



**HAYDEN CATHOLIC HIGH SCHOOL  
STUDENT/FAMILY HANDBOOK  
2023-2024**

*Last edit 08/06/2023*

*For all provisions of the Student/Family Handbook, the administration of Hayden Catholic High School reserves the right to amend any and all provisions as well as the right to make exceptions at any time if it is deemed in the best interest for the safety of the students, faculty, and staff and Catholic environment of Hayden Catholic High School. Should any modifications be made the students and families will be notified as reasonably as possible.*

Note: Please take a few minutes to review the end of the handbook for a statement of understanding, acknowledgment of risks and agreement to participate in modified school activities for Hayden Catholic High School for the 2022-23 academic year from the Archdiocese of Kansas City in Kansas. Please see the website for details.

Contact Information

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Welcome to the 2023-2024 School Year,

Hayden has a long and rich tradition of Catholic education in the Topeka community. In support of parents as the primary educators, we at Hayden are committed to upholding standards of excellence in the development of the whole person. This is what sets Hayden apart. We are excited to welcome all of our students and teachers to the 2023-2024 school year.

Our mission at Hayden is to cultivate excellence in everything we do but most importantly in our five pillars: Faith, Academics, Community, Tradition and Service. Built upon concepts in our CIP (Continuous Improvement Plan), last year our students, faculty and staff researched and collaborated to more clearly articulate the objective of a Hayden education. **This resulted in our newest project “The Portrait of a Hayden Graduate”, which will be launched this fall. We are excited to begin this project.**

Continued thanks to all who have so generously contributed continue to the Honoring our Tradition, Investing in our Future stewardship campaign. Many educational enhancements and infrastructure projects were completed this past year!

My office is responsible for helping support the mission of Hayden by ensuring we focus on our Catholic Identity, Academic Excellence, Operational Vitality and Governance and Leadership. By working together, we can ensure future generations "Enter to Learn and Leave to Serve".

Along with our Academic Administration and Faculty, we have many offices that support the mission at Hayden and work diligently to support our students, families, alumni and benefactors. Hayden’s Admissions Office is responsible for the recruitment of our students and works closely with our Catholic Grade Schools and Parishes to ensure every student who would like to attend Hayden can do so. Our Advancement and Alumni Relations Office focuses on Sponsorships, Volunteer Opportunities, Donor and Alumni Relations and Communication. Hayden’s Business Office helps process student financial assistance and processes all tuition payments. The Facility Department helps keep all of our buildings clean and functioning and the IT department ensures our connectivity and all technology is up and running.

Please join me in praying for our students, faculty, staff and families that we may have a successful and blessed 2023-24 school year.

Shelly Buhler, President, Hayden Catholic High School

### **STAFF DIRECTORY**

Administration, faculty, and staff may be contacted via email. The email structure is the person's last name, first initial of their first name followed by @haydencatholic.net (e.g. for Jane Doe, it would be [doej@haydencatholic.net](mailto:doej@haydencatholic.net)). You can also find contact information on the Hayden website and the Parent Portal.

DEPARTMENT	NAME
Accounts Payable/Business Manager	Broxterman, Sarah
Accounts Receivable	Kock, Samantha
Admissions/Communication/Marketing/Social Media	Cafer, Sheri
Administrative Assistant to the Principal	
Athletic/Activities Director	Taul, Bobby
Attendance (Direct Dial 272-0389)	Valdivia, Cindi
Building Maintenance and Grounds	McCaffrey, Tim
Business Education Department	McNary, Brenda
Cafeteria	Carson, Tim
Campus Ministry	
Chaplain	Maddock, Father Thomas
Community Director/Student Life	Schmidt, Carrie
Counselor	Farmer-Walters, Jesica
Counselor	McGreevy, Corrinne
Dean of Students/Vice Principal	Tetuan, John
Advancement & Alumni Relations (Direct Dial 272-2150)	Sheetz, Christy
Development/Parent Volunteer Coordinator	Gaito, Judy
Faith Formation	Samson, Jared
Financial Controller	Etzel, Dan
Director of Information Technology	Clark, Paul
Registrar	Voegeli, Christine
President	Buhler, Shelly
Principal	Sandstrom, James
School Security Officer	Joe Harrison
Support Services Coordinator	Cucciniello, Judy
Yearbook/Journalism	VanDonge, Melissa

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## **ACADEMICS**

### **ACADEMIC PROBATION**

Students must make normal progression toward graduation in order to remain at Hayden. A student will be placed on Academic Probation for receiving a failing grade in any two courses, with the terms of the probation being assigned by the Academic Review Board (Counselors and Dean of Students). Students on Academic Probation for two or more semesters are liable for dismissal from school. A student who fails a required course must repeat the course, either in summer credit recovery or during the following school semester. In addition to the above, in order to remain at Hayden Catholic High School, a student must be making reasonable progress towards graduation. Reasonable progress will be viewed as credits in the required graduation curriculum as follows:

At the beginning of:

10th grade - a student must have a minimum of 6 academic credits

11th grade - a student must have a minimum of 13 academic credits.

12th grade - a student must have a minimum of 20 academic credits.

If the student completes a school year without meeting the minimum requirements, the student must enroll in summer school. One academic credit (**two classes**) is the customary maximum credit available during the summer. **Students completing the summer credit recovery to a satisfactory level will have their grade changed from an F to a D on their transcript.** Academic Counseling must approve all classes taken by a Hayden student from an outside source. Hayden Catholic High School reserves the right to require specific classes to be taken from our faculty.

Students who are on Academic Probation may no longer qualify for tuition assistance.

### **ACADEMIC SUPPORT**

Academic support is available to all students. This support is through access to a Resource Room **and Intervention Room** during the day or to an evening study hall on Tuesdays and **Thursdays**. Students with or without plans can receive support for test taking, credit recovery, homework assistance, tutoring, or simply to be afforded a separate, quiet environment in which to study. All students' grades are monitored and struggling students can be referred to the Resource Room **or Intervention Room** on a temporary or long-term basis.

### **COLLEGE/AP COURSES**

Those students who qualify and receive approval can take courses for college credit. A GPA of 3.00 or better is needed and the course must fit Hayden High School's schedule. All courses will be taken on a dual credit basis. College courses require an extra fee. Please see the counselor for additional information.

Advanced Placement courses are available for those students who qualify. The Advanced Placement Program is a cooperative educational endeavor between secondary schools and colleges and universities. Students who participate in the Program not only gain college-level skills, but in many cases they also earn college credit while they are still in high school. Those taking AP courses will not be granted refunds after exams have been ordered.

## COLLEGE PREPARATION COURSES

The high school preparation necessary for college will vary, depending mainly upon two factors: (1) choice of college or university, and (2) choice of major. Since few high school students are completely sure of these factors, it is recommended that they take as many college prep courses as possible in high school so that their choice of a college and of a major may be kept as broad as possible. Many college catalogs are available in the guidance office; the college-bound student should investigate the recommended high school courses that are listed for the school(s) of his/her choice.

The Kansas Board of Regents Qualified Admissions Curriculum (Note: 1 unit = 1 year or 2 semesters)

English	4 units	At least one unit of English must be taken each year of high school.
Mathematics	3 or 4 units	Three (3) approved units from the following: Algebra I, Geometry, Algebra II. Any course with Algebra II as a prerequisite and students must meet the ACT college readiness math benchmark of 22 or four (4) units; with one unit taken in the graduating year. Three (3) units selected from the following: Algebra I, Geometry, Algebra II; any course with Algebra II as a prerequisite.
Natural Science	3 units	Must be taken from Biology, Advanced Biology, Earth Science, Environmental Science, Aerospace, Marine Science, Botany, Microbiology, Geology, Astronomy, Chemistry, Physics, Principles of Technology, Physical Science, Meteorology, Genetics, Zoology. One (1) unit must be Chemistry or Physics.
Social Science	3 units	Three (3) approved units that include instruction in U.S. History, U.S. Government, Geography. Students meeting the KSDE social science graduation requirement generally fulfill the pre college curriculum social science requirement.
Electives	3 units	Three (3) approved units from the following: English, Math, Natural Science, Social Science, Fine Arts, Computer/Information systems, Foreign Languages, Personal Finance, Speech, Debate, Forensics, Journalism, Career Technical Education.

## CORE CURRICULUM COURSES

Students may not take core curriculum courses, department courses required for graduation, from other schools while enrolled at Hayden Catholic High School. Many students wish to get ahead, but often the summer courses or on-line courses do not have the depth that attending a regular classroom setting would provide the student. If there is a valid reason for a student needing to take a core curriculum course other than at Hayden, this must be approved by the principal before enrollment in the course. Failure to do so will result in Hayden Catholic High School not accepting the credit.

## DUAL ENROLLMENT

Students participating in any dual enrollment or college classes while attending Hayden will not receive tuition remission and are expected to pay all costs associated with college classes and regular Hayden enrollment. They also must provide a transcript with the final grade(s) to Hayden at the conclusion of the college class(es).

Students interested in pursuing off campus classes may request a second study hall for this purpose, or complete classes outside of school hours on their own time. Also, a student's request will not be approved if s/he seeks to "avoid" a particular Hayden class. Schedule approval is solely based on student need



coupled with course offering. Honors credited to be issued for an off campus class is subject to the policy below.

Students may not graduate early, and are required to complete 1 credit hour of senior Theology on campus their senior year in addition to other required classes not yet completed per graduation requirements.

Honors credit is granted for college classes currently taught on campus by Hayden faculty; however, to receive Honors credit those students enrolled in college classes that are taken off campus will require administrative approval. Honors credit will be issued according to the class selected and the institution offering the class. The approval process will include the principal, head of counseling, and department chair of the relevant discipline.

Students may enroll in college classes from other institutions, but must seek permission from Counselors and Principal BEFORE enrolling if s/he is seeking dual or honors credit. Students may only earn up to 1 ½ high school credits from dual enrollment credit when taking college classes not offered at Hayden. The approval process will include the principal, head of counseling, and department chair of the relevant discipline.

Students may enroll in classes that are offered both as a college credit class and an AP class. However, students are responsible for complying with and adhering to any timeline the college requires when declaring whether to take the class for college credit.

Junior and Seniors may be permitted to participate in a dual college or vo-tech enrollment program if the following criteria are met:

- The student must be recommended by his/her counselor.

- The student must be in the process of completing all course work as required by Hayden.

- Participation in dual enrollment does not afford a reduction in fees to Hayden.

- All costs and fees to Hayden must be paid in full prior to application for dual enrollment.

- Final approval for dual enrollment will come from the Principal or designee.

Hayden reserves the right to amend, revise, or alter these pilot policies to ensure institutional integrity and will notify families of any changes before students enroll in any college class.

#### GRADE CHECKS

Please contact the counseling department for help in implementing an effective grade checks system for your student if you feel there is a need. You may also check grades on the FACTS link found on the Hayden Catholic High School website under the 'Parents' drop down box. New students and parents are provided with information to set up their Portal account. Once an account has been established, it is available until the student graduates.

#### GRADE SCALE

Grades are reported as letter grades. The following grading scale is used:

Percentage	Grade	Points given for regular courses	Points given for honor courses
100 - 92%	A	4	5
91 - 84%	B	3	4
83 - 75%	C	2	3
74 - 67%	D	1	1
Below 67%	Failing	0	0

## GRADUATION CEREMONY CRITERIA

A senior student may participate in the Baccalaureate and graduation ceremonies if s/he has completed the required number of credits and is in attendance and in good standing during the second semester of the senior year. A student who lacks 1 credit at the end of the 8th semester will be allowed to participate in the graduation ceremonies; however, no diploma will be issued until he/she has received the 1 credit. Students who lack more than 1 credit will not be allowed to participate in the ceremony. Diplomas may be picked up from the registrar after June 5.

Seniors will be required to attend a retreat. Information will be provided.

**Any senior student suspended for deliberate actions during the month before graduation will not be allowed to participate in graduation ceremonies.** The Hayden Administration expects the graduation ceremony to be a spiritual and dignified culmination of a senior student's Catholic education. The President retains the right to deny a diploma to any student who chooses to deliberately detract from the dignity of the ceremony by their comments or actions.

## GRADUATION REQUIREMENTS

Theology	4	(Senior Retreat is a Requirement)
English	4	
World Language	1	
Computer Technology	1	
Mathematics	3	
Physical Education	1	
Science	3	
Social Studies	3	
Speech	½	
Fine Arts	1	
Electives	6	
<u>Personal Finance</u>	<u>½</u>	
Total Credits Needed	28	

## HOMEWORK

Students at Hayden are expected to complete all assignments and prepare thoroughly for classes and tests. Each student should spend a minimum of 2 hours per night completing assignments, reviewing notes, reading or studying for tests. Parents should expect students to have this amount of homework to do on a regular basis.

## HONESTY IN ACADEMIC WORK

Hayden 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: giving or receiving unauthorized assistance on a test; copying another student's homework or allowing your homework to be copied - this would include computer generated homework or assignments; giving false reasons for making up late work or tests; re-submitting work which has been completed for another class (without permission); falsifying laboratory data; stealing tests or using test stolen by another student; witnessing academic dishonesty without reporting it. Submitting work that has been copied (wholly or partially) from a book, magazine, Internet site, etc., without crediting the author constitutes plagiarism, which is not only academically dishonest but also an illegal act. Consequences for academic dishonesty will include a loss of credit for the assignment or test and a disciplinary referral.

## HONOR COURSES

Hayden offers honor courses based on the amount of effort the course requires, degree of difficulty, and the time that must be devoted to complete the course objective. Department Heads must submit a detailed justification based on above criteria before a course will be designated as an honor course. The

Administrative Team may give input and suggestions on such designations, but the final approval will rest with the Principal.

#### HONOR ROLL

An honor roll is published each semester, based upon the following grade point averages:

Superior Honors	3.8 and above
First Honors	3.5 and above
Second Honors	3.0 and above

Students will only qualify for the honor roll if they have no failing grades and no incomplete grades at the end of a semester. Academic letters are awarded to students who achieve First Honors or above for the entire school year.

#### KANSAS SCHOLARS CURRICULUM requirements:

English	4 units	Same as the Qualified Admissions Curriculum
Mathematics	4 units	Students must complete the following: Algebra I*, Algebra II, Geometry. In addition, students must complete at least one of the following: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions, Calculus. <i>*Algebra taken in the 8th grade is accepted.</i>
Natural Science	3 units	Three (3) approved units including: Biology, Chemistry, <i>Physics and a fourth year of science is recommended.</i>
Social Science	3 units	Same as the Qualified Admissions Curriculum
Foreign Language	2 units	Two (2) approved units of one foreign language.

To receive State Scholar designation during the senior year students must complete the Kansas Scholars Curriculum, must have taken the ACT between April of the sophomore year and December of the senior year, must be a Kansas resident and must have their curriculum and 7th semester GPA certified by the counselor or registrar. Designation is based on an index which mathematically combines the ACT Composite score and GPA.

Students who are designated State Scholars by the Kansas Board of Regents are eligible to receive up to \$1,000 annually for up to four undergraduate (five, if enrolled in a designed five-years program) based on financial need and the availability of State funds.

#### NATIONAL HONOR SOCIETY

The National Honor Society is an organization that recognizes students who exhibit outstanding scholarship, leadership, character, and service. Shortly after the end of the first semester, eligible sophomores, juniors, and seniors will be notified of their status by mail. To be eligible a student must have a cumulative GPA of 3.80 or higher. Eligible students may then submit a survey of interest to be evaluated by a five-member faculty committee appointed by the Principal. New inductees will be recognized at a special ceremony.

#### PARENT-TEACHER CONFERENCES

A conference time will be scheduled in the middle of first semester and during the second semester. Appointment times are not set; rather, all teachers are available on campus to talk with parents individually.

Parents and students are encouraged to request conferences at any time during the school year if a student's needs are not being met. Teachers will also contact parents when there are serious academic or behavioral problems in class. Parents are free to contact teachers via email or by leaving a message with the office at any time. If parents have a concern with a student's class, they should first attempt to speak to the teacher.

#### REPORT CARDS AND PROGRESS REPORTS

Progress reports and report cards will be available to parents through FACTS. Students will have access through the FACTS. Paper copies are available upon request. If there are questions about grades, students should contact their teachers, and then counselors and administrators.

#### SCHEDULE CHANGES

Schedule changes may be made only for sound academic reasons and with the approval of the Counseling Office and teachers involved. Schedule changes may be made, at no charge, prior to the first full day of the first semester. Schedule changes for the second semester may be made the last week of the first semester at no charge. Schedule changes made after the first full day of the semester will incur a fee of \$20 for each schedule change, unless the school initiates the change. All schedule changes, unless initiated by the school, must be completed within the first 7 school days of the semester. Schedule change request forms may be picked up in the Counseling Office. Schedule changes after the final drop date (7 school days after the beginning of the semester) will result in a WF (withdrawal failing) on your transcript for the dropped courses unless waived by the school.

#### SEMESTER EXAMS

Semester exams will be administered in all classes at the end of each semester. Semester exams are equal to a maximum of 15% of the course grade unless department policy states otherwise. All students are required to take exams on the scheduled days, unless they have earned an exam waiver. Underclassmen who take semester exams early due to senior finals are expected to complete additional academic work until the end of the semester.

#### SEMESTER EXAM WAIVERS

Seniors may receive up to two exam waivers per semester: One for **academic excellence (92% and above)** and one for discipline. Freshmen through juniors may receive one waiver per semester for outstanding discipline. The students will be allowed to choose which exam to waive. He/she must have at least a grade of 86% in that course. **Exam waivers are not available for AP and college courses.**

**For seniors to qualify for academic excellence: Seniors who earn a 92% or higher in a class will be eligible to receive the academic excellence waiver.**

**For freshmen through seniors to qualify for outstanding discipline:** To receive an exam waiver for outstanding discipline, the student must have zero discipline points **and have fewer than eight tardies.** Students who have received a level 3 or higher violation in the first semester are reminded that those points carry over to the second semester.

#### VO-TECH CLASSES

These classes are open to junior and senior students who have completed the necessary requirements and whose schedule will allow them to attend Washburn Tech in the morning or in the afternoons as their schedule allows. Enrollment process is by special arrangement with Washburn Institute of Technology. The enrollment process for Washburn Tech classes must begin the year prior to when they plan to attend. A letter grade of "D" in a Washburn Tech class means that the student did not meet the requirements to become certified in the area they were attempting to master. Hayden Catholic High School will not give credit for Washburn Tech classes not mastered.

**ACTIVITIES AND ATHLETICS**

ACTIVITIES AND ATHLETICS - OPTIONS

The following activities and athletics are available for students:

Activities

*Band	*Campus Ministry	*Cheerleading	Chess Club	*Debate	Drama
*Drill/Dance Team	*Forensics	Future Business Leaders	GRACE	*Hayden Singers	International Club
International Thespian Society	*Jazz Band	*Journalism/Yearbook	Knights of the Immaculate Heart	Mock Trial Team*	National Honor Society
Pro-Life Club	SADD	Scholars Bowl	Service Club	Student Ambassadors	Student Council
Top City Youth	Wildcat Writers				

\*Requires enrollment in course and/or tryout process

Boys Athletics

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Football	Basketball	Track and Field
Cross Country	Wrestling	Golf
Soccer	Swimming	Tennis
	Bowling	Baseball

Girls Athletics

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Volleyball	Basketball	Track and Field
Cross Country	Bowling	Swimming
Tennis	Wrestling	Softball
Golf		Soccer

ACTIVITIES/ATHLETICS T-SHIRTS

The Athletic Director must approve all team related apparel (t-shirts, sweatshirts, jackets, etc) for activities and athletic teams. Any addition to a uniform must be in the school colors. Head coaches and activity sponsors are responsible for carrying out this policy.

## CLUBS AND ORGANIZATIONS

The school sponsors a number of co-curricular and extracurricular clubs and organizations. These clubs are subject to the rules and regulations of the school as well as their own rules. The Dean of Students must approve activities sponsored by a club or an organization. The Director of Advancement and Alumni Relations must approve fundraising activities. Cleaning up after the activity is the responsibility of the sponsoring group.

Students may submit a proposal for approval to begin a new club. First, a teacher or Hayden employee must agree to sponsor/oversee the new club. The Student Council then must approve the proposal. Final approval will be from the Dean of Students.

## COLLEGE/UNIVERSITY SIGNINGS

Signings must be held outside of class time, after school hours. Arrangements for signings should be coordinated through the Activities/Athletic Director.

## COMPETITION ATTENDANCE AS A SPECTATOR

If a student wants to attend a competition event as a spectator that would require leaving school early, s/he must 1) pick up a permission form from the school office, 2) have the form signed by a parent, 3) return the form to the Athletic Office prior to the event. If a student leaves for the competition earlier than the permission form designates, the missed class time will be considered unexcused and the student will follow the consequences for an unexcused absence.

## **ACTIVITIES AND ATHLETICS - CODE OF CONDUCT & ELIGIBILITY**

### ACADEMICS

The student shall have passed at least 5 new subjects (those not previously passed) of unit weight, or its equivalent, the previous semester or last semester of attendance.

Grades are reviewed every week. Any student receiving one subject grade of an F or two grades of D, in any week may be required to attend academic support sessions during the week of the grade report. Practices or competitions may be attended in addition to the completion of the academic support.

A student who accumulates two or more grades of an F (for eligibility purposes two grades of D will be equal to one grade of F) in any given week will be ineligible for competition, performance, or early dismissal until such time as the grades have been brought up. Students may practice, but not compete or perform, provided they participate in the academic support program as described above.

A class, which has been dropped as withdrawn failing, will be counted as a failure for eligibility purposes until the end of the semester, unless the principal approves the change.

All incomplete grades will count as an F until the class requirements are completed.

### ENROLLMENT

A student in grades 9-12 shall meet the following requirements for eligibility in inter-school activities.

The student shall be enrolled and attending a minimum of five new subjects (those not previously passed) of unit weight or its equivalent. NOTE: High school students dually enrolled in colleges, who have their college hours recorded on their high school transcript, may count a maximum of five hours of college credit as two subjects of unit weight or three hours of college credit as one subject of unit weight. Students must notify the academic counselor immediately if a college course is dropped. Failure to do so will jeopardize their participation and the team's eligibility in interscholastic competition.

Entering High School for the First Time - A senior high student is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high school is entered for the first time at the beginning of the school year.

Bona Fide Move - If a student's parents, or legal guardian in case neither parent is living, make a bona fide move to a new permanent residence in the vicinity of the new school to which the student transfers, the student is then immediately eligible.

Change in School is Made without An Accompanying Move on the Part of the Student's Parents - If students change schools without an accompanying move on the part of their parents, they will be ineligible for interschool extracurricular activities for ONE CALENDAR YEAR for grades 9-12 beginning with the first day of their attendance.

Completion of the KSHSAA "Physical Form" is required of all students participating in ALL ATHLETIC ACTIVITIES (including Cheerleading and Drill Team). The form must be dated after May 1, 2022, to be effective for the 2022-2023 school year. The Parent Permission portion must be completed and signed by a parent. A KSHSAA concussion & Head Injury Information & Release form must also be signed and returned. Please visit [www.kshsaa.org](http://www.kshsaa.org) for forms.

#### SUSPENSION

Students who willfully use controlled substances including, but not limited to: tobacco, alcoholic beverages and other illegal drugs and substances including steroids may be suspended from participating in school activities (as a participant or spectator) and competitions per the Drug/Alcohol Policy.

Students engaged in co-curricular activities that issue a grade that are not permitted to participate in extracurricular activities due to being suspended will be provided the opportunity for alternative assignments.

#### PARTICIPANT ATTENDANCE

Students are expected to make school attendance a priority. This includes attendance both the day of and the day after activities and athletic contests. Students are expected to be in attendance at school on time the day following any and all evening activities. All efforts are made to avoid late activities on school nights, but sometimes they are unavoidable.

Students may not take part in activities on any day when they have been absent for any part of the day, unless they have attended a medical appointment, family funeral, or have prior permission from the principal to excuse the absence for another emergency. After one quarter of the class period a tardy will automatically become an absence. This policy is not intended to penalize any individual or program, but is based on the general assumption that if one is too ill to be in the classroom, he/she is too ill to safely participate in athletic contests, practice sessions, or activities.

#### PHILOSOPHY

Participation in extracurricular activities at Hayden Catholic High School is a privilege and an integral part of the educational process. Participants will be exposed to and expected to develop values such as self-discipline, courage, loyalty, humility, integrity and cooperation. These activities should be a continuation of the basic school objectives: To develop the moral, physical and spiritual growth of each participant.

#### PROVISIONS REGARDING PRACTICE AND ACTIVITY SCHEDULING

No practices and/or activities will be scheduled on Sundays unless approved by the Board of Trustees and/or the President consistent with Archdiocesan policy.

Activities will not be held on Holy Days and during the Triduum of Holy Week, unless the Board of Trustees and/or the President approves the activity.

Every effort should be made so that no activities are scheduled that require students and teachers/coaches, or advisors to be out of the classroom prior to 2:30 pm. Teachers, coaches and sponsors should be absent as few times as possible during the school day for school activities. Absences likely to exceed 12 hours per semester will only be granted with the prior consent of the administration.

#### SPORTSMANSHIP

While a student is involved in school activities s/he is subject to the Hayden Discipline Point System. It is the responsibility of the coach/advisor, in their role as teacher, to ensure that proper student conduct is maintained at all times.

All student activities should be seen as an extension of the Hayden learning classroom.

Foul & abusive language or inappropriate gestures will not be tolerated.

Be courteous to all: participants, coaches, officials, staff and fans.

Abide by and respect the official's decision.

Win with character (be humble); lose with dignity.

Show appreciation for good sportsmanship regardless of the team.

Exercise self-control so it reflects positively upon you, your team and Hayden.

Hayden participants will support Rule 52 of the KSHSAA regarding sportsmanship.

Any athlete ejected from a contest will be suspended for a minimum of the next scheduled contest.

#### **ATTENDANCE**

##### ABSENCES

An absence is when a student misses 20 minutes or more of class time on full day class schedules or when they miss 10 minutes or more of class on half day class schedules. A doctor's note or parent call for family occasions such as funerals are required to be excused. A parent may call to excuse their student for being sick without a doctor's note, but the school must receive a call. All absences, excused or unexcused, including partial days, apply to the student's attendance record. Only school-related (i.e sport or activity competitions and field trips) absences do not apply to the attendance records.

Kansas statutes provide that a student is "truant" if s/he is absent without excuse, for 1) a "significant portion" of the school day, 2) for three consecutive days, or 3) five days in a semester, or 4) seven days in a school year. When that occurs, the school is to provide notice to the student's parent or guardian. **Once the school's notice is received, then any further absences without excuse requires a report to the District Attorney's Office.**

Parents are expected to schedule family vacations during the school vacation periods. When an extended absence is unavoidable, please send a written parental request to the office at least one week in advance for approval. If a student is doing poorly in classes, the school will not support the student missing class time. Approval of vacation time does not guarantee the student will not lose credit due to absences.

Parents must notify the attendance clerk (272-0389 or 272-5210 extension 102) by 9:00 am if the student is not going to be in school for any reason except a school activity, or if the student is going to be late in arriving. You are welcome to call or email the attendance clerk. The attendance clerk tries to answer all calls, but at times it is impossible, especially early in the day. If your call goes to the attendance voicemail, please leave a message that includes your student's name, parent/guardian name, contact number and reason for the call. If a parent or guardian has not called or emailed the school BEFORE 9:00 am, the absence will be unexcused. **After 20 minutes or more of class time on full day class schedules or when they miss 10 minutes or more of class on half day class schedules, a tardy will automatically become an absence.**



Unless absolutely necessary, appointments should be made before or after school, on Saturdays, or during school holidays. Do not schedule appointments during school time in order to avoid conflicts with athletic practice or part-time jobs. Classes should take precedence over these activities. **All students having to miss school for medical or dental appointments must bring a doctor's note at the time of return to school. Students will not receive a medically excused absence if the note is not brought in at the time of return to school.**

If an early dismissal is absolutely necessary, the student should bring a note from a parent stating the reason for the dismissal, the exact time the student should be dismissed, the time the student should return, and a telephone number where the parent can be reached. The student should present this note at the Attendance Office before 7:50 am and will receive an early dismissal permit later in the morning, when an administrator has approved the dismissal. **Students are not permitted to go out to lunch during the school day.**

Students must sign out whenever they leave the school during the school day and sign in when they return to the building. The sign-out sheet is located at the Attendance Desk. Please send a note or email if your student may need to leave early. Phone calls are also acceptable, provided they are timely.

Students involved in extracurricular activities are expected to make school attendance a priority. This includes attendance both the day of and the day after athletic contests. Students are expected to be in attendance at school on time the day following any and all evening activities. All efforts are made to avoid late activities on school nights, but sometimes they are unavoidable. **No student may take part in activities on any day when they have been absent for any part of the day, unless they have attended a medical appointment, family funeral, or have prior permission from the principal to excuse the absence for another emergency.** For a student to receive a medically excused absence s/he MUST bring a doctor's note at the time of return to school or have the medical personnel send a fax to Hayden at 785-272-2975.

A student who becomes ill during the school day should request a pass to the office from the teacher. The office will contact a parent or guardian before dismissing a student from school.

**A student who is absent from a class 7 times in one semester will automatically receive no credit for that course.** The student will remain in the class and may appeal for credit to the Academic Review Committee at the end of the semester IF the following conditions have been met:

- Attendance after the 7 class limit has been satisfactory;
- The student can give justifiable or extraordinary reasons for the absences;
- All class work has been satisfactorily completed and course objectives have been accomplished.

Absences, which are due solely to hospitalization, will not be counted in the 7 class limit if parents provide timely written medical documentation that lists the specific dates the student was absent. Any student and/or parent has the right to appeal, in writing, for credit to the Academic Review Committee.

A student who is truant may not make up work that was due on the day of the truancy and will be assigned Saturday school and/or a short term in school suspension. **Truancy is defined as any student who is not in attendance in class or at a school activity and who does not have parent and school advanced permission to be out of class.**

**There are no "skip days" authorized by the school.** Students are expected to be in school every day that school is in session, including Community Activity days as well as school wide events such as the Pro-Life Rally. Any student participating in a "skip day" will be considered truant and will not be eligible for an Exam Waiver. Any student athlete who participates in an unauthorized class skip day will be held out of postseason play.

During the time a student is enrolled at Hayden Catholic High School, s/he will reside at home with his/her parent(s) or legal guardian.

**BELL SCHEDULE -**

<p><b>8 Period Day</b>          Period 1: 7:50 - 8:35 am          Period 2: 8:40 - 9:25 am          Period 3: 9:30 - 10:15 am          Period 4: 10:20 - 11:05 am          Period 5: 11:10 am - 12:35 pm          Period 6: 12:40 - 1:25 pm          Period 7: 1:30 - 2:15 pm          Period 8: 2:20 - 3:05 pm</p>	<p><b>Half Day</b>          Period 1/5: 7:50-8:45 am          Period 2/6: 8:52-9:45 am          Period 3/7: 9:52-10:45 am          Period 4/8: 10:52-11:45 am</p> <hr/> <p><b>Semester Exam Schedule</b>          1: 7:50-9:15 am          2: 9:25-10:40 am          3: 10:50 am-12:05 pm</p>	<p><b>Wednesday Late Start Schedule</b>          PD: 7:30-8:10          Period 5: 8:20 - 9:47          Period 6: 9:54 - 11:21          Period 7: 11:28 - 1:30          Period 8 : 1:37 - 3:05</p>
<p><b>8 Period Day Lunch Schedule</b>          1st Lunch: 11:10 - 11:35 am          2nd Lunch: 11:40 am - 12:05 pm          3rd Lunch: 12:10 - 12:35 pm</p>	<p><b>End of Day Event Schedule A/B</b>          Period 1/5: 7:50-9:17 am          Period 2/6: 9:24-10:51 am          Period 3/7: 10:58 am-12:23 pm          Period 4/8: 12:30-1:40 pm          Activity/Assembly: 1:45-3:05 pm</p>	<p><b>Wednesday Late Start Lunch Schedule</b>          1st Lunch: 11:28-11:53 am 2nd Lunch:11:58-12:23pm          3rd Lunch: 12:28-12:53 pm</p>
<p><b>Schedule A/B</b>          Period 1/5: 7:50-9:17 am          Period 2/6: 9:24-10:51 am          Period 3/7: 10:58 am-12:53 pm          Advisory: 1:00-1:30 pm          Period 4/8: 1:37-3:05 pm</p>	<p><b>Event (Winter Sports/Homecoming)/3 Lunch Schedule</b>          1st Lunch: 10:58-11:23 am          2nd Lunch: 11:28 am-11:53 pm          3rd Lunch: 11:58-12:23 pm</p>	<p><b>Mass Schedule</b>          Period 1/5: 7:50-8:45 am          Period 2/6: 8:52-9:45 am          Mass: 9:50-10:51 am          Period 3/7: 10:58 am-12:53 pm          Advisory 1:00-1:30 pm          Period 4/8: 1:37-3:05 pm</p>
<p><b>A/B Lunch Schedule</b>          1st Lunch: 10:58-11:23 am          2nd Lunch: 11:28-11:53 am          3rd Lunch: 11:58 am-12:23 pm          4th Lunch: 12:28-12:53 pm</p>	<p><b>Advisory End of Day Schedule</b>          Period 1/5: 7:50-9:17 am          Period 2/6: 9:24-10:51 am          Period 3/7: 10:58 am-12:53 pm          Period 4/8: 1:00-2:28 pm          Advisory Time: 2:35-3:05 pm</p>	<p><b>Mass Lunch Schedule</b>          1st Lunch: 11:28 - 11:53 am          2nd Lunch: 11:58 am - 12:23 pm          3rd Lunch: 12:28 - 12:53 pm</p>

**EARLY DISMISSAL DUE TO ILLNESS**

Should a student become ill during the school day, he/she must report to the office for evaluation. The office will contact parent(s) if early dismissal is necessary. No student will be released from school without approval by the parent or appropriate designated emergency contact person. Students should contact parent(s) from the office and should not use cell phones to call or text message from other areas of the building. (See Cell Phone Policy in the Student Behavior section)

**ILLNESS**

A student with any of the following symptoms should not come to school or may be dismissed from school to recuperate at home:

- Temperature of 100 degrees or over
- Severe colds, coughing and sneezing
- Upset stomach, vomiting, and diarrhea
- Sudden appearance of serious rash or uncomfortable skin conditions
- Suspicion of contagious disease
- Red, discharging eyes

## PHILOSOPHY

Regular school attendance is a partner to academic success! Parents and students are urged to recognize the need for promptness each day and attendance in all classes throughout the school year. When students miss classes, they lose the benefits of valuable class instruction and form poor habits that often result in problems for them later in schooling and in the workforce.

## TARDINESS

Students are expected to be on time to school. Promptness is an important value that has many life-long implications and natural consequences. Recognizing that on occasion situations occur that prevent students from arriving at school on time, students may be tardy to class a total of **8** times per semester. **After the 8th tardy the student receives a discipline point.**

Excessive tardiness will result in progressive sanctions such as disciplinary points, detentions (served before or after school), work detail, and Saturday school.

Students arriving late to school must report to the Attendance Office for a pass to class. Students arriving late to school due to medical or dental appointments must bring a note from that office at the time they return to school and sign in.

## TRUANCY/SKIPPING

A student who is truant may not make up work that was due on the day of the truancy and will be assigned Saturday school and/or in-school suspension. Truancy is defined as any student who is not in attendance in class or a school activity and who does not have parent and school advanced permission to be out of class.

Kansas statutes provide that a student is "truant" if they are absent without excuse, for a "significant portion" of the school day, for 3 consecutive days, or 5 days in a semester, or 7 days in a school year. When that occurs, then the school is to provide notice to the student's parent or guardian. Once notice is received, then any further absences without excuse triggers a report to the District Attorney's Office.

## **DISCIPLINE POINT SYSTEM**

### DISCIPLINE

The Hayden administration reserves the right to determine the level of violation in accordance with the Student/Family Handbook. Points given for Level 3 and 4 violations will be on the student's record for the entire school year. Parents will be notified of any violation in Levels 2, 3, and 4 or when a student has reached four (4) points. At seven (7) points, the student will be suspended for one school day and/or receive two Saturday schools. At twelve (12) points, the student will be suspended for two school days. At fifteen (15) points, the student will face a long-term suspension or expulsion hearing. Students who are involved in school activities should refer to the Hayden Catholic High School Activities Code of Conduct, in order to see what restrictions have been placed upon activity participation for violations that incur a school suspension.

### **DISCIPLINE POINT GRID - Behavior Unbecoming of an HCHS Student, including, but not limited to:**

Level Zero	Level One	Level Two	Level Three	Level Four
Zero points	One Point	Two Points	Three Points	Fifteen Points
After School Detention	After School Detention	Saturday Detention or In School Suspension	One-Five Days Suspension (Except Drug testing/Alcohol-See Policy p. 38-40)	Long-term Suspension or Expulsion

Dress Code violation	Frequent Violation of any Level Zero Behavior. Also,	Repeated Violation of any Level Zero or Level One Behavior. Also,	Excessive Violation Violation of any Level Zero. One, or Two Behavior. Also,	Habitual or Egregious Violation of any Level Zero. One, Two, or Three Behavior. Also,
Profanity				
Disruptions in Class	Computer/ Network Violation	Graffiti	Vandalism	Arson
Tardiness	Unauthorized Electronic Devices in School	Profanity - Directed	Tobacco or Vaporizer Pens(Use/ Possession)	Weapons (Use/ Possession)
Cell Phone Violation	Cafeteria Violation	Major Disruption in Class	Sexual Harassment	Major Assault or Battery of Student/Staff
	Food Policy Violation	Disrespect to Faculty/Staff	Social media/ED policy violation	Sexual Harassment-2nd Violation
	Not Bringing Material or Chromebook to Class	Hall Pass Violation	Possession of Dangerous Materials	Bomb Threat
	Hall Pass Violation	Dangerous Driving	Leaving School Grounds Without Permission	
	Parking Lot Violation	Major Academic Dishonesty	Theft	
	Minor Academic Dishonesty	Skipping Class	Assault and Battery of Student/Staff	
	Skipping Class	Fake Attendance Call or Email	Fighting	
	Inappropriate Display of Affection	Missed Detention	Drug/Alcohol Violation/(See Drug Testing/Alcohol Policy p. 38-40)	
	Refusing a Reasonable Request		Intimidation, Threats, Harassment	

#### ELECTRONIC DEVICES

Also not permitted are pagers, lasers, or two-way radios. Any item that is not necessary to or is considered a distraction from the academic goals of Hayden Catholic High School is not allowed. Students violating this policy may have their electronic device confiscated until the end of the school day and will be disciplined according to the point system. Parents/guardians will be required to come to school to retrieve the device.

In order to provide a safe school environment, the main door, the main floor hallway doors and the foyer doors to the gymnasium will be locked at 8:10 am and five minutes after each passing period. Students and visitors needing to gain access should ring the doorbell located at the front of the building and at the main floor doorway.

**HARASSMENT/ANTI-BULLYING**

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. As a member of the Archdiocese, Hayden Catholic High School fully supports this policy.

Harassment occurs when undesirable behavior continues after a formal warning is issued by a Hayden employee.

To address harassment and bullying behavior as well as promote virtuous character education, Hayden Catholic High School uses the 7 Cups program, Shawnee County Task Force on Youth Suicide Prevention, and “Believe in You”. These programs are designed to prohibit such things as cyber-bullying and hazing and to meet all provisions established by statute KSA 72-8256:

*Section 1. K.S.A. 2007 Supp. 72-8256 is hereby amended to read as follows: 72-8256. (a) As used in this section:*

*(1) “Bullying” means:*

*(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:*

- I Harming a student or staff member, whether physically or mentally;*
- II. Damaging a student’s or staff member’s property;*
- III. Placing a student or staff member in reasonable fear of harm to the student or staff member; or*
- IV. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or*

*(B) Cyberbullying, or any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S. A. and amendments thereto.*

*(2) “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to: email, instant messaging, text messages, blogs, mobile phones, social media, online games and websites.*

*(3) “School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.*

**School Rules Against Bullying**

- We will not bully others.
- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.
- Please report incidents to (785) 272-5210, ext. 124 (School resource officer)

**Bullying Consequences**

Behavior	1st Offense	2nd Offense	3rd Offense
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Teasing or Exclusion	1)Teacher Reprimand 2)Written Warning 3)Detention and/or One Point	1)Teacher Reprimand 2)One Point and Detention	1)Teacher Reprimand 2)Two Points and Saturday Detention Or In School Suspension
Play Hitting or Threats	1)Teacher Reprimand 2)One Point and Detention	1)Teacher Reprimand 2)Two Points and Saturday School or In School Suspension	Individual Plan
Severe Hitting or Severe Threats	Level Four Violation		

#### INTERROGATION AND SEARCH OF STUDENTS AND PROPERTY

The Hayden Catholic High School administration reserves the right to speak to students regarding violations of school policy. The administration also reserves the right to search lockers, bags, and vehicles parked on the school premises at any time and without making contact with the student or parents/guardians.

It is in the best interest of the school and its students to restrict interrogation by officers of students attending Hayden Catholic High School. Therefore, the following guidelines will be followed:

- Officers wishing to interrogate students, who are under 18 years old, at school, should be designated juvenile officers with proper credentials.
- Officers should make every attempt to contact the student at home prior to requesting permission to interrogate a student at school.
- The principal will make every attempt to inform the parents of the request of the officer to interrogate the student.
- No student, who is under 18 years old, will be interrogated unless there is a genuine need and the principal grants permission. Any interrogation must be in the presence of the Principal or the Dean of Students.
- Hayden Catholic High School supports and encourages the Topeka Police Department, in cooperation with other law enforcement agencies, to conduct random canine searches of lockers, bags, purses and other personal items, as well as the parking lot, for illegal drugs and/or weapons, at the request of the Principal.
- The Hayden Catholic High School administration utilizes the school Resource Officer and law enforcement agencies to assist in the search of student's person and property, with probable cause.

#### LOCKERS/LOCKER ROOM LOCKERS

Each student will be assigned a locker and is responsible for maintaining it. Students are to lock their lockers at all times in order to protect personal materials. Students should not give their combination to other students. Students are encouraged not to bring valuables to school and leave them in their lockers. Large sums of money should not be kept in lockers.

Writing in or on lockers or abuse of lockers will result in disciplinary action and reimbursement for cost of repairs.

Signs and decorations are not allowed on lockers without the approval of the Vice Principal. Balloons may never be used as locker decorations.

Students are prohibited from moving to another locker without serious reason and approval from the Vice Principal. Students who change lockers without proper approval will be disciplined.

Students should report any locker problems to the Vice Principal.

Students using the Locker Room lockers need to use the school provided padlock with which they can lock the locker. Clothing and personal items should be stored in the locked locker during PE classes and athletic

practices. All personal items must be removed from the lockers by the last day of school. All general locker regulations apply to Locker Room lockers.

Lockers are the school's property and will be examined by the administration periodically.

#### LONG-TERM SUSPENSION/EXPULSION

Long-term suspension is an out-of-school suspension imposed on a student for more than five (5) days, but is not an expulsion. The student is not allowed to attend or participate in school-sponsored activities during this time. Expulsion is the removal of a student from school either permanently or for the rest of the school year.

#### Grounds for Long-Term Suspension/Expulsion

A student may be suspended or expelled for:

- Willful violation of any published regulation for student conduct adopted or approved by the school.
- Conduct which substantially disrupts, impedes, or interferes with the operation of the school.
- Disobedience of an order of a teacher, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school or substantial or material impingement upon or invasion of the rights of others.

Long-term suspension/expulsion shall be imposed on a student only after the student has been afforded the opportunity of a formal hearing.

In all cases wherein a student might be given a long-term suspension/expulsion, s/he shall immediately be suspended for a term not to exceed five (5) school days. A written notice of any intent to impose a long-term suspension/expulsion and the charges upon which the same is based shall be given/mailed to the parents/guardians and the student, if 18 years or older, within seventy-two (72) hours after the student has been suspended. The notices shall also contain the date, time, place that the student will be afforded an opportunity for a formal hearing in front of the Discipline Board Committee. This date shall not be later than the last day of the five (5) school days suspension.

The formal hearing specified herein shall be conducted by a Discipline Board Committee composed of the President or his/her designee and at least two other regional school personnel. With the following rights afforded:

- The right of the student to a fair and orderly hearing.
- The right of the student to have his/her parents/guardians present.
- The right of the parents/guardians of the student to be present at the hearing.
- The right of the student and his/her parents/guardians to hear the evidence supporting the charges.
- The right of the student to testify on his/her own behalf and give reasons for his/her conduct.
- The right of the parents/guardians to question the violations and to present information on the student's behalf.

#### Report of Formal Hearing

Upon the conclusion of any formal hearing that results in a long-term suspension exceeding five (5) days or expulsion, the Discipline Board Committee shall make a written report of the finding and the recommended disciplinary actions. The Principal will review the written report and issue the resolution to the matter. Such a report shall be retained at the school and a letter stating the resolution and the reasons for it will be mailed or personally delivered to the parents/guardians. The President or Principal shall send a copy of the report to the Archdiocesan Superintendent of Schools.

Any student, who has been given a long-term suspension/expulsion, shall appeal first to the school's President if the student so desires. See the APPEAL PROCEDURE Section.

Whenever any written notice is required to be given to the parents/guardians of a student, it shall be sufficient if the same is mailed to the residence of such parents/guardians at the address on file in the school records of such student, in lieu of mailing such written notice, the same may be personally delivered.

## SEXUAL HARASSMENT

Hayden Catholic High School is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school. Sexual harassment of employees of students of the school by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title IV of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or their party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by a student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

The school encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The school will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that s/he has been subjected to sexual harassment should discuss the alleged harassment with the Principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the principal. If the Principal is the alleged harasser, the complaint will be reported to the Vice Principal. Reported claims of student-on-student sexual contact will be addressed consistent with Archdiocese Policy #7340.1

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student



conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the Principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the Principal or designee shall report such conduct to the appropriate law enforcement or Social Service authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the school's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

#### SHORT-TERM SUSPENSION

Short-term suspension is a temporary withholding, up to five (5) days, of the privileges of attending class or any school sponsored activities. The short-term suspension may be in school or out of school at the discretion of the Vice Principal. (In school suspension is conducted in a supervised area of the school, the student is admitted to school but not to class.) Due process applies; terms can be found in the Student Behavior section.

A short-term suspension may be imposed on a student only after giving the student oral or written notice of the charges against him/her and affording the student an opportunity to tell his/her side of the charges to the Principal or his designee. However, if the presence of the student endangers other persons or property or substantially disturbs, impedes, or interferes with the operation of the school, the Principal or his designee may suspend the student forthwith without being heard for a term not to exceed five (5) school days.

#### SMOKING/CHEWING TOBACCO/VAPORIZER PENS

Students are not permitted to smoke, chew, use vaporizer pens, or possess tobacco or tobacco substitute in school, on school grounds, or at any school-sponsored activity. Parents/guardians will be notified and the discipline policy will be followed.

#### THEFT

Unfortunately, in schools of this size, thefts do take place. If something is stolen from a student locker or any other location, please report the occurrence to the Vice Principal and fill out a Theft Report Form.

#### WEAPONS POSSESSION

If it is determined that in accordance with the policies concerning long-term suspension/expulsion that a student knowingly possessed a weapon at school, on school property or at a school supervised or sponsored activity, the student shall be expelled from school for not less than one calendar year. The administration has sole discretion to modify such expulsion.

## **DRESS CODE**

### **ATTIRE - UNIFORMS**

The Hayden Catholic High School uniform is as follows:

- Jackets/Sweatshirts/Hoodies: Brands sold at the Spirit Store and styles approved at Class Act Uniforms are available. Team jackets/sweatshirts/hoodies **MUST** include Hayden Catholic High School logo on the left pocket location or centered and **MAY** include school team or school activity designation underneath the logo. Sweatshirts must be blue, white, or gray and must be approved by administration in order to be worn during the school day. Blankets are not Jackets and will not be permitted
  - A school polo must be worn underneath jackets, sweatshirts and hoodies.
- Khaki or Plaid Skirt: Class Act skirt hemmed to no more than 4 inches from the floor when kneeling.
- Skort: Class Act skorts are to be no more than 4 inches from the floor when kneeling.
- Shirts: Class Act shirts embroidered with the current Hayden Catholic High School logo.
- Polo Shirts: Class Act Uniform Polo: Navy or White with Hayden logo.
- Dress Shirts: Class Act Uniform Oxford: White Long sleeve with Hayden logo
- Pants: Class Act Uniform pants: Khaki .
- Shorts: Class Act Uniform Shorts: Khaki, Navy, or Plaid for girls.
- Shoes: Shoes must be worn at all times. With the exception of leather sandals, open back footwear is not acceptable. All shoes or sandals must have a factory-applied strap across the back of the ankle or a fitted back across the ankle. Use of rubber bands, ribbon, etc. to serve as a strap is unacceptable. Slippers, plastic sandals, rubber shoes, Crocs, and over-the-ankle footwear are **NOT** permitted. High-heeled shoes are not allowed, except on dress up days.

All pants and shorts are khaki only and must be embroidered with a Class Act “SG” or “W” in the proper location. All jackets, sweaters and shirts must be embroidered with Hayden Catholic High School’s logo.

- Uniform regulations begin when the student enters the school campus and are in force until the student leaves the school campus.
- Any uniform clothing not from the approved list of Hayden Catholic High School uniforms is considered a violation.
- All clothing must be clean and not torn or cut intentionally.
- No undergarments should be visible under shorts.
- Shirts must be tucked-in at all times.
- Skirts and skorts may not be rolled at the waistband.
- All t-shirts that are visible (even under the neck) should be solid white, navy, gold, or gray. Uniform hoodies are limited to this color as well.
- Long-sleeved undergarments or shirts are not to be worn with short-sleeved uniform shirts.
- Uniform shirts are to be worn under uniform coats, sweatshirts, sweaters or vests.
- Pants or shorts are not to be sagging and should not be “rolled.”
- A belt should be worn with pants and shorts at all times.

### **FIELD TRIPS**

Barring specific instructions related to venue or event, Hayden Catholic High School uniform is required. The Dean of Students must approve any alternative clothing related to the field trip.

### **GENERAL REGULATIONS**

- Modesty in dress is always expected.
- All clothing worn during the school day must be clean and in good repair. It must not be torn or cut.
- No hats are to be worn in the building during the school day.
- Appropriate undergarments are required.

- Appropriate stockings, leggings or hose for girls. Leggings should be ankle length. No fishnet or patterned legwear.
- Pierced jewelry is not allowed except for earrings for girls. Earrings are not allowed for boys. If you choose to have a piercing during the school year you are reminded that all studs are considered jewelry. Covering the pierced jewelry with a bandage is not acceptable. Students in violation will be asked by staff to remove the jewelry and place it in an envelope to be given to the Dean of Students. Parents may pick up the jewelry from the Dean of Students.
- Tattoos must not be visible.
- Long key chains or billfold chains are not permitted nor is any other jewelry deemed inappropriate by the administration.
- Hair length must be above the eyes and collar and not exceed the bottom of the ears for male students (the use of hair ties, gel, etc. to keep hair off ears, above eyes and off collar, is not acceptable).
- No extreme hairstyles are allowed (writing, signs, emblems, mullets, cornrows, significantly unnatural colors, etc.). Noncompliance will result in a dress code violation.
- Boys must be clean-shaven. Sideburns must not extend below the earlobe. Improper grooming will result in a dress code violation. Razors will be provided by the school.
- Students not wearing the correct uniform will receive a dress code violation.

#### MASS AND RECONCILIATION DAYS

Males:

Dress shirts: White oxford must be worn on mass days with Hayden Catholic High School logo.

Ties: Must be worn with the white oxford on mass days.

Belts: Required.

Females:

Polo Shirts: White with the Hayden Catholic High School logo.

Males and Females:

Pants: Flat front or pleated. All pants are khaki only and must be embroidered with "SG" or "W" 1 inch below the lining of the pocket.

Jackets: No jackets/sweatshirts may be worn to all school masses.

#### NON-UNIFORM DAY REGULATIONS/DRESS POLICY FOR EXTRA-CURRICULAR ACTIVITIES

Any clothing article with sexually suggestive writing, pornography or advertising alcoholic beverages, tobacco or drugs or which is offensive is prohibited.

Jeans with holes **above the knees** are not permitted during non-uniform days.

Fishnet shirts, see-through tops, sleeveless shirts, tank tops, off-the-shoulder tops or shirts that expose the midriff are prohibited. Blouses, dresses, or shirts with low neck or back lines are not permitted.

Students are always expected to dress modestly while attending Hayden Catholic High School activities.

All general regulations and non-uniform regulations apply.

#### STUDENTS IN REGULAR COMPETITION

This includes all regularly scheduled school competitions. Students may wear a tie with a white oxford shirt on competition days. This is the only deviation from the uniform allowed on these days.

#### STUDENTS IN STATE AND NATIONAL COMPETITION

When representing Hayden Catholic High School in extracurricular activities, students are expected to dress neatly. On certain occasions, students will be allowed dress-up days in school to direct attention to their activity. The following will be guidelines for dress-up days:

- Coaches/Sponsors who would like their teams to dress-up should notify the Dean of Students *at least 1 week prior* to the anticipated date.
- Teams or groups participating in state or national competition may dress up in school the day of the competition, or if the competition is on a Saturday or Sunday, they may dress up on the preceding Friday.
- State competition is defined as participating in a state tournament, meet, or festival or reaching the final eight in sports that qualify as a team.
- Students must keep modesty in mind. Dress or skirt length should be no more than 4 inches from the floor when kneeling. Low-cut, revealing dresses or blouses are not permitted.
- Clubs/activities/sports whose sponsor will not be on campus the day of the dress-up event should have their participants report to the office at 7:30a, so outfits may be approved by the Dean of Students or designee. On campus sponsors will be available to assist students with compliance.
- All general dress code and non-uniform day policies and regulations will be enforced.

#### PENALTIES FOR DRESS CODE VIOLATIONS

Students who are in violation of the dress code policies will be required to make arrangements for the immediate correction of the violation. Missed school time will be considered unexcused and the appropriate penalty will be applied. Discipline points will be assessed.

If the uniform violation can be remedied without sending the student home, the discipline policy will apply and points are assessed.

The Hayden Catholic High School dress code prohibits inappropriate grooming or costuming that is inconsistent with the learning environment. The administration, the staff or the designees will determine inappropriate grooming or costuming.

The administration and faculty reserve the right to decide if a student's attire is inappropriate, offensive or distracting.

#### PHILOSOPHY

Research findings show that dress codes foster an environment that is conducive to learning. Students who are well-groomed and follow established dress codes achieve greater academic success. Academic success and responsible decision making are a primary focus of the Hayden Catholic High School mission.

Uniform items may be purchased at Class Act Uniforms or at the used uniform sales offered during the school year. A Hayden Catholic High School uniform list will be posted in the vendor's establishment. Each item must be the specific brand listed. No other brand or styles will be accepted.

Students who consistently choose not to follow the dress code will face progressive sanctions detailed in the Discipline Point System.

#### **FAITH**

##### ADORATION ACCOUNTABILITY POLICY

The reason for the Adoration Accountability policy is to ensure that Jesus is not being left alone, and students do not misuse the privilege of Adoration.

Students will receive a strike if:

- A student misses Adoration for any reason and does not get someone to cover for them.
- Last minute realizes a student cannot make the commitment and does not notify the appropriate supervisor.
- A student misuses the chapel, as a space of prayer, in any way.

Three strikes and a student will lose the privilege of Adoration on Fridays for the school year. One of the ways this will be tracked is through the sign up sheet. Please be diligent about signing in.

Students that have signed up for Adoration, do not go, and are not in class will automatically have lost the privilege of Adoration. Additionally, if a student does not go directly back to class after his/her 20 minute slot, s/he will also lose the privilege of Adoration immediately.

There may be an opportunity to regain the privilege of Adoration upon having a conversation with one of the Campus Ministry team members. If you have lost the privilege of attending Adoration, you may set up a meeting with the Campus Minister, the Coordinator of Faith Formation or the Chaplain.

## CHRISTIAN SERVICE

Service is an important piece of a Christian education, thus an important aspect of Hayden's culture as stated by our mission statement. Hayden students are required to volunteer for 20 hours of service per year to help meet the needs of their parish and community and to foster the good habit of servant leadership. Students can start on their service hours for the next year at the completion of the previous school year. Allowing time for adjusting to high school, freshmen will be asked to volunteer for only 10 hours.

FRESHMEN: 10 total | 5 parish hours, 3 Corporal Works of Mercy hours

SOPHOMORE: 20 total | 10 parish hours, 5 Corporal Works of Mercy hours

JUNIOR: 20 total | 10 parish hours, 5 Corporal Works of Mercy hours

SENIOR: 20 total | 10 parish hours, 5 Corporal Works of Mercy hours

Half of each student's hours must be completed in the first semester. The due date will be the first Wednesday of December. These hours do not need to be specifically parish, community, or corporal works of mercy.

In the Catholic tradition, the seven Corporal Works of Mercy are found in the teachings of Christ and are the model of how to charitably treat our neighbors' bodily needs. Simply put, Corporal Works of Mercy are services performed for the poor and most vulnerable members of society. They include: feeding the hungry, giving drink to the thirsty, clothing the naked, sheltering the homeless, comforting the sick, visiting those in prison, and burying the dead.

Parish hours are to be completed for the parish that you and your family are registered members of and that helps financially support your educational journey at Hayden.

For those students that do not belong to a parish, speak to the Service Program director. Arrangements will be made to suit your situation.

## SERVICE GRADE

Service hours will be factored into the grade of each student in their theology class. Service will comprise 10% of their theology grade each semester. For first semester, the service grade will be based on the amount of hours turned in, for example if a senior turns in 8 hours of service, they would have earned an

80% for their service grade. For second semester, the service grade will be broken down in the following manner:

- service hours complete (20 points)
- service paper/reflection (20 points)
- parish hours complete (20 points)
- corporal works of mercy complete (20 points)
- everything turned in on time (20 points)

#### SERVICE DUE DATES

- Wednesday after Labor Day-Summer hours due (any hours completed in the the months of May, June, July, and August)
- First Wednesday in December-Half of total hours due
  - Hours do not need to be specified
  - Freshmen - 5 hours
  - Sophomore, Junior, Senior - 10 hours
- Last Wednesday in April-All Students must have TOTAL hours completed AND submitted.

#### MOTHER TERESA OF CALCUTTA SERVICE AWARD

“Do not wait for leaders; do it alone, person to person.” | Mother Teresa of Calcutta

The Mother Teresa of Calcutta Award is given every year to one student from each grade who dedicates a significant amount of time to service, especially the Corporal Works of Mercy.

1. Feed the hungry
2. Give drink to the thirsty
3. Clothe the naked
4. Shelter the homeless
5. Comfort the sick
6. Visit those in prison
7. Bury the dead

To be eligible, a student must complete a significant amount of service per year and complete a reflection essay. Among those eligible, a recipient will be chosen by the Campus Ministry team.

#### PROCESS

1. Print a service hours form (link on website under service tab). You may also find blank forms located in the campus ministry room, main office, or most theology teachers
2. Bring to the service experience and have it signed by your supervisor. The supervisor may NOT be a relative.
3. Place the signed form in the labeled box located in the campus ministry room. Make sure to submit your form before 1 month has lapsed after service.
4. Be sure to have the paperwork submitted in accordance with the timeline above.

#### SPIRITUAL DIRECTION

The purpose of spiritual direction is to allow students the personal one-to-one opportunity to discuss, to share, and to formulate their personal faith dimension. Through the program, students are challenged to share and evaluate their formation as it relates to their relationship with their God, with other people and

themselves. It is not a time to further discuss and add to the informational aspect of theology as presented in daily religious class, but an opportunity to individualize and personalize one's faith. Students may request additional spiritual direction sessions if they so choose.

## **GENERAL INFORMATION**

### **ACTIVITY CARD/STUDENT ID**

A Student ID/Activity Card is issued at the beginning of each school year. The ID card is used to access the student's lunch account and as admission to all home athletic events. Failure to present an ID card at a school dance may result in non-admission. Failure to present an ID at an athletic event will result in an appropriate admission fee being charged. Using another student's ID/Activity Card will result in its confiscation and possible disciplinary action. There is a \$10.00 fee to replace lost or damaged cards.

### **BUILDING**

The main school building is open on regular school days from 7 a.m to 4 p.m. Students in the main building at any other time, including weekends, must be accompanied by an adult. Exceptions must receive permission from an administrator.

### **CONTACTING THE SCHOOL OR TEACHERS**

Messages will be taken for teachers so they may return phone calls during their plan time or after school. Please call 272-5210 extension 100 to leave a message. Administration, teachers and staff may also be contacted via mail. All email addresses are the person's last name and first initial followed by @haydencatholic.net. For example, John Doe would be [doej@haydencatholic.net](mailto:doej@haydencatholic.net). Email addresses are also available on the Hayden Catholic High School website, [haydencatholic.org](http://haydencatholic.org).

### **DANCES**

With the exception of Homecoming, Winter Dance and Prom, dances are only for students of Hayden Catholic High School. Guests for these dances must be registered in advance with the approval of the Dean of Students or their designee. An outside date must abide by the same school regulations and policies as a Hayden student. Hayden students must accept responsibility for their guests. Once a student has left a dance/mixer, he/she will not be readmitted and will be required to leave campus.

Students must arrive at dances no later than one-half hour after the starting time in order to be admitted. For advance sales events, if a student fails to arrive, parents will be notified. Parents will also be notified if a student leaves a dance more than one-half hour before the conclusion of the event. Random sobriety tests may be administered prior to dances or other activities.

During the dance or activity if there is any evidence of use, or possession of alcohol or drugs, the student will be referred to a designated security official in order for a sobriety test to be performed. If, in the security official's professional opinion, the student displays signs of being under the influence of either drugs or alcohol, then the administrator will be notified and the student will be asked to take a suitable test as outlined in the handbook under the Controlled Substances, Alcoholic Liquor & Cereal malt Beverages Policy section. At that time, the student's parents will be called to pick them up and further disciplinary action will be taken.

### **DELIVERIES AND PHONE MESSAGES FOR STUDENTS**

Students are not called from class to receive phone calls except in an emergency. Please make every attempt to make after school arrangements before your student leaves for school in the mornings. When necessary, the office will take phone messages for students and attempt to have them delivered to the student prior to dismissal for the day. No outside drinks will be delivered to students during school hours. Third party food deliveries will not be accepted without permission of administration or designee.

The office cannot guarantee that a student will receive phone messages or delivery notification.

### **EMERGENCY MEDICAL FORMS**

Each student must have the required Emergency Medical Form on file in the school office. This form is included in the Registration Packet and the online forms and must be completed each year before the enrollment process can be completed. No student will be enrolled at Hayden Catholic High School until this form is completed and signed.

#### EXTRACURRICULAR ACTIVITIES AND EVENTS

Any extracurricular activity, at Hayden or any other school, is an official event sponsored by the school, and therefore, is under jurisdiction of school officials. School rules and regulations governing student behavior will be enforced, during any extracurricular activity, at any school. Student dress should always appropriately reflect the image of Hayden Catholic High School.

Extracurricular activities and events are those activities and events that take place outside of the normal classroom.

#### FINANCIAL OBLIGATIONS

The full and prompt payment of all tuition and fees is required of all parents/students, based on their choice of payment options as explained in the *Tuition Agreement*. Regardless of the payment option chosen, the first payment of the school year is due June 10. All parents/students are required to be current in fulfilling their financial obligations at the end of each semester, or have a payment plan in place with the Business Office. Furthermore, should a parent/student account be past due as of October 15, (first semester) or March 15, (second semester) that student may be removed from class and participation in school activities until that account is brought current. Students may not be re-admitted at the beginning of a new semester or new school year unless previous financial obligations are met. Grades, transcripts or diplomas will not be released until all financial obligations are paid in full. Seniors will not be eligible to participate in graduation exercises if there is an outstanding balance. Questions and options regarding this policy must be presented to the President.

Students in dual enrollment programs are required to pay full tuition to Hayden. The tuition charge for a student enrolling or withdrawing from school at any time during the school year will be assessed on a quarter-by-quarter basis.

#### FOOD POLICY (CAFETERIA)

Lunch is served daily in the cafeteria in 25 minute periods. Food and drink are not to be taken from the cafeteria to other parts of the building. Students are responsible for cleaning their tables after lunch. Trays and utensils must be returned to the kitchen and all trash must be deposited in the trash containers. Students are expected to display good behavior in the cafeteria. Lunch is closed to outside guests. Students are not allowed to leave campus for lunch. We do not allow the delivery of food or beverages from outside vendors or fast food establishments for student meals. All meals are to be provided by the Hayden cafeteria or a prepared meal from home may be sent with your student.

The Hayden cafeteria utilizes point-of-sale terminals. Each student has an account that is accessed with their student ID card. It is recommended that all students maintain a minimum of \$10 in their account. Parents can view their account balance and pay for lunches online via their desktop or smartphone. Students will not be able to purchase a meal on their account if the balance is too low. Balances cannot go below \$0. It is expected that high school students be accountable for their own lunch account balance. Questions about lunch should be sent to the Cafeteria Director at [carsont@haydencatholic.net](mailto:carsont@haydencatholic.net) or [haycafe@haydencatholic.net](mailto:haycafe@haydencatholic.net).

Hayden Catholic High School participates in the Federal Free and Reduced Lunch Program for those who qualify. Applications for the program are mailed to families at the beginning of the school year. Applications are also available in the school office. Parents/Guardians of students having special dietary needs should contact the school office to obtain appropriate forms to be filed with the food service office.



## IMMUNIZATIONS

Any student entering a Catholic school in the Archdiocese of Kansas City in Kansas for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed or is in the process of completing tests and vaccinations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and vaccinations or complete them in a timely manner shall be deemed non-compliance, and the school may reserve the right to deny admittance.

Kansas Statute 72-5209 requires that all children must be appropriately vaccinated. Required vaccinations for high school age students are: Tdap/Td (5 doses, 3 doses if no history of any Tdap doses, Tdap is required for grades 7-10 regardless of interval of lat Td; Tdap required for grades 11-12 if more than 10 years since previous Tdap; Polio (3-4 doses); MMR (2 doses); Varicella (1 dose); and Hepatitis B (3 doses).

## MEDICATIONS AT SCHOOL (PRESCRIPTION AND OVER THE COUNTER (OTC))

Students taking any prescription medication must keep their medication in the office in the original container. No medication will be given that is not properly labeled. No medications should be kept in a student's locker at any time. When a student is required by a physician to take medication on a regularly scheduled basis (i.e. Ritalin, Insulin, etc.), s/he must inform the school as soon as possible to establish a daily routine. Please inform the school of this in advance so a scheduled arrangement can be made before school begins. The school reserves the right to refuse to administer OTC or prescription medication. See Attendance Secretary for the form.

Students with asthma are permitted and encouraged to carry inhalers with them during school hours and sports activities. Parents should fill out a "Permission for Self-Administration of Medication" form located in the school office for students who carry inhalers. Epi-Pens are also allowed as long as the "Permission for Self-Administration Medication" form is on file in the office.

Students requiring any "over the counter" medications such as Tylenol, Advil, or any cold/allergy preparations should report to the office. Medication will then be dispensed under the direct supervision of the designated school personnel if parent/guardian permission is on file. See Attendance Secretary for the form. Parents who prefer to provide specific medication for their student should bring it directly to the office in the original container, properly labeled, to be given as directed from the School Office.

The school reserves the right to refuse to administer OTC or prescription medication.

## PARKING AND DRIVING

All students driving to school must purchase a parking permit for \$25.00 and register their car and license number with the Student Council Sponsor. If a student changes cars or obtains a new license plate, this must be reported to the Student Council Sponsor. Students who repeatedly park an unregistered vehicle on campus or who park illegally may be fined \$25.00. Families will be notified of noncompliance and subsequent fines. A vehicle is considered illegally parked if it is not in the assigned parking area, parked in staff and visitor parking areas, or if it is otherwise parked improperly.

Seniors shall park in the first two rows north of the building and parking spaces in the front of the building. Juniors shall park in the three remaining rows north of the senior area. Sophomores and freshmen shall park in the lot east of Wildcat Hall. All parking spaces in the designated areas are on a first come, first served basis. Students who arrive at school early will have first choice of parking spaces in their respective designated areas.

All school regulations and policies apply to the parking area. Rules of safety and common courtesy must be followed at all times. Student vehicles may be subject to search if there is a suspicion that drugs, alcohol, stolen property or other contraband may be present in the vehicle.

The speed limit in the parking lot is 10 mph. Stop signs and parking rules are not optional. Reckless or inappropriate driving falls under the discipline policy. Upon arrival, students will proceed directly into the building. Students should not linger in the parking lot before school. The parking lot is off limits to students during lunch periods and while classes are in session. If a student needs to go to the parking lot during the school day, specific permission must be obtained from the office or Vice Principal.

#### PHYSICALS

All students participating in a Physical Education class and/or extracurricular sports must have a current physical on file in the athletic office. The physical examination may not be taken earlier than May 1 preceding the school year for which it is applicable.

#### POLICY CONCERNING STUDENTS WHO BECOME PARENTS

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 dual responsibility toward both the good of the student and the common good of the school.

First, the common good requires that Hayden continue to teach values of chastity and to oppose anything that would encourage premarital teenage sexual activity. Hayden also promotes a respect for all life, especially that of the unborn, and stands strongly against abortion. In formulating local policy in these areas, administrators should be aware of the level of moral reasoning of the student body so as to make the policy an effective teaching tool.

In considering the good of the student involved, the leadership and directives of the Catholic Church shall be followed that urge educational and faith communities to provide an environment where a pregnant student can find support, compassion, and forgiveness. Furthermore, school communities should offer hope and a spirit of reconciliation to students who, unfortunately, have already experienced an abortion.

The Catholic Church recognizes that the pregnant student or student father's actions cannot be undone and seeks to offer support to carry the pregnancy to term. There shall be 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 should be taken that there is no discrimination in the manner in which young men and women are considered in this issue.

There is no encouragement for students involved to get married. Nevertheless, they are expected to assume responsibilities concomitant 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 should respond in a stance of support for the mother and the child. Students involved with a pregnancy shall be permitted to participate in extracurricular activities unless an activity poses risks to the health of the pregnant mother or unborn child. A pregnant student may be asked to provide a medical authorization to participate in any activity that the school, in its sole discretion, believes could pose a risk to the student or her child. Likewise, once the baby is born, the student parents first priority should be the well-being of the new child. Thus, participation in extracurricular activities by new parents shall be locally determined on a case-by-case basis.

Each case of student pregnancy presents the possibility of unique circumstances that require specific interpretation. The Hayden administrators, Chaplain, and pastoral leaders are responsible for making such interpretation and/or decisions. This information will immediately be communicated to the Superintendent's office.

Children of students shall not be permitted to attend school or school activities that are limited to school students. For example, a student would not be permitted to sit with his/her child in the pep club section at a sporting event. However, the child could go to the event with its grandparents or with its parents, but they could not sit in the student section. ---#7530 Handbook of Policies and Procedures for Catholic Schools in the Archdiocese of KC in KS

## STUDENT AIDES

Seniors may serve as student aides during one or both semesters. Applicants must be trustworthy, responsible, dependable, and capable of assuming a variety of tasks. The student's performance will be granted and credit will be granted as in other classes. However, the grade issued will be Pass/Fail and will not be included in the computation of the student's cumulative grade average. Seniors submit applications for student aide, to the administrator who assigns aides to teachers or other staff members. The final determination rests with the administration.

## TECHNOLOGY POLICIES

### Terms and Conditions for Hayden Catholic High School Internet and Chromebook Use

All users will be held accountable for the rules and guidelines set forth in this document.

Hayden Catholic High School is committed to teaching and assisting our students in becoming informed, responsible, and technologically capable citizens. As part of this process, Hayden Catholic High School provides our students with programs, devices, and Internet access to aid their success. We expect our students to follow these basic rules when accessing the Internet on any devices both at home and while at school.

#### Acceptable Usage Policy

The use of the Internet is a privilege, not a right, and unacceptable use will result in cancellation of those privileges. The Director of Information Technology, teachers and administration of Hayden Catholic High School will deem what is appropriate use, and their decision is final. The school may deny, revoke, or suspend specific user access.

At Hayden Catholic High School, we use information and technology in safe, legal, and respectful ways. It is important that students understand the importance and magnitude of their digital footprint. We require that students embrace the following conditions for safe and responsible digital use.

**Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette.

**Cyberbullying:** Students will be aware of and adhere to the Harassment/Anti-bullying Policies stated in the student handbook. Chromebooks should not be used for instant messaging, blogging or social media during school hours.

**Respecting yourself and others:** Select appropriate information and content to post online. Do not post any personal details including contact information or personal schedules.

**Protecting yourself and others:** Take no part in inappropriate forwards or communications. Report abuse or bullying immediately.

**Protecting intellectual property:** Request the use of software, media, and information that others produce; this includes photographs, music, and art.

#### Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including videos of self, other students or staff or property) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement and could result in legal action as well as school disciplinary action.

#### Internet Access

All Internet access on student devices while on Hayden Catholic High School property will be monitored by teachers and staff. Internet access is filtered according to laws and regulations of the State of Kansas. Any student that attempts to bypass the filters to reach restricted content will be in violation of this agreement. Malicious use, disruption or harm to the school's technology, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses is a violation of this agreement.

**Although our monitoring software will remain active off campus, monitoring of student Internet access outside of Hayden Catholic High School is primarily the responsibility of the parent.**

#### Email

Email on student devices is not private. Network and Internet access is provided as a tool for educational purposes. Hayden Catholic High School has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of school network email accounts, hardware, and Internet access; including transmitted and received information. **The student should be aware that any information deleted can and will be recovered if that is deemed necessary.**

#### Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. This includes the use of AI to generate papers, essays, speeches, etc. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Besides giving credit, Fair Use and Copyright laws must also be adhered to. Fair Use is *"the doctrine that brief excerpts of copyright material may, under certain circumstances, be quoted verbatim for purposes such as criticism, news reporting, teaching, and research, without the need for permission from or payment to the copyright holder."* -- Oxford Dictionaries, 2020. What constitutes fair use can be a matter of a court decision. No software or other intellectual property can be used without proper licensing.

#### Schoolwork/Classroom Expectation

Student school work will be saved and uploaded to the Google Classroom system set up by Hayden Catholic High School. Students will use their assigned Google accounts for all educational work.

Failure to follow teacher instructions regarding use of the devices/tools/websites during class is a violation of this agreement.

Each student will be issued a Google email account within the Hayden domain: haydencatholic.net; this account will not only allow the student access to our Google Classroom program but will also provide the student with programs associated with Google School including unlimited storage on Google Drive. Once students graduate, this Google account will be deleted on or about August 15 of their graduation year which will result in the deletion of all emails and materials associated with said account.

Chromebooks will be used for many online testing platforms including but not limited to Scantron programs and all annual Kansas State Testing.

#### Devices to be used at Hayden Catholic High School

Chromebook: checked out to each student attending Hayden Catholic High School.

Other devices: Other Hayden-owned systems (desktop workstations, laptops, tablets, etc.) are available in certain classrooms and other areas of the school. These devices are password protected and students are not allowed to download programs or save information on these computers unless specifically instructed to do so by an instructor. Each student will have a local account issued to them to be used on these devices. Students' personally owned laptops, phones, and other devices are NOT to be used at Hayden Catholic High School unless specifically authorized by school administration. If you feel that such use is warranted, please contact the Principal's Office or Director of Information Technology.

### Chromebook Issuance Policy

To provide consistency and ease of use, Hayden Catholic High School issues a Chromebook to each of our students. **The Chromebooks are the property of Hayden Catholic High School and are not to be treated as personal property.**

The device will be issued to the student at the beginning of the student's tenure. When the student leaves Hayden Catholic High School, they will have the option of purchasing the device for its fair market value.

Students are responsible for returning the specific device checked out to them. Because of this, making note of the identification number assigned to your device will be essential.

Chromebooks are issued to our students to support their educational experiences at Hayden Catholic High School and are to be used as an educational tool. The Chromebooks must be brought to class as would any other materials and should be fully charged and ready for use.

Misuse of the device, which can include, but is not limited to, physical abuse or mishandling of the device, use of the device for illegal, immoral, or inappropriate activity, the installation of unapproved materials on the device, or the violation of any of the network usages policies of Hayden Catholic High School, etc. can and will lead to disciplinary action. Decisions regarding discipline and the device will be decided by the school administration. Violations may also lead to legal action being taken if such action is warranted.

Each computer device issued to students is uniquely identified. Each student is expected to use the device assigned to them and is responsible for that device. Therefore, students should not allow others to use their device. If a teacher or administrator determines that a student is using someone else's device, that person will take the device and the matter will be referred to the appropriate authority.

Devices are connected to Hayden's internal network. Students are not permitted to circumvent or hijack this connection for any reason. Nor are they allowed to use personal account information to bypass school network filters.

Connectivity of the Chromebooks is not limited to Hayden and devices can connect to other networks. Caution should be practiced when using a public network as data could be stolen. While off campus, parents or guardians will be responsible for monitoring student Internet use.

***Each student is responsible for the full replacement cost of damaged, lost, or stolen devices assigned to them, including such liability caused by lending the device to another person.***

### Repair Issues

If a device is being repaired, a loaner will be assigned to the student.

A malfunctioning device needs to be turned in to the Director of Information Technology for repair. Neither the student nor parents/guardians nor any other person or business can make repairs.

If the device malfunctions outside of school hours, the student needs to turn in the device on the first school day after the malfunction.

If the damage is caused by abuse or improper handling, the parent/guardian will be charged the cost of the repair. This cost is determined by a reputable ACER repair center. Hayden Catholic High School does not set these prices, nor do we add additional charges beyond what is necessary for shipping and packaging.

### Protection

Chromebooks are designed to handle everyday use. They are not designed to protect against screen damage due to dropping the device, striking it, or forcing it into a packed backpack. It is strongly recommended that the student carry the devices in a backpack designed for laptops. A normal backpack

cannot protect an electronic device from shock trauma. At the least, students are encouraged to purchase a padded sleeve to help cushion the Chromebook inside the backpack. Hayden Chromebooks are 11.6 inches in size and a quick Amazon.com or Walmart.com search for laptop backpacks or padded sleeves for an 11.6 inch laptop will reveal many options.

Students will be given a *Care and Usage Guide* when they are issued their Chromebook. The Guide contains an “acknowledgement of receipt” that is to be signed by the student and parent/guardian and returned to the school. Failure to read and understand this document does not exempt the student or the student’s family from the responsibility of proper care.

If there are any questions about the Chromebook or its use, please contact the Director of Information Technology.

#### TELEPHONE SYSTEM

The switchboard hours during regular school days are 7:30 am to 3:30 pm. If you are calling to report an absence, tardy or appointment, please use the Attendance office direct line number, (785) 272-0389. Please be patient when calling the Attendance Office. The attendance clerk tries to answer all calls but at times it is impossible, especially early in the day. If your call goes to the attendance voicemail, please leave a message including your student’s name, parent’s name, contact number and reason for your call. Your call will be returned if necessary. You are also welcome to send information via email to [valdiviac@haydencatholic.net](mailto:valdiviac@haydencatholic.net).

#### TRANSPORTATION

Hayden students are subject to all provisions of the Hayden Catholic High School Transportation Policy. Copies of this policy are available in the school office. Some provisions particular to activities are contained in the following paragraph.

All participants must ride the team transportation to and from all activities if the Athletic Department has determined it necessary to provide the transportation. If cars and/or rentals are used, the Athletic Director or head coach can assign the means of transportation. A participant may only be released to his/her own parent or to a parent authorized in writing by the participant’s parent. The student’s parent or authorized parent must personally take the participant home. The school cannot release a participant to another parent without written authorization.

#### TUITION ASSISTANCE

Tuition assistance is based on financial need. Parents should apply through FACTS Grant & Aid by accessing the Financial Aid link on the Hayden Catholic High School webpage. In order for a student to receive tuition assistance, all required application information must be submitted and the student must be registered. In addition, the student is required to maintain a 2.0 GPA with no failing marks at the end of the grading periods. Moreover, the student is expected to be a good community member with satisfactory attendance and discipline. Finally, student tuition accounts must be kept current with no overdue payments. Any outstanding balance from the previous year must be met before assistance funds will be distributed. Failure to meet the academic, attendance, disciplinary, or tuition standards outlined could result in forfeiture of assistance.

Financial aid is available on a need basis. Please contact the Business Office for more information.

#### **STUDENT CODE OF CONDUCT**

##### APPEAL PROCEDURES suspension

A short-term suspension is given at the professional discretion of the Principal or Dean of Students and is not subject to formal appeal. Any parent who feels that there has been violation of procedure in the case of any short-term suspension should contact the school’s President.

Any student who has been given a long-term suspension/expulsion shall appeal first to the school's President if the student so desires. The President may choose to (1) adopt the decision of the school's Discipline Hearing Committee 2) deny the appeal, (3) return the matter to the school's Hearing Team for further review because a procedure was not followed or new information has become available, or (4) take any other action deemed appropriate. If the student or parents/guardians disagree with the decision of the President, a further appeal may be taken in writing to the Appeal Panel of the Archdiocesan Commission on Schools. The President shall then file a complete report to the Appeal Panel for procedural review. No appeal involving a secondary school student shall be heard by the Appeal Panel unless it was first presented to the school president for review.

Appeals from decisions concerning elementary students and secondary students must be made within ten (10) calendar days after the final decisions of the school's Hearing Team. The appeal requests should be sent to:

Appeal Panel of the Archdiocesan Commission on Schools  
% Superintendent's Office  
12615 Parallel Parkway  
Kansas City, Kansas 66109

The student shall remain in suspension/expulsion during any such appeal.

The Appeal Panel shall review any such written appeal not later than twenty (20) calendar days after such notice of appeal is filed. This body will review the procedures of the Discipline Hearing Committee or President to determine if the student was afforded fair and reasonable process. In reaching this decision, the Appeal Panel shall determine whether the policies and procedures for long-term suspension/expulsion of the Archdiocese were followed.

The Appeal Panel shall respond no later than five (5) days after the conclusion of the review. The response shall be either to (1) deny the appeal, or (2) return it to the Discipline Hearing Committee for further review because a procedure was not followed or new information has become available.

#### CELL PHONES/SMART WATCHES

Cell phone and smartwatch use is not allowed during class periods. During class, cell phones must be turned off and not visible. Teachers may ask for smartwatches to be removed as well. Cell phones are allowed during passing periods and lunch. Repeated cell phone/smartwatch violations will result in progressive sanctions such as loss of phone privileges, disciplinary points, detentions (served before or after school), work detail, and Saturday school.

#### CONTROLLED SUBSTANCES, ALCOHOLIC LIQUOR & CEREAL MALT BEVERAGES POLICY

Hayden Catholic High School is committed to the education of every student in drug and alcohol awareness and has pledged to work cooperatively with parents to create a substance free educational environment. Hayden Catholic High School has established policies that are consistent with our mission of supporting families in cultivating a Roman Catholic Faith community based on Gospel virtues. This policy recognizes that students of high school age are physically and emotionally vulnerable to social pressure that may lead to the illegal use of controlled substances and potential addiction. This policy is intended to provide students and their parents with assistance in identifying and addressing the use of these substances. The Hayden Substance Abuse Policy is defined in accordance with Kansas statutes concerning alcoholic liquor, cereal malt beverages, and controlled substances. Nicotine and other tobacco products are also prohibited on school property and carry consequences for use consistent with the disciplinary policy/point system. The Hayden Catholic High School policy for alcohol and drugs (controlled substances) includes:

The possession, use, consumption or sale of drugs on school property or at school activities.

Any student who comes onto school property or attends school activities under the influence of controlled substances as defined above.

Any student who has substances, residue or paraphernalia in their vehicle, on their person or in their belongings while at a school.

**Hayden Catholic High School reserves the right to require any student to comply with a witnessed alcohol test or drug screening at any time if the school administration decides that there is a reasonable cause to do so. Refusal to submit to an alcohol or drug test will be considered the same as a positive test.**

Students transferring to Hayden Catholic High School will be required to take a drug test.

In order to provide a drug free environment and to assist in the education and treatment of students who have engaged in drug use Hayden Catholic High School students will be randomly tested for drugs. The mandatory random drug screening process is outlined below:

**Drug Testing Process:**

Psychomedics testing facility will randomly select students for testing throughout the school year.

The Dean of Students, or his designee, will follow the protocols established by Psychomedics. In short, a sample of hair will be clipped from the student and placed in a sample collection envelope. The student will witness the sealing of the envelope, confirm his/her identification number and verify accuracy by initialing the envelope.

The collected sample will be sent to a drug testing facility for analysis.

Parents will be contacted by the Dean of Students and given the results of the test within two to three weeks of the hair sample taken. Contact by phone and/or mail will be made for negative test results. Contact by phone will be made for positive test results.

Students whose test has a positive result will meet with their parents/guardians and the Dean of Students. After 100 days, a new sample of hair will be taken for the purpose of a drug test and a fee of \$60.00 will be assessed.

After a FIRST positive test result, Hayden Catholic High School will cooperate with the student and parents/guardians in his/her entering a drug education and/or treatment program, if such a course of action is deemed necessary by the assessment described in the consequences of the first positive test.

TWO positive test results over the four years a student attends Hayden Catholic High School will result in consequences as described in this policy, including a possible disciplinary hearing. The THIRD positive test result over the four years that a student attends Hayden will automatically result in a disciplinary hearing that could result in expulsion.

Test results will be available only to the student, the parents/guardians, and to the Hayden Catholic High School Administration.

Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their four years at Hayden Catholic High School.

If parents question the validity of the test results they may pay for a re-test. It is important to note that any Psychomedics positive result has had two completely separate tests performed, an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because Psychomedics utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the Psychomedics wash procedure.



The Psychomedics lab uses a liquefying method to process hair samples. Hair samples taken from areas of the body other than the scalp (which retain drug traces for longer periods of time) may be used. To help ensure valid test results, students taking prescription medications or any supplements will write on the envelope that will be sent to the lab the names of any medications or supplements they are taking.

#### Alcohol Testing Process:

In the case of an alcohol test, a student will be tested in the presence of at least two school officials or designated substitutes. The school reserves the right to test for alcohol at school or at any official school function.

Should the student not be willing to comply with a drug or alcohol test, Hayden Catholic High School reserves the right to remove the student from school on a permanent basis. Any student subject to a long-term suspension or expulsion will have the right to a disciplinary hearing. In the case that a drug test should prove positive and be considered a Level 3 infraction, the student may be allowed to remain in attendance at Hayden Catholic High School at the discretion of a Discipline Hearing Committee provided that s/he agrees to undergo an immediate course of suitable rehabilitation if such rehabilitation is recommended by the assessment.

Students who violate the drug/alcohol policy will be subject to the following:

#### First Offense

Level 3 infraction. A minimum three (3) school day suspension and 30 day no attendance of any school sponsored event or activity (See Extracurricular Activities for Participating Students) . Required assessment at the Prevention And Recovery Services (PARS) and strict adherence to the recommendations made by PARS. The assessment may include urinalysis as necessary. The clinical assessment is provided free but any urinalysis will incur a cost to be paid by the student/parents/guardians. (It will be necessary for the student and parents/guardians to provide a signed release so that pertinent information may be shared with school officials.) The Resource Center is located at 2209 SW 29th Street, Topeka, KS 66611, phone number 785-266-8666.

Extracurricular Activities: The code of conduct for students participating in extracurricular activities stipulates that students who have level 3 infractions are suspended a minimum of three school days and not able to compete in 30% of current season competitions or 30 days, whichever is shorter for the first offense. The Student can participate in any practice or meetings during this period at the coaches discretion. The students can not attend other activities during this same period. The Coach reserves the right to enforce a more severe disciplinary action.

#### Second Offense

Level 4 infraction, with the right to a hearing by Discipline Review Board. A minimum five (5) school day suspension and 60 days no activity attendance.

Required re-assessment at the Prevention and Recovery Services (PARS) and strict adherence to the recommendations made by PARS in order to be considered for continued enrollment at Hayden Catholic High School. (It will be necessary for the student and parents/guardians to provide a signed release of information in order for the school to monitor the progress of the treatment plan/recommendations.)

Extracurricular Activities: A second offense will result in an increase in the time a student is suspended from activities for that offense, e.g. 2nd violation = 60% of competitions. The Coach reserves the right to enforce a more severe disciplinary action.

### Third Offense

Level 4 infraction, with the right to a hearing by the Discipline Review Board.

Required re-assessment at the Prevention and Recovery Services (PARS) and strict adherence to the recommendations made by PARS in order to be considered for continued enrollment at Hayden Catholic High School. (It will be necessary for the student and parents/guardians to provide a signed release of information in order for the school to monitor the progress of the treatment plan/recommendations.)

Extracurricular Activities: A third offense will result in an increase in the time a student is suspended from activities for that offense, e.g. 3rd violation = 90% of competitions. The Coach reserves the right to enforce a more severe disciplinary action.

## DETENTION

“Human virtues are firm attitudes, stable dispositions and habitual perfections of intellect...[to make] possible ease, self-mastery, and joy in leading a morally good life.” (Catechism of the Catholic Church 1805). Archdiocese policy guides that when disciplinary action is required it should be designed to help the student grow in understanding of himself/herself and of his/her Christian responsibilities. Virtue education offers a positive way to approach harmful behavior and when combined with restorative practices helps all parties involved to make things as right as possible when necessary. Restorative discipline is a way to hold students accountable for their actions while asking them to take responsibility for restoring relationships.

Detentions are usually served before or after school. If a student receives a detention s/he should serve it that day, OR serve the following day. IF a student FAILS to serve detention in a timely manner, s/he will receive subsequent discipline consistent with Hayden’s discipline policy. Administration reserves the right to substitute work detail for one hour and Saturday detentions. A detention may not be excused once the student has failed to report for the detention as assigned.

## DUE PROCESS

### Teachers

In general, if a family or student is having a problem with a teacher, they should attempt to work out the difficulty with the teacher first. If not satisfied with the attempt, they should contact the Dean of Students with the problem. If still not satisfied with the attempt, they should contact the Principal. If you are not satisfied with this attempt, the next appeal would be to the President.

### Coaches/Sponsors

If a family or student is having a problem with a coach/sponsor, the first attempt to work out the problem should be with the coach. If that is unsatisfactory, they should contact the Athletic Director. If still not satisfied, contact the Principal. The last level of appeal is the President of Hayden Catholic High School.

## PHILOSOPHY

An essential ingredient in the operation of a school is self-discipline. The basic philosophy of Hayden Catholic High School is that students are expected to conduct themselves in a responsible manner. The education of all students is essential and any behavior that interferes with learning reduces the effectiveness of both teacher and student. It is not the intent, nor is it possible, to list all behavior guidelines to be followed; however, students must be aware that there are consequences to inappropriate behavior

and violating established rules. Common sense and cooperation are necessary for a successful experience at Hayden.

To avoid misunderstandings, a code of conduct with consequences for infractions has been developed and is published in The Student/Family Handbook. All disciplinary action should be geared to help the student grow in understanding of himself/herself and of his/her Christian responsibilities to others. Student behavior should be based on courtesy and respect for self and others. Such respect and behavior should reflect and demonstrate Christian love. The student conduct guidelines apply to all students at Hayden, and consequences should be applied with understanding via grace, justice, and mercy. The Hayden Catholic High School rules are based upon the following Archdiocesan School Policies and Procedures and apply at school, on school grounds, in facilities rented or loaned to the school, and at school functions, both home and away.

#### **SATURDAY DETENTION**

Saturday detention will be held in the library from 8:00 am to noon. No food or drink will be allowed during the detention. Students should come prepared to work. Failure to show up for Saturday detention will result in two Saturday detentions being assigned, or a one-day suspension from school. Repeated noncompliance and nonattendance may lead to long-term suspension to be determined on a case by case basis by the Discipline Hearing Team.

#### **SOCIAL MEDIA**

Any social media post or page created by a student(s) inside or outside of school that causes “substantial disruption” to the operation of the school will be addressed by the school discipline policy.

The following are examples of social media behavior that might cause a “substantial disruption”:

- Any social media post that undermines the authority of a priest, board member, school official, teacher, staff member, member of the Hayden Catholic High School community or community at large.
- Any social media post that is deemed mean-spirited and bullying in nature that is directed toward a student or member of a student’s family.
- Any social media post that is deemed “sexually explicit, indecent or lewd.”
- Any social media page or post that is insulting, racist, contains vulgarities, sexual innuendos, pictures or videos.
- Any false social media page created/used/shared for the purpose of harassing, cyberbullying, or bullying others.
- Any social media post that constitutes a “true threat” or “a statement that a reasonable recipient would interpret as a serious expression of interest to cause harm or injury to another.”
- Any possession of sexually explicit/indecent material such as photos on an electronic device.

Consequences are consistent with the Hayden Catholic High School Code of Conduct and student behavior policies.

### **STUDENT LIFE**

#### **COMMUNITY SYSTEM OVERVIEW**

Hayden Catholic High School participates in a Community System divided into four communities: Matthew, Mark, Luke and John. Each student will be assigned to the same Community and House for their time at Hayden Catholic. Each Community is divided into five Houses with one teacher in charge of each house. Houses meet on a weekly basis. The school will elect two school captains (Senior Leaders) who will be responsible for the atmosphere of care and concern for the entire school as fostered by the House system with the Director of the Community/House System. Goals include:

- Help each student know and love Jesus and the people in our community more deeply.
- Ensure individual care by providing each student with at least two adults who will monitor and support the academic, social, and spiritual growth of each student.

- Enhance the ministry provided to all of our students by embracing our Catholic values and traditions.
- Strengthen the bonds of the Hayden Catholic Family Spirit among the 9th-12th grade divisions.
- Create opportunities for students to be trained and to serve as leaders.
- Develop each student's interpersonal relationship skills.
- Enhance the community strength outside of Hayden.

#### PERSONAL COUNSELING

Personal counseling is available to all students either by teacher or parent referral or by the student's own choice to make an appointment to see a counselor. These individual sessions may concern personal matters or anything about which the student is concerned or confused.

#### TESTING

The following standardized tests are administered to current students at Hayden Catholic High School:

9th grade: Fastbridge, ACRE, PreACT

10th grade: PSAT (for those who wish to take it), Kansas Assessments, Fastbridge, and (ACT needs to be taken on your own)

11th grade: PSAT and Kansas Assessments (ACT needs to be taken on your own)

12th grade: (ACT needs to be taken on your own) and ASVAB (for those who wish to take it), ACRE

Information packets for the ACT and SAT college admission tests are available in the Guidance Office. Registration for these tests is only available on-line ([www.ACT.org](http://www.ACT.org) and [www.collegeboard.org](http://www.collegeboard.org) for SAT). Students are encouraged to take a college admission test in the spring of their junior year, with an opportunity to retest several times during their senior year. Our high school code for these tests is 172-905.

AP (Advanced Placement) Tests are available for upper level students who are usually enrolled in one or more honors or AP courses geared to prepare the student for AP exams. It is the student's responsibility to determine AP policies at colleges in which he/she has an interest.

#### TRANSCRIPT

To make transcript requests easier, Hayden Catholic High School is partnering with Parchment, a digital credential service providing secure online transcript ordering services which are available 24/7 at [www.parchment.com](http://www.parchment.com). Creating a Parchment account is free and only takes a few steps. Please create an account in the Student's name (NOTE\*\*\*CREATE A STUDENT ACCOUNT, NOT A PARENT ACCOUNT. Once you decide to perform a transcript request, you will be able to track your transcripts with ease. There is a nominal fee (\$4) to use. Using Parchment will guarantee all transcripts get delivered to EACH individual college meeting the college's requirements. Hayden will no longer send transcripts or take requests through the Counseling Department. Instead, we will download transcripts into Parchment which will require ALL transcript requests to go through Parchment. Once students graduate from Hayden they will need to change their email address to a personal email from their Hayden email address in parchment.

#### TRANSFERS

Senior transfer students are typically not accepted at Hayden Catholic High School unless the family is moving from out of town or there are other circumstances and have been reviewed by Administration. Other students wishing to transfer to Hayden must meet the following requirements

1. Request a Transfer Packet and complete and return the packet along with a transcript of grades.
2. Interview with an Admissions Committee and receive approval to enroll.
3. Complete the application form and submit it along with the registration /class fee.
4. Meet the course requirements necessary for normal progression toward graduation.
5. Meet with a guidance counselor to plan a schedule.
6. Students transferring to Hayden may be required to take a drug test.

Students withdrawing from Hayden should request a withdrawal form from the Administration/Registrar Office. This will need to be signed by a parent and returned to the office. All textbooks, library books, technology and athletic uniforms must be returned, tuition and/or registration and class fees paid, and other obligations fulfilled before transcripts or recommendations to other schools will be released.

### **NOTICES AND ACKNOWLEDGEMENTS:**

#### **RISKS ASSOCIATED WITH CORONAVIRUS/COVID-19:**

**Despite the above noted precautions, the risks associated with transmission of COVID-19 remain high.** Even with the implementation of these safety protocols, the School cannot guarantee that you or your child(ren) will not become infected with COVID-19 and attendance at School and/or participation in School activities could increase your risk and/or your child(ren)'s risk of contracting COVID-19.

#### **OBLIGATION TO MONITOR FAMILY HEALTH:**

School families must understand and agree that, in the event a child or other member of the family develops symptoms or suspected symptoms of COVID-19, they must contact the school and follow the appropriate protocols as directed by the school. Families must also understand and affirm that the School and School staff have discretion to determine whether a student is ill, or potentially contagious, and whether it is in the best interests of the student, student body, teachers, and School staff, to mandate that a child/student be picked up from school at the time of that determination.

#### **POSSIBLE SCHOOL SCHEDULE MODIFICATIONS, INCLUDING CLOSURE:**

The operation of our school is subject to lawful orders of the Federal, State and local governments and agencies, and changes to the operational status of the school could occur. These changes could include modified schedules, limitations on building occupancy levels and complete closure. Depending on the conditions and timing of any necessary modifications, in-person classroom time may be reduced or eliminated completely, and replaced or augmented with a variety of options for virtual learning.

#### **ACKNOWLEDGEMENT OF ONGOING FINANCIAL COMMITMENT:**

The costs associated with these enhanced health and safety measures, as well as the additional resources necessary to facilitate the necessary changes to class sizes, schedules, staffing and other changes have and will continue to be significant. All school families must be aware of this reality, and as such, by their enrollment in our school for this academic year, school families are understood to have acknowledged and committed to their ongoing support through their required tuition and fee agreements. This commitment will be ongoing, and refunds or credits for tuition and fees will not be given in the event that it becomes necessary for classes to be administered via distance or other virtual learning arrangements, or other modifications that result from the ongoing pandemic.

#### **ACKNOWLEDGEMENT OF OBLIGATION TO PARTICIPATE AS AN ACTIVELY ENGAGED SCHOOL FAMILY:**

It is impossible in advance to specify all known and unknown conditions and risks that may arise in the coming year. It must be understood and acknowledged by all students and school families that the challenges before the school now and those that will likely arise in the weeks and months to come will require an increase in everyone's dedication, volunteerism, patience, understanding and most importantly, prayers to help our students and entire school community have a successful and safe school year.

### **ARCHDIOCESE POLICIES**

#### **Equal Opportunity #1020**

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 (particularly that are described in the Catechism of the Catholic Church, various documents from the Vatican and United States Conference of Catholic Bishops, as well as in the document, "Church Teaching on Special Issues of Concern." related to abortion, InVitro Fertilization, artificial insemination, sterilization, contraception, homosexual lifestyle, marriage, transgender issues, chastity, as well as teachings regarding social issues such as racism, care for the poor, religious liberty, and sharing of goods) 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. (\*See "Church Teaching on Special Issues of Concern")

#### Parents #6010

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 the 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. The establishment of parent organizations shall be left to the discretion of the local school President (Secondary schools), Principal and Pastor (Elementary Schools) or Principal/Board chair (in the case of consolidated schools).

#### Principle of Subsidiary #3000

The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with pastors (in the case of single parish elementary schools) or boards of trustees (in the case of consolidated elementary schools and secondary schools).

#### Role of Boards of Trustees - Separately Incorporated Elementary and Secondary Schools #6010.3

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.

#### Guiding Principles #7000

The student is a reflection of God's love ...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas. Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus.

#### Placement Status #7010

Children who apply for admission to 'Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas by transfer from non-public schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child. Children who apply for admission to the Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas who have been homeschooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student

portfolio, achievement tests or any other informal curriculum assessments administered by the school. Every child in Kansas is to be given a Home Language Survey. The survey consists of a question on the schools enrollment/application form that says, "What is the primary language spoken in the home?" If a language other than English is provided on the survey, students in grades K-12 should be assessed for English Language proficiency. The Title III Coordinator for the public school district in which the Catholic school is located should be contacted for detailed instructions on how to proceed with the English language proficiency assessment. For additional information, contact the Associate Superintendent for Student Services/Perfect Wings Coordinator.

#### School Discipline #7105

"Human virtues are firm attitudes, stable dispositions, habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith. They make possible ease, self-mastery, and joy in leading a morally good life" (Catechism of the Catholic Church 1805). Extreme caution should be exercised in disciplining children. Schools should implement a school-wide Virtuous Behavior Formation Program to routinely teach and recognize students demonstrating virtuous behavior. Every attempt should be made to discover the cause of the student discipline problem. When disciplinary action is required it should be geared to help the student grow in understanding of himself/herself and of his/her Christian responsibilities to others. Extreme and unusual forms of punishment are not permitted; corporal punishment is not allowed under any circumstances. To avoid misunderstandings, schools should develop a school wide Virtuous Behavior Formation Program. The VBF program should be published in the faculty and parent/student handbooks. Parents and students who are new to the school should be made aware of the code of conduct prior to the registration of the students. All students should be reminded of the VBF program and retaught expectations routinely. Extreme behaviors such as cheating, stealing, or hurting other students may result in immediate consequences. Schools may reserve the right to inspect student property or individuals if student behavior indicates a need for such inspection. School leaders determine the need for inspection. Local policies and procedures for such inspections shall be published in local handbooks.

#### Anti-Bullying #7130.1

Catholic schools In the Archdiocese of Kansas City in Kansas shall implement Anti-Bullying policies grounded in the Gospel message of Jesus Christ. Elements of Anti-Bullying Policies #7130.1.1 Each school shall: 1) adopt and implement a plan to address cyberbullying, and 2) adopt policies prohibiting bullying on school property, in school vehicles, or at school sponsored activities, and 3) adopt and implement a research based anti-bullying program that is infused with the Catholic faith to address bullying, which must include provisions for training and education of staff and students. 4) adopt and implement a plan that is based upon and includes references to the Gospel teachings of Jesus Christ. Definitions #7130.1.2 (1) "Bullying" means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: Excluding or isolating a student within the school community; Harming a student or staff member, whether physically or mentally; Damaging a student's or staff member's property: Placing a student or staff member in reasonable fear of harm to the student or staff member; or Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or (2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites. (3) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

#### Virtus Safe Touch #7130.4

In response to the USC:C8 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.

#### Weapon Possession #7140

A Student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity.

#### Health #7200

Efforts should be made through the school health program, the parents and the community to maintain the highest level of health for the school-age child. Principals (with the advice and consent of the Pastor, in single parish elementary schools; Board chair in consolidated elementary schools; Presidents in secondary schools) will determine the nature and extent of all clinical services to be made available to the children of the school and advise parents of their availability. If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents to obtain certain information from a qualified health professional in order to determine how to best address the situation.

#### Non-Prescriptions #7200.3

Unless otherwise stipulated by local policy, annual written permission from the doctor must be on file in the school office if a child is to receive any over-the-counter medications; - Annual written permission from parents allowing the school to dispense over-the-counter medications must be on file in the school office. - The medication must be in its original container with the label clearly identifiable.

#### Parental Consent and Release Form #7200.8

Each parent or guardian of a student who wishes to self-administer asthma and anaphylaxis medication under this policy shall be required to execute a document containing the information noted in Form #C118.

#### Student on Student Sexual Conduct #7340.1

Student on student sexual behavior at school will require a prompt response from the administrator. Some sexual behavior could be characterized as developmentally "normal" depending on the age and circumstances of the behavior. Regardless of the circumstances, the school administrator must address the situation immediately, notify the parents of the students involved, and report and refer to the proper authorities, when necessary.

The following are example behaviors which may be considered "normal" sexual behaviors for children depending on the age and circumstances: Showing private parts to peers in a reciprocal manner, comparing body parts with friends, touching own genitals, using "dirty" words for bathroom functions, expressing interest in others' bodies, and imitating the flirtatious behavior of adults. Behaviors beyond those mentioned above, such as acts involving force, coercion, demands to see others body parts, playing sexual games, inappropriate texts or on-line behavior related to sexual acts will result in an immediate report to the Department of Children and Families (DCF) and law enforcement (in the event the student(s) are 10 years of age or older).

All school personnel are mandated by law to report child sexual abuse. This includes all professional school personnel (e.g. teacher, administrators, nurses, counselors, and child care providers). Any report of student sexual conduct must immediately be reported to the State of Kansas Department of Children and Families (DCF). For students 10 years of age and older, local law enforcement also must be contacted

Because of the potential negative effects on a student, as well as the ability to obtain accurate information, school officials should use the following guidelines in the event a student discloses abuse:

Listen carefully to the child. Do not express your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking. Only ask limited questions to allow for the collection of the basic facts related to the incident.

Let the student know they've done the right thing by telling a trusted adult and reassure the student this is not their fault.



Below are examples that may be said that would support and encourage a victim:

“I’m sorry this happened to you.”

“You are very brave to share this with me, thank you.”

“Thank you for telling me.”

“It’s understandable you’re feeling that way.”

Tell the student their report is taken seriously. A child could keep abuse secret in fear they won't be believed. They have come forward because they want help and trust the person whom he/she has told will listen to and support them.

Talk to the students involved to gather the basic facts related to the situation. Only professionals (e.g. DCF, law enforcement, licensed clinical counselor) should conduct a detailed interview with the student(s) regarding the specifics of the incident reported. School administrators, teachers, counselors and nurses are not trained to investigate these types of situations. It is important to allow the experts to conduct the investigation.

School personnel could ask the following questions: “Who was involved?”, “Where did this happen?”, “Did anyone else see this happen?”

DO NOT ask specific questions, such as: “What did the other student say to you?”, “Are you scared of the other student?”, “Did you say something to make the other student feel like this behavior was okay?”, “Did you tell the other student to stop?”, “Why do you think this happened?”

Explain what will happen next. Let the student know that experts will be involved to help them with the situation. If age appropriate, explain to the child the need to report the abuse to local law enforcement and the Kansas Department for Children and Families who will be able to help.

Don't delay reporting the abuse, a report should immediately be made to the Kansas Department for Children and Families, and if the students are 10 years old or older, to local law enforcement. Write down the complaint number from the police department and the intake ID number from Kansas Department for Children and Families.

If there are any questions related to the situation and report the Office of Catholic Schools in the Archdiocese of Kansas City in Kansas is available to assist as needed.

Based on the information available, the principal will have the discretion to determine if any student or students need to be removed from the school building until the investigation is complete and DCF has shared their FINDINGS regarding the situation. School administrators will work with families to provide school work for students, if they are to remain at home, until the situation is resolved.

Parents/guardians may be required to have their student evaluated by a licensed professional and provide written documentation to the school stating the student is safe for himself/herself and others to return to school.

If appropriate, the school will develop a reentry plan for students prior to returning to the school building.

Graduation #7400

Students are eligible to receive a certificate and/or a diploma from the elementary and secondary schools in the Archdiocese of Kansas City in Kansas after a satisfactory completion of the required studies (see

8000 series, Curriculum and Instruction) and after all tuition and fee obligations to the school have been met. Graduation exercises in elementary and secondary schools shall be simple and appropriate, in keeping with the meaning and purpose of Catholic Education.

#### Secondary Schools #8030.2

The State of Kansas graduation requirements are defined by the Kansas State Department of Education regulation 91-31-35. A minimum of 21 units of credit shall be required for graduation. Four units of English language arts Three units of history and government Three units of science Three units of mathematics One unit of physical education One unit of fine arts Six units of elective courses.

#### Co-curricular and Extracurricular Activities #8050

Participation in co-curricular and extracurricular activities can enhance the development of students and help them realize their human potential. Thus, schools are encouraged to provide such opportunities. Any co-curricular activities must be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teaching of the Catholic Church, which may or may not be consistent with societal trends. Certain school sponsored activities should not be scheduled on Sundays. Sundays have always been accorded a special place in the life of the Church. In addition to worshiping God through the Sunday Eucharist and providing space for cultivating family life, the Church recognizes that this is a day that can also foster cultural, social and religious life. As long as activities are celebratory, communal and occasional, they would be in accord with the way we are called to live out Sundays. In the case of school sponsored activities that do not clearly fit within these criteria, the Pastor of the parish school (in the case of single parish elementary schools) or the Pastors on the board (in the case of high schools and consolidated elementary schools) in consultation with priests in the pastoral region, will make the decision to allow or disallow the activity in question. [This policy is taken from the policy statement Appendix P in the Archdiocesan Handbook for Priests.] In providing co-curricular and extracurricular opportunities for students, schools must be highly sensitive to the rights and dignity of all students, male and female. In the context of Catholic high school athletics, schools will abide by the applicable civil laws. Catholic Church teachings regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural conditioning but are part of human nature. God created men and women to be equal yet different, so that through their complementarity they would reflect His image (cf. Gen. 1:26-28). In writing about the "ecology of man," Pope Francis states that "valuing one's own body in its femininity or masculinity is necessary ... it is not a healthy attitude which would seek to 'cancel out sexual difference because it no longer knows how to confront it." (*Laudato Si*) Consequently, there may be some sports/activities that in a Catholic school will be restricted to like-gender participation, regardless of what is accepted by the Kansas State High School Activities Association (KSHSAA). (One such example of an activity that is inappropriate for mixed gender competition is wrestling.) The Superintendent of Schools, with direction from the Archbishop or his designee, will determine on an as-needed, case-by-case basis what other athletics/activities besides wrestling also should be so restricted. In addition, Church teachings dictate that proper attire and decorum be maintained at all events and activities. Uniforms must be modest, and programs (e.g. music selections, play selections, dance routines, cheers, debate arguments, etc.) must be consistent with Gospel values. School principals may reserve the right to judge appropriateness and to restrict participation in an athletic event or other activity if there are issues regarding what is acceptable attire and decorum.

#### Academic Expectations #8100

Schools will provide students with appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. Technology offers unique learning opportunities if used appropriately. Each school shall establish its expectations, policies, and procedures with regard to technology and learning.

#### Accreditation - AdvancEd and State of Kansas #9000

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 AdvanceEd model involves a 5-year, school improvement process based on research-based standards of school performance. At the conclusion of this cycle, the ER (External Review) team evaluates the five standards and provides commendations, recommendations, and improvement priorities. AdvanceEd Contact: Nancy Bolz AdvanceEd, Wichita 913-978-3507 800-854-3024 nbolz@advan-ed.org The Archdiocesan office of Catholic Schools provides support to schools throughout the process. In addition to AdvanceEd accreditation, Catholic schools are expected to maintain accreditation through the State Department of Education.

#### Archdiocesan Guidelines for School Fund-raising #9020

Fund-raising 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 the 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.

#### Child Protection - Virtus Training for Adults and Volunteers #9060

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 #9070

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.

#### Nondiscrimination Policy #9210

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin and gender\* and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Catholic Schools in the Archdiocese and members of the Catholic faith. The school Principal is responsible for implementing the policy and using a curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender\*, age, color, or national origin) among students, faculty, staff and volunteers in school and school-sponsored activities.

The Archdiocese shall file "Form 5578: Annual Certification of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax" with the Internal Revenue Service on behalf of Catholic elementary and secondary schools in the Archdiocese of Kansas City in Kansas.

Each school's Parent/Student Handbook must contain a statement substantially equivalent to the following:

"\_\_\_\_\_ (name of school) admits students of any race, color and national or ethnic origin and gender\*. Preference in admissions is given to members of the \_\_\_\_\_ (name of the parish that operates school) or \_\_\_\_\_ region (for high schools) and members of the Catholic faith."

The following statement must be included in promotional activities and recruiting efforts, including all brochures, catalogs and other materials pertaining to student admissions, scholarship and loan programs, educational, athletic and other school programs and in all written advertising directed to prospective students:

“ \_\_\_\_\_ (name of school) admits students of any race, color, national or ethnic origin and gender\*.”

\*See “Church Teaching on Special Issues of Concern”

#### Parent/Teacher Conferences #9220

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's 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.

#### Photographs 119250

In order to use/reproduce photographs of school community members, schools must obtain the permission of the photographed subject.

#### Prayer #9260

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.

#### Parameters for Acceptable Use of Technological Resources in Catholic Schools #9340.1

In the Archdiocese the following are to be followed by all schools of the Archdiocese of Kansas City in Kansas. Schools 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 outlines 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 President or Principal of the School or designee without prior notice. 2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources. 3. No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges) 4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges) 5. The School is not responsible for damages to any party arising from the use of any School technological resource. 6. All student access to technological resources is subject to the School's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the School. 7. Usage of technological resources for unacceptable and/or, non-School approved purposes is prohibited. 8. The School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited. 9. The School's technological resources may not be used to advance or endorse any candidate for elective public office. 10. The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion. 11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secrets. 12. It is the responsibility of all parents, students and employees of the School to become familiar with these

guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate School authority. 13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines. The Archdiocesan Office of Catholic Schools will review and amend this policy when necessary.

Parameters for Acceptable use of Non-school Technological Resources #9340.2

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 the use of both school and non-school technological resources. Because such use is not considered private, schools may become aware of use and/or content related to nonschool technological resources. If this occurs, schools reserve the right to address, in a manner consistent with the parameters specified in policy #9340.1 any inappropriate content or use.

Traffic Safety #9350

Before the opening of the school year, the Principal should arrange with local police officials for the protection of children who cross traffic intersections on their way to and from school. In addition, the Principal should develop an on-site traffic plan that is communicated in writing to parents.

*The Student Handbook is intended to be in compliance with Archdiocesan policy. If the Archdiocese changes policy during the course of a school year, Hayden Catholic High School will implement those changes effective immediately. Hayden Catholic High School recognizes the authority of the Archdiocese in the policy of running Catholic schools.*



We are Hayden -  
A Roman Catholic High School Cultivating  
Excellence in Faith, Academics, Community,  
Tradition, and Service.