is our primary concern. The implementation best practices, prevention and de-escalation strategies, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where the student's actions may present an immediate potential for causing harm to person or property. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Effective April 19, 2013, Kansas law requires that any learning environment, including non-public schools, put into place policies and procedures for the use of Emergency Safety Interventions for all students. The only time the use of seclusion or physical restraint is permitted in the Archdiocesan Schools is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed.

Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is **PROHIBITED**. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is **PROHIBITED** in the Archdiocesan Schools.

In order to use physical restraint (standing or seated) with a student, a school employee should be trained to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Safe Crisis Management (SCM) program. Karen Kroh, Associate Superintendent of Student Services, is a certified trainer ins SCM and is available to train school employees as requested by the principal.

Physical restraint does not include physical escort (temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out, for the purpose of inducing the student to walk to a safe location).

Seclusion, when used with a student, means ALL of the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the students will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless supervised by a school employee at all times.

Time-out is not seclusion. Time out is defined in the regulations as a behavior intervention in which the student is temporarily removed from a learning activity without being confined.

In-school suspension is not seclusion. In-school suspension does not involve the student being isolated from adults and peers and thus does not meet the definition of seclusion.

In the event a parent is concerned about the use of implementation of Emergency Safety Interventions on their child, the parent has the right to file a formal complaint with the principal, pastor or school president. Upon receipt of a complaint, the principal or president will schedule a hearing.

Internet Usage Policy

The following section outlines the parameters for Acceptable Use of Technological Resources in Catholic Schools in the Archdiocese. These are per Policy #9340.1 of the Archdiocesan Catholic School Policies.

The following guidelines are to be followed by all schools of the Archdiocese of Kansas City in Kansas.

A school's technological resources are provided for use by students, faculty, staff and other authorized users of the School. All users are responsible for using these resources in an ethical, moral and lawful manner.

The following guidelines outline the use of School technological resources:

1. The technological resources of the School are the property of the School. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked by the Superintendent of Schools, or the President or Principal of the School or designee without prior notice.
2. **Privacy is not guaranteed.** Users are not guaranteed privacy in any communication utilizing School technological resources.
3. No student of the School may use another's computer ID or password, without permission. Students must not access another's computer account, files or other work.
4. The School is not responsible for damages to any party arising from the use of any School technological resource.
5. All student access to the Internet is subject to the School's scheduling requirements governing computer equipment. Scheduling may change without prior notice to serve the needs of the School.
6. Usage of the Internet and School network for unacceptable, non-School approved purposes is prohibited.
7. The School, non-school and personal technology resources or devices may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays used to harass or intimidate are prohibited.
8. The School's technology resources or devices may not be used to advance or endorse any candidate for elective public office.
9. The School's, non-school's and personal technology resources or devices are to be used for school purposes and not for the promotion of non-School matters or self-promotion.
10. An individual's computer privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines.
11. It is the responsibility of all students and employees of the School to become familiar with these guidelines. It is the responsibility of all employees to report violations of these guidelines to the appropriate School authority.

Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers other school employees and students are expected to be a witness to the faith by conducting themselves at all times, **in and out of school**, in a manner consistent with the teachings of the Catholic Church. **This applies to school, non-school, and personal technological resources. Because such electronic communication is not considered private, schools may become aware of content related to non-school electronic communication. If this occurs, schools reserve the right to address any inappropriate content.**

Drug/Alcohol Policy

Bishop Ward's primary objective is to provide a caring environment in which all students feel both safe and cared for. Should school personnel have reason to suspect drug or alcohol use by any student of the school, the Counseling Office will contact the family in an effort to provide insight and support. The Counseling Office has contact names and phone numbers of a variety of agencies that provide testing for substance use, as well as counseling. Bishop Ward wishes to partner with parents to help our young people. This help may be given free of disciplinary action if the substance use is occurring outside of school or school activities. However, should a student use, sell, or buy narcotics or alcohol at or before school or a school event, disciplinary action must be taken.

Bishop Ward High School does not allow possession, use, consumption, sale or transfer of drugs, narcotics, alcoholic or cereal malt beverages, or drug paraphernalia on school property or at school functions or prior to attending school functions. Such behavior is a serious violation of school policy, and violators will be subject to probation, suspension, or expulsion from the school on the first offense.

Students judged to have consumed alcohol or restricted substances prior to or while attending a school function will be detained and parents will be notified. Students will be considered “under the influence” if it is detectable in any way or observable in their behavior.

If any alcoholic or cereal malt beverage, drugs, drug paraphernalia, or narcotics are discovered in an automobile on school property, in the vicinity of the school, or at a school-approved function and an individual possession cannot be determined, each occupant of such automobile will be considered to be in possession of the substance and in violation of this policy.

Any alcoholic or cereal malt beverage, drugs, drug paraphernalia, or narcotics found in a student locker will be considered the possession of all students who use the locker unless individual possession can be determined.

Bishop Ward High School reserves the right to ask any student to comply with a witnessed alcohol test or urine screen within 24 hours if the school administration decides that there is a reasonable cause to do so. All violations of the drug/alcohol policy will result in a Discipline Board hearing. Consequences of such a hearing may vary and may result in dismissal from Bishop Ward High School.

Theft

1. Any student who has in his or her possession, without permission, any articles, equipment, or materials that are the property of Bishop Ward High School or any member of the school’s staff, or any other student, will be subject to suspension and/or expulsion.
2. Any student who is guilty of deliberately misusing, defacing, or otherwise mishandling any school property or equipment shall be liable for the repair and/or replacement of such properties and subject also to suspension and/or expulsion.
3. Any student who violates the privacy of the teacher’s desk, files, grade book, test papers, keys, etc., shall be subject to suspension and/or expulsion.
4. Any student who enters the building without permission and without supervision outside of school hours will be considered as trespassing and subject to legal and/or disciplinary action.

Weapons Possession

Any student possessing a weapon* and/or replica of a weapon on school property or at a school-sponsored activity -may be expelled for not less than one calendar year. The student will also be reported to the proper law enforcement agency.

* “Weapon” is defined as: a gun, or any device which can expel a projectile by the action of an explosive; any explosive, incendiary, or poison gas; bomb; grenade; knife; taser; throwing star; any bludgeon; metal knuckles; any other object that can be defined by law, from time to time, as a weapon including a replica of such a weapon.

Harassment Policy

Harassment (sexual or otherwise) of any student and/or employee by any other student and/or employee will not be tolerated. Bishop Ward High School condemns any such harassment inside or outside of the building.

Harassment is defined as a pattern of comments and/or conduct which is intimidating, hostile or offensive to any person because of race, color, religion, sex, age, national origin, and/or disability. Students who believe they are victims of harassment are encouraged to report the facts to a teacher, counselor, or administrator in order that the school or law enforcement might investigate and take corrective action where appropriate.

Students that exhibit bullying behavior or when there are incidents that interfere with positive relationships students may be required to enter into a behavior contract or PEER Mediation management plans. Parents will be notified.

Archdiocesan Anti-bullying Policy

Bishop Ward Catholic High School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

Definition: “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act: physically harms a student or damages the student’s property; has the effect of substantially interfering with a student’s education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. False reports of or retaliation for reporting harassment, intimidation or bullying also constitutes violations of this policy.

Prevention

1. Bishop Ward High School will communicate with all students, employees, volunteers, and patrons that bullying behaviors will not be tolerated.
2. Bully prevention lessons will be taught regularly through counseling and classroom activities.
3. School rules are posted, and students/parents will sign a behavior contract.
4. Religion classes will support the teachings of Jesus and Christ-like behaviors.

Procedures

1. Report of incident is made to a trusted adult.
2. The incident is reviewed, and appropriate measures are taken to correct the situation.
3. Reconciliation of students is the goal.
4. Each incident will be monitored to ensure repeat offenses do not occur.
5. If such incident reoccurs, measures taken are at the discretion of the school's disciplinary committee and/or principal.

Parenthood Policy

Even with the care and guidance of the Catholic family and school community, it may happen that a student becomes pregnant. At such a time, the school has a dual responsibility toward both the good of the student and the common good of the school. First, the common good requires that Bishop Ward continue to teach the value of chastity and to oppose anything that would encourage premarital teenage sexual activity. Bishop Ward also promotes a respect for all life, especially that of the unborn, and stands strongly against abortion. In considering the good of the student(s) involved, we follow the leadership and directives of the Catholic Church which urges us, as an education and faith community, to provide an environment where a pregnant teenager can find support, compassion, and forgiveness. We further hope to offer teenagers who, unfortunately, have already experienced an abortion, a spirit of reconciliation.

Therefore, we will not automatically expel such teenagers from the school community. Bishop Ward supports the pregnant student or student father and seeks to offer support to carry the pregnancy to term. There is no attempt to discipline the student(s) for the purpose of punishing a moral offense. This is an issue between the students, their priest-confessors, and God. Care will be taken that there is no discrimination in the manner in which young men and young women are considered in this issue. There is no encouragement for students involved in a pregnancy to marry.

Nevertheless, they are expected to assume the responsibilities inherent with the act of bringing a new human life into the world. This implies a change in their priorities. The pregnant girl should be caring for herself as a mother-to-be. The father-to-be should respond in a stance of support for the mother and the child. This involvement in the procreative process may require dropping out of some extracurricular activities. Each case of student pregnancy presents the possibility of unique circumstances which require specific interpretation. The school administrators, chaplain and pastoral leader are responsible for making such interpretation and/or decision.

Dress and Grooming Guidelines

The uniform as outlined below must be worn daily throughout the school day. The uniform policy is in affect while the student is in the building, both during and outside school hours. All uniform clothing is available for purchase at the school's spirit shop or through Lands End. Parents will be assisted by the spirit shop staff on how to place special orders for uniform clothing as needed.

General Rules of Dress

Extremes in dress and hairstyles will NOT be allowed. Uniform skirts, slacks, shorts and shirts are to be worn as designed. Noticeable or distracting uniform apparel will not be tolerated. **Cargo slacks or shorts and joggers are not allowed.**

Shirts for Girls & Boys

Both boys and girls must wear the black uniform polos with the school crest that must be purchased from the Cyclone Shop or purchased from Lands End. Only plain white, grey or black undershirts can be worn under the uniform polos.

Cold Weather Clothing

The administration will be responsible for setting clothing standards with the assistance of coaches and sponsors that will address these circumstances.

Girls' Shorts

Girls are NOT permitted to wear shorts, except during gym or hidden underneath skirts.

Girls' Slacks

Only BWHS logoed khaki dress slacks are permitted. Uniform pants need to be purchased through Land's End.

Girls' Skirts

Girls may wear the red, black and white plaid skirt available through Lands End and at Bishop Ward. Skirts must be hemmed no higher than 3 inches above the knee.

Boys' Shorts

Only khaki dress shorts are acceptable. Shorts must be hemmed at knee length. Boys may wear shorts during August, September, and May. **Cargo shorts are not allowed.**

Boys' Slacks

Only BWHS logoed khaki dress slacks are permitted. Uniform pants need to be purchased through Land's End. **Khaki denim pants, cargo slacks or shorts and joggers are not allowed.**

Uniform Violation Policy

1st hour teachers will perform uniform checks daily. In addition, all teachers and staff will monitor uniform dress throughout the rest of the school day.

- Girl's Skirts: Girls who have a skirt that is hemmed shorter than 3 inches from the knee will need to wear provided leg covering until the hem of the school is corrected.
- Slacks: Students may be sent home to change. Students must contact a parent to get permission to go home and change. In the case of a non-driving student a change of clothing must be brought to school.
- Other uniform violations: The school administration will be the final judge on appropriate dress. Students may be sent home to change if necessary. Students must contact a parent to get permission to go home and change. In the case of a non-driving student a change of clothing must be brought to school.
- In a case where parents cannot be notified for the need to correct dress, a student could remain in ISS until the dress is corrected. Time missed from class in correcting uniform violations could jeopardize credit for work missed.
- Chronic Uniform Violators: If a student is deemed as a chronic uniform violator the student WILL NOT be allowed to participate in any "incentive dress down days" while the student remains on the chronic uniform violators listing. Students and parents will be given notification when a student is added to this listing. Each student will be monitored for change in behavior and the violator listing will be adjusted accordingly.

General Grooming Guidelines:

The following guidelines apply to all school activities.

Shirts: All students must tuck shirts in so waistband of pants is visible. Plain solid white or black t-shirts may be worn under them. Undershirts may not hang out below the bottom of the uniform shirt or sweater.

Shoes: Shoes must be worn at all times. Shoes with hard soles are recommended. The following shoes are NOT permitted: crocs, plastic flip flops, soleless moccasins, swim shoes, house slippers, open backed shoes/sandals or combat boots that lace up past the ankle.

Socks/tights: Socks, hose or tights are recommended for daily school wear and should be worn when applicable/necessary when sanitary or safety concerns present themselves.

Slacks/Belt: Slacks must have a snap/button and front zipper. They must be worn at the waist. No labels are permitted. Slacks with a belt loop must be worn with a belt. If students do not have a belt to wear and/or SLACKS SAG FROM THE WAIST (even with a belt) then **the School Resource Officer or a school administrator will provide a measure/means to insure that Slacks REMAIN at the waist.** Belts must be a traditional belt with a buckle. Belts cannot have any writing or print material on them. Belts must be tucked in behind the belt loops and CANNOT hang from the waist or hip.

Hats: Hats, scarves, bandanas, and do-rags worn on the head are NOT allowed.

Outerwear: Jackets, coats, sweater and sweatshirts other than the allowed uniform version are NOT to be brought to or worn in the classroom.

Hair: Student hair should be neat, clean and of a natural color. Boys' hair must clear the eyebrow and collar. Boys may NOT wear their hair in braids, buns, or ponytails. Sideburns should not extend below the earlobe. The face must be clean-shaven; mustaches and beards are prohibited. Continuous neglect to person and/or dress in respect to the grooming code, such as wearing absurd costumes, apparel, or insignias, hair styles (flow-hawks, ducktails, designs, arrows, lines, uneven patches of hair, bleached or dyed hair), cosmetic applications, etc., which draw to themselves, such attention as to be disruptive of school operations and general decorum, are NOT permitted.

Shaving: Boys will be advised of acceptable personal grooming stands in regard to shaving. If a student consistently displays poor grooming habits then the student will be required to shave (a \$1 razor charge will be assessed) at school or will be sent home (with parent notification) to correct his appearance.

Earrings: Boys are NOT allowed to wear any type of earrings at school and/or at any school related activities (on-site or away). Girls are only allowed to wear earrings. Nose piercings are not allowed for boys and girls. Unacceptable piercings cannot be covered by a Band-Aid or any other method of concealment. The student will be required to remove the piercing. Any student who has an unapproved piercing will be assigned a detention and could be prevented from participating in any extracurricular activities until the issue is resolved. Discretion in the terms of the resolution of the piercing is left up to the Dean of Students.

Tattoos/Piercings: No tattoos, markings or body piercing of the skin are allowed. Unacceptable piercings cannot be covered by a Band-Aid or any other method of concealment. The student will be required to remove the piercing.

Dress Down/Dress Up Days

The following guidelines must be followed on dress down and dress up days: no ripped jeans or other inappropriate clothing are allowed; slacks/pants must be hemmed; shorts and skirts must be of appropriate length (no shorter than 3 inches above the knee); clothing which advertises or alludes to drugs, alcohol, tobacco, or inappropriate activities or language will NOT be allowed; girls' shirts may NOT reveal bare midriffs and must be modest in nature, **girls are not permitted to wear yoga style pants, tight/form fitting leggings or shorts.**

BOXER SHORTS, UNDERGARMENTS, OR OTHER APPAREL SUCH AS PAJAMA TOPS OR BOTTOMS, JEANS WITH HOLES, SPANDEX PANTS, LEGGINGS, SHIRTS/BLOUSES THAT SHOW MIDSECTION, CROP TOPS, OR ALCOHOL/TOBACCO ADVERTISEMENTS ARE NOT ACCEPTABLE.

Building and Grounds Regulations

Assemblies

1. Quiet, courteous attention is expected from students during the assembly period.
2. The content of the assemblies is the responsibility of the sponsor of the group hosting the assembly and should be cleared with the administration.

Book Bags, Backpacks

Book bags, backpacks, and purses will not be allowed in the classroom, lunchroom, etc. They are to remain in the locker during the day. Bishop Ward is not responsible for any lost or stolen personal items.

Building Hours (7:00 AM – 4:30PM)

The school building is open from 7:00 AM – 4:30 PM. Due to liability considerations, student should NOT arrive at school before 7:00 AM; and all students should exit the building one-half hour after dismissal unless they are participating in an activity that is supervised by a coach or teacher. Parents are responsible for making arrangements for their student(s) to arrive and depart from school within these arrival and departure time frames.

Food Services and Guidelines

Bishop Ward High School will offer breakfast and lunch programs. Bishop Ward participates in the federally sponsored Child Nutrition Program. This program is designed to assist school systems in providing nutritious lunches to all students at reasonable prices and free and reduced breakfast and lunches to those students who meet the program income guidelines. Application forms for free and reduced lunches are mailed annually to all families. All applications are to be returned to the school's designated food program application review officer. The information provided on the application is held in strictest confidence.

Bishop Ward High School operates a **CLOSED LUNCH** program. Students are not permitted to leave the school campus during lunch. Students who do leave campus will be considered truant and will be referred to the Dean of Students for disciplinary action.

Foods and soft drinks from restaurants such as McDonald's, Taco Bell, Pizza Hut etc. are not to be ordered or brought in by students, parents or guardians. Students who forget lunch/money may have a parent/guardian leave lunch money or a traditional sack lunch in the front office.

Note Well: The foods mentioned above will not be accepted and/or left in the front office.

Cafeteria Behavior

1. Students are expected to display good behavior in the cafeteria. Running, line cutting, throwing objects, group yells, or failing to clear the table is NOT considered acceptable behavior.
2. Upon finishing lunch, students are expected to deposit waste in barrels, to bring trays to the return window, and to help clean the lunch tables.
3. All students must report to the cafeteria during their assigned lunch period.
4. NO food or drink is to be taken outside of the cafeteria.
5. Students are NOT to leave the lunch area until the bell rings for dismissal.
6. Students are NOT allowed to have lunch from a food establishment delivered to them.

Care of Buildings and Grounds

All areas of the building should be kept clean and free of trash. Waste materials, especially paper, should be placed in the containers provided for that purpose.

Counseling Office

1. All students are assigned to a guidance counselor.
2. Students wishing to make an appointment with the counselor should see their counselor BEFORE SCHOOL or AFTER SCHOOL and receive an appointment slip.
3. Students MUST secure permission from teachers when a class will be missed. Counselors from outside the school must follow the above appointment procedures.
4. All materials received from college or scholarship agencies are to be brought to the guidance counselor first, even if another person's signature (e.g. principal) is required.

5. All job openings are referred to the Counseling Office. Students seeking a job should confer with their counselor. They are advised to watch the bulletin board for announcements.

Electronic Devices

-Students are able to have access to their cellular phones/electronic devices during passing periods and lunch (Phone calls are not permitted). Cellular phones taken to class will be collected by the teacher at the beginning of class and returned to each student at the end of class. Electronic devices can be used as an educational tool with teacher permission. Devices can be confiscated by an adult and given to the Dean of Students. Students must see the Dean of Students concerning any confiscated personal property.

Faculty Areas

Students are NOT allowed to enter the faculty workrooms.

Field Trips

In order to participate in school-sponsored field trips, students must be in good academic and disciplinary standing. Students who are on the academic ineligibility list will not be allowed to attend class field trips in which the student would miss other classes. In most cases, any teacher has the right to deny permission for a student to attend a field trip for another class if the student has missed that teacher's class too often or if the student is struggling in that teacher's class. A request for participation form signed by the parent must be on file in the office for each school-sponsored field trip. No field trips will be allowed during the month of May.

Fire and Tornado Drills

Each year fire and tornado drill procedures are posted in each classroom and conducted in an orderly fashion.

Food/Drinks and Gum

Students are allowed to have a clear water bottle with them in the classrooms. Students are not allowed to eat in the hallways or by the lockers. Students are not allowed to have gum in the building.

Archdiocesan Guidelines for School Fundraising

Fundraising activities/events should be in keeping with the doctrine of the Catholic Church and accepted legal practices. Activities that require students to solicit from strangers are not appropriate. Approval of President (Secondary schools), the Principal and/or Pastor/Board chair (in the case of single parish elementary and consolidated elementary schools) must be obtained before fundraising activities are conducted and before any monies generated from fund-raising efforts are dispersed.

Funds should be maintained in an approved school account, under the control of the school President or Principal. At the end of the fiscal year, any funds in excess of an amount predetermined by the President (in the case of secondary schools), Principal/Pastor/Board chair (in the case of parish elementary or consolidated schools) should be deposited into the school's general fund. An independent review of finances with regard to fund-raising shall be conducted annually by an independent reviewer with the appropriate expertise.

Hall Passes and Traffic

1. Students are expected to proceed through the hallways at a normal walking pace.
2. Hall Passes will be utilized to identify students that HAVE permission to be out of class or in the hallways during each class.
3. Students in the hallway during class time MUST have a hall pass. Students not in class and in the hall without the proper hall pass will be assigned a detention.

Library

Books may be checked out of the school library for a three-week period. Magazines may be checked out for two weeks. Reference books and vertical file materials may be checked out overnight. A fine of five cents per day will be charged when books and magazines are not returned on the due date. If reference materials are not returned before school, a fine of one dollar per day will be charged.

When books are lost, the student must pay for the cost of the book plus a processing fee of \$5. When magazines are lost, a fine of \$5 per magazine will be charged.

Lockers

1. Students are required to use and to lock their school assigned locker.
2. Students are not to share lockers.
3. Purposeful defacing of lockers is punishable by fine or other means depending upon the nature of the damage.

4. Students decorating lockers for birthdays are to confine signs to the student's locker and hang them with masking tape. No balloons should be part of the decorating and signs should be in good taste reflecting the spirit of the school.
5. The school is not responsible for lost or stolen materials. Students are encouraged not to bring valuable items to school.
6. The school has the right to search student lockers and their contents.
7. For any problems with lockers, contact the front office.

Medication Policy

ALL MEDICATIONS ARE TO BE BROUGHT TO THE HEALTH OFFICE AND STORED THERE. The school personnel are not authorized to practice medicine by administering medication, treatments, or diagnosis. Medications are to be given only on the advice of a physician. If medication is taken on a regular basis, the medication must be labeled with the original prescription directions. Students will not be allowed to carry with them any medication (prescription or nonprescription) during the school day or to have medication in their lockers.

Parking

The parking lot in the rear of the building and the front drive are reserved for faculty and staff. All students driving to school are required to register their auto make and license number in the office. **Parking permits need to be purchased for parking on school grounds. Parking permits need to be displayed on the rear view mirror of each vehicle parked in the school lots.** Students who park in restricted areas will be asked to move their vehicle. School regulations and policies apply to any parking area near the school campus. Student vehicles may be subject to search if there is a suspicion that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.

Personal Safety

For safety reasons, students will generally not be allowed to leave the school building during the day to get items from their cars. Students need to be prepared for school each day. Any books, supplies, gym clothes, lunches, etc., need to be brought into the school building in the morning. In emergency situations, students must request permission from the Attendance/Front Office to go to their cars and must check back in with the Attendance/Front Office upon returning from their car.

Phones

During the day, the phone in the Attendance Office may be used for contact with parents or place of work only. School-related phone calls may be made in the front office during passing periods and during lunch. Teachers will not allow students to leave class in order to use the phone.

Posters

All posters must be approved by the administration before they can be posted.

Skip Days

The school does not condone or approve of such days. Any student who chooses to skip school is truant. (See "Truancy," p. 21.)

BWHS Crisis Response Plan

Adopted July 2013

The BWHS Administration has created an updated Crisis Response Plan to meet the needs of our students, faculty and staff in the event of any emergency.

The BWHS Crisis Team is composed of the school president, principal, assistant principal, dean of students, network administrator, and school resource officer.

The following are the three main areas of the plan:

- Prevention
- Crisis Response
- After-Care

Prevention:

BWHS has enacted new policies and procedures and strengthened existing ones in order to help lessen the impact of any emergency that might take place at our school. For example:

- All doors are locked during school hours
- There are signs instructing all visitors to go to the front door and to check in the front office for a visitor's badge
- There are signs on all doors prohibiting the possession of firearms
- Visitors have to be let in the front door only after identifying themselves and their reason for visiting the school
- Outside cameras are installed around the school
- KCKPD School Resource Officer is at BWHS every school day
- Extra-curricular events on campus have security on site
- Scheduled monthly fire drills
- Scheduled monthly tornado drills
- Scheduled semi-annual intruder drills
- Annual training review with faculty and staff on controlling access to building
- Annual training review with students on controlling access to building

Crisis Response:

- In the event of an emergency at BWHS –
- First responders will be notified immediately
- The BWHS Crisis Response Team will meet in the principal's office
- Students either stay in their classroom (lockdown) or evacuate to an announced location for shelter and safety (instructions provided on the intercom)
- Network Administrator organizes internal (faculty, staff and students) and external (parents) communications
- Media only allowed in building with permission of the school president. If invited, the media goes to Conference Room
- Archbishop, Superintendent, Board Chair contacted by school president/principal
- Catholic Charities counselor contacted for support
- Parents may pick up students at Front Office, unless otherwise instructed

Intruder (with intent to do harm):

Any member of the BWHS Crisis Team is authorized to call first responders for help.

Regarding an intruder in the building, BWHS will follow the Standard Response Protocol (SRP) and use it when communicating with first responders.

Lockout: Secure the Perimeter

This is called when there is a threat or hazard outside of the school building.

Lockdown: Locks, Lights, Out of Sight

This is called when there is a threat or hazard inside the school building

Evacuate: To the Announced Location

This is called to move students and staff from one location to another

Donnelly College has been designated as the primary evacuation site for BWHS

Shelter: Using the Announced Type and Method

This is called when the need for personal protection is necessary

BWHS will follow the advice received at the Archdiocese Safety Seminar and Training Session¹ where all students, faculty and staff will be trained to respond aggressively to any intruder who enters a classroom or space in the school with the intent to inflict harm. Each classroom is equipped with a fire extinguisher and 10 feet of rope to help defend a classroom from an intruder.

Teachers are trained and encouraged to manage the number and location of all their students at all times.

¹ Thursday, Feb. 7th, 2013, St. Joseph Parish Hall, Leavenworth, KS.

Athletic and Extracurricular Rules and Regulations

NOTE: These rules, regulations, penalties and procedures apply to all students who participate in any extracurricular activities and may apply in addition to other policies, guidelines, and penalties that may be presented under any other applicable section of this handbook.

Scholastics

1. Student eligibility for extracurricular activities will be determined from quarter grades and from mid-quarter grades. Names of those students who are ineligible will be placed on a list.
2. Students with two or more failing grades at the mid-quarter progress report, end of a quarter, or two failing grades at the end of a semester will be declared ineligible until the next grade check.. (See #5 below for policy regarding more than two failing grades at the end of a semester.)
3. A class that has been dropped as Withdrawn-Failing (WF) is counted as a failure for eligibility purposes until the end of the semester. An Incomplete (I) counts as a failure until it is converted to a passing grade.
4. Eligibility for fall activities is determined by the previous semester's grades. Correspondence courses and summer classes will not be accepted for the purpose of regaining eligibility.
5. Students who have not passed at least six new (not previously taken) classes at the end of a semester will be ineligible for the next semester in accordance with the KSHSAA rules.
6. A student must be in school for a minimum of four hours and may not leave school before the end of the day without prior approval from the administration in order to be eligible to compete in interscholastic or extracurricular events or participate in practice that day.

General Rules

*NOTE: The specific rules, policies and penalties, contained in this section are supplemental to those stated in other sections of this handbook. For example, all policies and penalties under the section *STUDENT BEHAVIOR*, p. 41-42, would also pertain when applicable.*

1. Use or possession of tobacco products in school or at school functions will result in a player or member not being allowed to participate in the next athletic contest or performance. Each coach or sponsor will determine whether a member will attend practice. The coach or sponsor may choose to dismiss the member from the team or organization.
2. The use or possession of alcohol or drugs in school or at school functions during the season will result in suspension and/or dismissal from the team or organization.
3. The sale or distribution of illegal drugs including anabolic steroids will result in dismissal from the team, suspension from school, and a Discipline Board hearing.
4. A member who displays unsportsmanlike behavior or actions during athletic contests or other extracurricular events may be removed for the remainder of that contest or event. In addition, depending on the seriousness of the offense, a meeting may be held with the coach, sponsors, and/or Activities Director to determine whether or not the student will be allowed to continue participating in the activity.
5. Theft or property destruction may result in a student being dismissed from the team or organization. The Activities Director and the coach or sponsor will review the case and recommend action to be taken.
6. Fighting in school or at school functions will result in the member not being allowed to participate in the next athletic contest or extracurricular event if suspended from school. Each coach or sponsor will determine whether a member will attend practice. The coach or sponsor may choose to dismiss the member from the team or organization.
7. A squad member who quits or is dismissed from a team for disciplinary reasons will not be allowed to tryout or practice for another sport until that sport season is completed.
8. A squad member may go out for a second sport or activity in the same season at the discretion of the Activities Director and head coaches involved.
9. Students who choose to try out for a team or organization after the season is over one month old will be allowed to do so only at the discretion of the Activities Director and head coach or sponsor.
10. Students may not engage in **outside competition** in the same sport during a season in which they are representing their school. **Rule 22** of the KSHSAA Eligibility Guidelines.

Attendance and Excuses for Tournaments and Similar Activities

Schools and the educational tasks given them are more important today than ever. The work to be done in the limited time available makes it vital that there be no unnecessary disruption of the school year. In due consideration of this fact, the following regarding student dismissal to attend tournaments and similar activity events will be observed:

1. Only students directly participating in the event as players or student managers will be excused from classes. Students who are ineligible to play may not be dismissed early to attend a match with their team.
2. Cheerleaders, pep bands, and various pep club or cheering groups will not be excused prior to the close of the regular school day.
3. The school may arrange for student transportation by bus after the close of the school day. Buses will return to the home school after the last game on each day whenever such buses are arranged. No student riding a school-authorized bus will be permitted to remain out of town overnight. Every student riding to an out-of-town athletic or other event on a school-authorized bus must return on the same vehicle, unless they leave the event with their parents. (See "Transportation" below.) This paragraph applies to non-participants only.
4. Students are discouraged from remaining in the host community overnight. The school assumes no responsibility for supervision of students remaining in the host community overnight in violation of this policy.

Bishop Ward Dance Guidelines

1. Students will be admitted to the dance until one hour after the starting time.
2. After a student leaves a dance, he or she will not be readmitted.
3. Smoking/chewing tobacco or substitutes at dances is not permitted.
4. Clothing should be appropriate and in good taste according to the modesty guidelines. Copies of these guidelines are mailed to parents. Additional copies are available in the front office.
5. Drugs and alcohol are not permitted. If there is any evidence of use or possession of alcohol or drugs, the student's parents will be called to pick up their son/daughter and further disciplinary action will be taken.
6. Bishop Ward dances are held primarily for Bishop Ward students. At mixers, only Bishop Ward students will be admitted. However, at formal dances students may ask outside dates. Outside dates must be approved by the administration at least one week prior to the dance. An outside date is expected to abide by the same school regulations and policies as a Bishop Ward student.
7. Seniors and juniors may attend any dance. Sophomores may attend all dances but must be asked by a junior or senior to attend the Junior/Senior prom. Freshmen may only attend mixers.
8. Alcohol and Drug Monitoring Systems and practices may be utilized before students are admitted to any school-related or sponsored event.

Student Government Participation

The Student Council consists of an Executive Board (President, Vice President, Secretary, and Treasurer); the President and Student Council Representative of each class; the club president or an appointed representative from each club chartered by Student Council; and one representative from each advisor group.

Qualifications of the Student Council officers are listed below. In addition to the qualifications listed, all officers must be free of disciplinary violations, and must be students in good standing.

1. The President must: maintain a 3.0 GPA, have attended Ward for two semesters, have been a member of Student Council for at least one full year prior to running for President, be either a junior or a senior.
2. The Vice President must: maintain a 2.5 GPA, have attended Bishop Ward for two semesters, be a member of Student Council for at least one full year prior to running for office, be either a junior or a senior.
3. The Secretary must: maintain a 2.5 GPA, have attended Bishop Ward for one full semester.
4. The Treasurer must: maintain a 2.5 GPA, have attended Bishop Ward for one full semester.
5. Class Officers must maintain a 2.5 GPA, and, except for freshmen, must have attended Bishop Ward for one full semester.
6. Advisor Representatives must maintain a 2.0 GPA.

Transportation

1. All athletes must ride the team bus to and from all activities. If athletes leave school during school time for an event, school transportation must be used. If cars and/or rentals are used, the Athletic Department or head coach can assign the means of transportation. (Also see #3, p. 42.)
2. An athlete may be released to that student's parents/ guardians only. A parent/guardian must personally take the athlete home from the activity. No athlete may be released to another player's parents unless there is written or verbal permission from both students' parents/guardians to the coach.
3. A student of driving age with a license may drive to an evening event from their home to a Kansas City area school event if asked to do so by the department or head coach.

Changes in Policies

The administration reserves the right to revise the policies stated in the published student handbook. Parents and guardians will be notified of any changes.

Notes