

Letter from the Principal

Dear Parents/Guardians and Students:

One of Holy Family's School goals is to provide planned learning activities within an orderly and safe environment. This is one of the correlates of an effective school that we wish to maintain. We constantly strive to be a place where students feel safe, are made to feel good about themselves, and treat others as we wish to be treated.

This Code of Conduct book contains the basic consequences of unacceptable behavior. When inappropriate actions occur, we will refer to the Code of Conduct. Please spend some time together reviewing this, so that we may all help keep our school a safe and happy one!

God Bless,

Nick Anderson
Principal

MISSION STATEMENT

The mission of Holy Family Catholic School is to promote Catholic faith and academics that will enable our students to become confident, lifelong learners who value and live their faith.

EXPECTATIONS FOR STUDENT CONDUCT

Students shall be expected to assume their share of responsibility in maintaining a positive school climate in all classes and activities. Acceptable behavior begins with the acknowledgment of the rights of others, respect, and mutual trust among parents, teachers and students. It is a goal of the school to help foster student's positive self-image, self-control, and self-discipline. While the students are expected to control their conduct through such means, the ultimate responsibility for student behavior lies with the parents or the guardians.

Our school shall adopt a code of behavior for each of our students. The Principal, or the Principal's delegate is authorized to enforce this code of behavior for the students in our school.

CONSEQUENCES FOR VIOLATIONS

If a student is found to have committed an offense in violation of the Code of Student Conduct, the penalty or discipline imposed shall be within the following limitations entitled “Consequences” as deemed appropriate by the Principal, or the Principal’s delegate.

Nothing herein provided, however, shall limit the Principal, or the Principal’s delegate, to impose stricter consequences in an emergency situation where intentional and willful violations of the Code of Student Conduct substantially disrupt, impedes or interferes with the operation of our school.

DEFINITIONS OF TERMS

In-School Conference With Student: A private conference between student, teacher and/or Principal, or the Principal’s delegate attempting to resolve unacceptable behavior.

Time Outs/Detention(s), ETC.: A period of temporary custody during regularly scheduled recess, classes, or beyond the regular school day.

Parent/Guardian Conference: A meeting with parents/guardians and the teacher, the Principal, or the Principal’s delegate designed to exchange information, advice, mutually resolve and support attempts to affect

student behavior. **CONTRACTS/PROBATION:** An agreement between involved parties for future actions, limitation, and/or consequences.

In-School Suspension (ISS): The interruption of classroom attendance and regular school participation by official directive of the Principal, or the Principal's delegate for a period not to exceed five days. A designated, supervised, academically conducive but restrictive atmosphere will be substituted. Parental notification will be provided.

Out of School Short-Term Suspension: The interruption of school attendance by official directive of the Principal, or the Principal's delegate for a period of time not to exceed five days. Parental notification will be provided.

Extended Suspension: A short-term suspension, which has been timely, followed with an official proposal by the Principal, or the Principal's delegate to extend the period of exclusion from school to a period of six to fifteen days. Parental notification will be provided.

Out of School Long-Term Suspension: A short-term suspension, which has been timely followed with an official proposal by the Principal, or the Principal's delegate to extend the period of exclusion from school to a term exceeding fifteen days but not beyond the current semester. Such action may result in the loss of credit for the affected semester. Parental notification will be given.

Expulsion: A short-term suspension, which has been timely, followed with an official proposal by the Principal, or the Principal's delegate to extend the period of exclusion to the school year's end. Such action may result in the loss of credit of not less than one and not more than two semesters. Parent notification will be given.

Parental Notification/Notice: The act of giving notice of or reporting the parent or guardian the consequential or disciplinary action that has been imposed either by telephone or by written notice. In the case of short-term, extended and long-term suspension, or expulsions, written notice is required by Kansas statute and shall be mailed to the residence of the parents or guardians at the address on file in the school records or by personal delivery. K.S.A. 72-9802 (g).

DEFINITIONS OF OFFENSES

CLASS 1

GENERAL NOTE: The Code of Student Conduct applies at all times while students are on school premises or at school functions in other sites.

VIOLATING HALL RULES: The failure to comply with or to follow established procedures for hallway behavior.

VIOLATING SCHOOL ASSEMBLY RULES: The failure to comply with or follow established procedures for proper Assembly conduct.

VIOLATING PLAYGROUND RULES: The failure to comply with or follow established procedures for playground activities.

VIOLATION OF LUNCHROOM RULES: The failure to comply with or follow established procedures for use of the lunchroom facilities.

NON-CONFORMITY TO DRESS CODE: The failure to comply with or follow established procedures for the school dress code.

EDUCATIONAL NUISANCE: Devices that impede or interrupt the educational process including, but not limited to, video games, stuffed animals, beepers, cellular telephones, radios, cd/mp3 devices, skates or skateboards.

CLASS II

EXCESSIVE TARDINESS: Repeated failure to report without acceptable excuse to assigned classrooms or other instructional areas.

CLASSROOM DISRUPTIONS: Intentional acts, behaviors or conduct in the classroom or in the school

building or upon school grounds which disrupt the educational process.

USE OF PROFANE LANGUAGE: The use of any verbal or written language, act, remark or expression, including obscene gestures, which is offensive to modesty or decency.

CLASS III

SKIPPING SCHOOL: The unauthorized absence from a scheduled class without obtaining consent of the proper school authority.

LEAVING SCHOOL WITHOUT PERMISSION: The leaving of school grounds during the designated school day without first obtaining permission of the Principal or the Principal's delegate.

**CONSTANT REFUSAL TO DO CLASSWORK/
HOMEWORK:** The consistent failure to participate in regularly assigned classroom activities, or the consistent failure to do required assignments.

DEFIANCE OF AUTHORITY: The refusal to comply with a reasonable request from school personnel or disobeying any general rule of school conduct.

CHEATING: Copying or attempting to copy classroom assignments and/or tests.

CONTRIBUTING TO A DISRUPTIVE SOLUTION: The intentional promotion or advocacy of student misconduct by a student, for any purpose.

CLASS IV

THREATENING OF ANOTHER STUDENT: The intentional unlawful threat or intimidation by word or act to do violence to the person or property of another student or the doing an any act which creates a well-founded fear within the other person.

INCITING TO FIGHT: The intentional promotion by a student to engage another student in physical conflict, continuous harassment or to engage and/or promote other students to engage in physical conflict.

SOCIAL BULLYING: The intentional threat or intimidation of another person through the use of e-mail, Facebook, texting or any other technological device creating fear within the other person.

FIGHTING: The willful engagement of two or more students in physical combat.

PLAGIARISM: To present the ideas and words of another as your own. An example of plagiarism, but not limited to, is the copying verbatim without giving reference to the source.

CLASS V

BATTERY: Physical attack without provocation.

ABUSE OF TEACHERS/STAFF: Any act of disrespect directed at a teacher or staff member including profane or insulting remarks, gestures, or a statement that criticizes or is intended to criticize such an employee. This applies not only to students but parents/guardians as well.

THREATENING OF SCHOOL PERSONNEL: The intentional unlawful threat or intimidation by word or act to do violence to the person or property of a school or parish employee or the doing of any act which creates a well-founded fear within the school or parish employee. This applies not only to the students but parents/guardians as well.

SEXUAL MISCONDUCT: Actual or simulated conduct for the purpose of sexual stimulation, including but not limited to, fondling, touching, indecent exposure, or harassment through verbal or writing or drawing or the

engagement in any heterosexual or homosexual actions on school property or at school sponsored functions.

USE OR POSSESSION OF TOBACCO OR TOBACCO PRODUCTS: The use in any manner or the possession in any form or matter, of tobacco or tobacco products while in or upon school premises or at school-sponsored functions. This includes, but not limited to smoking, chewing or inhaling tobacco or having such products on one's person, in one's school desk or in book bags. Students in possession or using tobacco products shall be suspended out-of-school for three days and subject to reporting and/or prosecution in accordance with the provisions of the law.

SETTING OFF DISASTER ALARMS FALSELY: The intentional activation of fire alarms or like warning devices.

INCENDIARY DEVICES: The possession of any combustible or explosive substance or devices is forbidden. The intentional damaging of the building or the disruption caused either in the building or on the school grounds by the use of any combustible or explosive substances or devices.

VANDALISM: The willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, or the use of paint or like materials to deface any portion of the interior or exterior of school or

parish property or the personal property of any student or staff member. Felony class vandalism shall result in a minimum three day out-of-school suspension and the incident reported to the appropriate enforcement agency.

STEALING: The unlawful taking or disposition of property of another with the intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense.

PERSISTENT BAD CONDUCT: Numerous violations of the Code of Student Conduct or the criminal laws of the State of Kansas. Four offenses—any combination of offenses—can be considered as “persistent”.

ALCOHOL/DRUG SALE OR DISBURSEMENT: The selling or dispensing of alcohol or drugs or other controlled substances.

AGGRAVATED OR PHYSICAL ABUSE OF A STUDENT OR SCHOOL/PARISH EMPLOYEE: An intentional, willful threat or attempt to do bodily harm to a teacher, student, or staff member; blatant degrading verbal abuse of a teacher, student or staff member; the unwanted, intentional touching or application of force to the person of a teacher, student or staff member when done in a rude, insolent or angry manner. This applies not only to students but parents/guardians as well.

POSSESSION OF A DEADLY WEAPON: The possession of an object such as but not limited to a knife, firearm, or other device which by its nature or use can cause, or is intended to cause injury to a person or property. The prohibition refers to having the weapon on one's person, in one's school desk or book bag. It refers to having provided such a weapon to another student.

POSSESSION OF A DEADLY WEAPON WITH THE INTENT TO DO HARM: The possession of an object such as but not limited to a knife, firearm, or other device which is used to threaten, injure or harm another person.

CONSEQUENCES

(In these Classes, any or all consequences may be given)

Class I Offenses	Consequences
Violating Hall Rules	In school conference
Educational Nuisance	with student
Violating School Assembly Rules	Time out/Detention
Violating Playground Rules	
Violating Lunch Room Rules	
Non-conformity to dress code	
Class II Offenses	Consequences
Excessive Tardiness	In school conference
Profane Language	with student and Parent
Classroom Disruptions	/Guardian
	Time out/Detention
	Contracts/Probation
Class III Offenses	Consequences

Leave school without permission
Skipping class
Constant refusal to do class Work
Defiance of Authority
Contribution to a disruptive Situation
Cheating

Class IV Offenses

Threatening of another student
Inciting to Fight
Fighting
Hitting or any physical Violence
Plagiarism

Class V Offenses

Battery
Sexual misconduct
Abuse of teacher/staff
Threatening of School Personnel
Vandalism

In school conference with student and Parent /Guardians
Contracts/Probation
In school suspension

Consequences

In school conference with student and parent /guardian
Contracts/Probation
Referral to school counselor
Short-term suspension

Consequences

In school conference with student and parent /guardian
Contracts/Probation
Referral to school counselor

Stealing	Extended Suspension
Use/Possession of tobacco Products	Disciplinary hearing Expulsion
Use/Possession of controlled Substances (alcohol or drugs)	
Setting off of disaster alarms Incendiary devices	
Persistent bad conduct	
Sale/giving of alcohol or drugs	
Aggravated physical abuse of student or employee	
Possession of a deadly weapon	
Possession of a deadly weapon with the intent to do harm	

Nothing herein provided, however, shall limit the Principal, or the Principal's delegate to impose stricter consequences in an emergency situation where intentional and willful violations of the Code of Student Conduct substantially disrupt, impedes or interferes with the operation of our school.

SUSPENSTION AND EXPULSION

The authority to suspend and expel any student as authorized by law (K.S.A. 72-8901 through 72-8906) is extended to the following personnel: The Principal or the Principal's delegate, the Pastor, the Superintendent of Catholic Schools and the Assistance Superintendent of Catholic Schools.

A student shall be suspended or expelled from school only upon finding that he/she is guilty of:

- Willful violation of the Code of Student Conduct for which the applicable penalty or discipline is suspension or expulsion from school, or

- Conduct which substantially disrupts, impedes or interferes with the operation of the school, or
- Conduct which substantially infringes upon or invades the rights of others, or
- Conduct which has resulted in conviction of a student of any crime specified in Chapter 21, of the Kansas Statutes Annotated or any criminal statute of the United States, or
- Disobedience of an order of a teacher, administrator or staff member when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of a school or substantial and material infringement upon or invasion of the rights of others, K.S.A. 73-5208-5211a

STATEMENT OF UNDERSTANDING

Parents/Guardians:

I, _____ have read and completely understand the Holy Family Code of Conduct.

Parents Signature _____

Date _____

Holy Family Students:

(Each student must sign. For those who can't yet sign their names, parents/guardians please sign for them.)

I, _____ have read and completely understand the Holy Family Code of Conduct.

Student's Signature _____

Date _____

I, _____ have read and completely understand the Holy Family Code of Conduct.

Student's Signature _____

Date _____

I, _____ have read and completely understand the Holy Family Code of Conduct.

Student's Signature _____

Date _____

I, _____ have read and completely understand the Holy Family Code of Conduct.