

This planner belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



**Thomas More
Prep-Marian Jr/Sr
High School
2018-2019**



| | |
|--|----|
| Academic Program | 10 |
| Accreditation | 10 |
| Addressing Faculty & Staff | 10 |
| Admissions | 10 |
| Admissions, Senior Transfers | 11 |
| Advanced Courses | 11 |
| Agendas | 11 |
| Assemblies | 12 |
| Athletic Forms | 12 |
| Attendance | 12 |
| Auditorium Balcony | 14 |
| Automobile Policies | 14 |
| Awards | 14 |
| Backpacks and Book Bags | 16 |
| Bell Schedule – JH | 54 |
| Bell Schedule – HS | 55 |
| Bullying/Harassment | 16 |
| Chapel | 17 |
| Chromebooks | 17 |
| Classification | 19 |
| Christian Leadership Formation | 6 |
| Co-ed Participation/Contact Sports | 19 |
| College Courses | 20 |
| Concurrent Classes | 20 |
| Course Catalog | 20 |
| Counseling | 21 |
| Discipline | 21 |
| Dress Code | 23 |
| Driving Violations | 27 |
| Drop Off/Pick Up Policy | 27 |
| Dual Sport Participation | 27 |
| 8th Grade Recognition | 28 |
| Electronic Devices & Cell Phones | 28 |
| Elevator / Handicap Accessibility | 28 |
| Eligibility Requirements | 29 |
| Emergency Safety Intervention | 29 |
| Extracurricular Athletics and Activities | 29 |
| Final Examinations | 30 |
| Fire Alarms | 30 |
| Grade Reports | 30 |
| Grading System | 30 |
| Graduation Policy | 30 |
| Gum, Food and Drink | 31 |
| Goals of TMP-M | 5 |
| Governance | 6 |
| Honor Rolls | 31 |

| | |
|--|----|
| Immunization Policy | 31 |
| Incendiary Materials | 32 |
| Incompletes | 32 |
| Individual Education Plans (IEPs) | 32 |
| Insurance | 32 |
| International Students | 32 |
| Internet/Computer Acceptable Use | 33 |
| Languages other than English | 33 |
| Library/Center For Research | 34 |
| Liturgies | 34 |
| Living Requirements | 34 |
| Lockers | 35 |
| Lunch | 35 |
| Non-Catholic Students | 35 |
| Parking | 35 |
| Phones | 36 |
| Placement of Students | 36 |
| Pregnancy | 36 |
| Property Damage | 37 |
| Religion Course Requirement | 37 |
| Required Courses | 37 |
| Restricted Areas | 37 |
| Retreats and Days of Renewal | 38 |
| Sacraments | 38 |
| School Colors | 4 |
| School History | 8 |
| School Mascot | 4 |
| School Records | 38 |
| Searches | 39 |
| Sleeping in Class or Assemblies | 39 |
| Social Events | 39 |
| Spiritual Development | 41 |
| Sportsmanship | 41 |
| Stewardship Hours and Apostolic Activity | 42 |
| Studying | 42 |
| Textbooks and Materials | 42 |
| Tobacco | 42 |
| Transcripts | 43 |
| Transfer of Rights | 43 |
| Tuition and Fees | 43 |
| Uniforms (See Dress Code) | 23 |
| Weapons | 44 |
| Withdrawal Policy | 44 |
| Year End Responsibilities | 44 |
| HS Student Council Constitution | 44 |
| JH Student Council Constitution | 51 |

Mission Statement

Thomas More Prep-Marian Jr/Sr High School (TMP-M), a Christian community in the Catholic tradition, challenges its students to spiritual growth, academic excellence, and leadership formation.

Vision Statement

Find God in the Friendships and Relationships with Each Other.

School Colors & Mascot

BLUE: the color that expresses our unswerving loyalty to God, to the ideals of our Church, and Country, and our School.

WHITE: the color symbolizing the deep joy radiating from living the vocation of the true Christian student in all its spiritual, intellectual, physical and social aspects.

MONARCH: symbolic of the bold and strong bison that grazed upon the expansive prairies of western Kansas and known to early settlers as the “Monarchs of the Plains.”



Goals of Thomas More Prep-Marian Jr/Sr High School

TMP-M accepts the concepts of a Catholic school given by the Second Vatican Council. The purpose of TMP-M is to provide a well-balanced approach for each student's unique intellectual, spiritual, psychological, physical and social needs. Specifically, all students will be challenged to adhere to the:

10 Pillars of Character Development

1. The TMP-M student is a good **STEWARD**. TMP-M students personally appreciate and exemplify a life founded on faith. They do this by applying past knowledge to new situations, managing their impulsivity, and fostering a sense of responsibility in the family, school, parish, and civic community. Students develop leadership responsibilities such as initiative and self-discipline.
2. The TMP-M student is **HONEST**. TMP-M students communicate with clarity and precision to represent the truth at all times, even when the truth is difficult.
3. The TMP-M student is **KIND**. TMP-M students gather all appropriate information, listen with empathy, think rationally, express thoughts clearly, and act with application of Biblical Truth.
4. The TMP-M student is **DILIGENT**. TMP-M students acquire an interest in and a capacity for excelling in further studies whether collegiate or independent. Regardless of the chosen pathway students remain open to continuous learning.
5. The TMP-M student is **JUST**. TMP-M students demonstrate practical concern for the social problems of our times, and develop a sense of the universal family of God, actively building school community.
6. The TMP-M student is **VIRTUOUS**. TMP-M students recognize an awareness of God's presence and action among us, respond with wonderment and awe, and learn to worship God both liturgically and individually.
7. The TMP-M student is **RESPECTFUL**. TMP-M students gain a proper respect between those in authority and fellow students. They take responsible risks and gain knowledge from those experiences.
8. The TMP-M student is **FREE**. TMP-M students develop habits of good practical judgment and thoughtful consideration and apply them to their daily life.
9. The TMP-M student is **EQUAL**. TMP-M students realize that all humans are equal in fundamental worth regardless of gender, nationality, or faith. They develop mature relationships with their peers and think independently.
10. The TMP-M is **COURAGEOUS**. TMP-M students acquire proper habits for maintaining emotional, mental, and physical health that enables them to face difficulty without anxiety or fear.

CHRISTIAN LEADERSHIP FORMATION

Formation in leadership requires that young men and women learn to subordinate their own convenience to the good of others, both individually and collectively. Christian leaders should avoid attitudes and activities that deter themselves or others from growth in Christian maturity as shown best in Christ's law "to care for each other." Personal responsibility is learned in an environment where expectations are clear and consequences are predictable and reasonable. Students are encouraged to learn to exercise good decision-making skills.

Christian leaders are reminded that responsibility and authority are given for the service of others rather than the prestige of the leader. Leadership privileges may be revoked because of misuse. The duties of the leaders include the following:

- To assist faculty members in maintaining a productive and positive climate
- To maintain mature behavior in the cafeteria
- To keep an orderly movement of students through corridors, especially before and after classes and on the campus
- To keep a careful watch on all parts of the buildings for cleanliness and to remind students of their respective jobs
- To recommend honors to deserving students
- To assist in a positive manner in the orientation to new students and hospitality
- To organize, coordinate, and direct student activities

GOVERNANCE

TMP-M is a Roman Catholic school under the auspices of the Bishop of Salina. The school follows the guidelines and policies set forth by the Salina Diocese.

The Bishop

Diocesan Administrator, Fr. Frank Coady (interim)

The Bishop of the Roman Catholic diocese of Salina in Kansas is ultimately responsible for the teaching mission of the Catholic Church in the Diocese. Therefore, he is the final authority in all matters relating to Thomas More Prep-Marian Junior/Senior High School.

The Diocesan Superintendent of Schools

Dr. Nick Compagnone

The Diocesan Superintendent of Schools, representing the Diocese in educational matters, aids the Pastor-Designate and the Principal.

The Pastor Designate

Father Barry Brinkman

The Pastor Designate of Thomas More Prep-Marian Junior-Senior High School is the official representative of the Heartland Parishes of Ellis County, Kansas and is the immediate supervisor of the Principal.

Finance Council

Comprised of members of the Heartland Parishes of Ellis County, Kansas, appointed by the Bishop. They shall serve in an advisory capacity to the Pastor Designate and the Principal in overseeing and advising financial matters of Thomas More Prep-Marian Junior-Senior High School.

School Advisory Council

Comprised of members of the Heartland Parishes of Ellis County, Kansas, appointed by the Bishop. They shall serve in an advisory capacity to the Pastor Designate and the Principal in ensuring the highest possible religious and academic education for the students attending Thomas More Prep-Marian Junior-Senior High School.

The Principal

Mr. Chad Meitner

The Principal is responsible for the general administration of Thomas More Prep-Marian Junior-Senior High School and is ultimately accountable to the Pastor Designate and the Diocesan Superintendent of the Schools.

The Leadership Team

The Principal oversees the leadership team which assists in the overall operation of the school. The Principal's leadership team is comprised of:

1. Pastor Designee
2. Superintendent
3. Assistant Principal / Business Manager
4. Advancement Director
5. Technology Director
6. Campus Minister

In the absence of the principal, the assistant principals shall be responsible for the principal's duties.

SCHOOL HISTORY

Soon after the arrival of Volga Germans to Ellis County, in the 1880's formal Catholic education began in Hays, Kansas by the Sisters of Saint Agnes and the Capuchin Franciscan friars. During this time, education was limited to elementary aged students. After much discussion, fundraising, construction, and some disappointment, Hays Catholic College (HCC) was opened by the Capuchin Franciscans in September of 1908. HCC offered both high school and college courses. The high school was accredited by the State of Kansas in 1927. Capuchin Friar Father Henry Kluepfel was the first director.

A residential program was added in 1910 at which time enrollment surged. With the increase in enrollment and the anticipation of future growth, plans were made to develop a campus on the west edge of Hays. By 1921 a significant amount of financial support had been pledged for the expansion with the cornerstone for the new building being laid in 1925. Unfortunately, delays in the collection of pledges, due to crop failures, delayed the completion of the building. Finally in 1931, with an enrollment of 199 boys (high school and junior college), a faculty of nine Capuchin friars and seven laymen, the newly renamed St. Joseph College opened.

Meanwhile, Agnesian Sister Remegia Nader was gaining support for establishing a secondary school for girls. Girls' Catholic High School (GCHS) opened in the fall of 1918 and by 1921 enrollment climbed to 19 students. Sr. Remegia was the principal for the next 31 years. In 1922 GCHS was fully accredited by the Kansas State Board of Education. Upon the completion of St. Joseph's College in 1931, the girls moved into the former HCC building where they remained for 30 years. As enrollment continued to grow during the 1950's, Fr. Alfred Carney began raising funds for a new building with a capacity for 400 girls on a tract of land adjacent to the boys' campus. In 1961, upon the dedication of the new building, Girls' Catholic High School became Marian High School.

The year after the boys moved into their new building, in 1932 a quasi-military regime (ROTC) was added to the school's program and the name was changed to St. Joseph's College and Military Academy. The U.S. Army came to the school in 1935 and administered the junior R.O.T.C. program for 35 years. The school received the North Central Association of Schools and Colleges accreditation in 1937 and has maintained the accreditation to the present. The junior college program was dropped in 1952, and the boys' school became simply St. Joseph's Military Academy.

Capuchin Fr. Claude Vogel began St. Francis Seminary in Victoria, KS, in 1948, which has become an important piece of TMP-Marian history. This provided the young men of the area the opportunity for a high school program to prepare for college seminary work and eventually Catholic priesthood. Many of the St. Joseph Military Academy alumni entered the priesthood and/or

religious life as well. TMP-Marian proudly calls many of the priests, bishops, and Archbishops alumni!

The late 1960's brought financial struggles for St. Francis seminary and declining enrollment for St. Joseph's Military Academy. In 1970, after a year of prayer and planning, the Provincial Board of Consultors (for both schools) decided to consolidate the two schools and reformat as a college preparatory with an emphasis on Christian leadership known as Thomas More Prep.

Through the 1970's it became apparent that another merger would benefit secondary Catholic education in Hays. After years of successful cooperation between Marian High and Thomas More Prep in various programs, the two schools merged to become TMP-M in 1981. A girls' residency program was added in 1995, located at Marian Hall on Thirteenth Street. The boys' residence hall moved off campus in 2003, to Nation's Hall on Sixth Street.

Throughout its history, the friars of the Capuchin order and the sisters of the Congregation of Saint Agnes provided a major part of the staffing and leadership of the schools. As the numbers of members of those religious orders diminished over the years, lay faculty and leadership have become the norm rather than the exception. Efforts still continue today to encourage students to be open to religious life. Governance of the school passed from the Capuchins to the Diocese of Salina in 2003.

The summer of 2008 marked the completion of one full century of secondary Catholic education in the Hays area. Year after year hundreds of faithful alumni return for homecoming reunions to celebrate the difference a Catholic education has made in their lives. The current faculty and staff continue to provide a secondary education rich in spiritual growth, academic excellence, and leadership formation for young people from diverse places.

During the summer of 2011, the public school district decided to consolidate their middle school buildings, closing Kennedy Middle School. Over the years a significant number of students graduating from grade 8 at Kennedy Middle Schools continued their education at TMP-Marian High School. Members and pastoral leaders of the Heartland Parishes in Hays used this as the opportunity to add a 7th and 8th grade curriculum to TMP-Marian. TMP-Marian was renamed Thomas More Prep-Marian Junior/Senior High School in 2012.

In early 2014, the governance of Thomas More Prep-Marian was revamped to follow Diocesan guidelines. The former board of trustees was disbanded and a new school advisory council and finance advisory council were established from the members of the Heartland Parishes of Ellis County, Kansas.

Another major decision of 2014 was to transition the residential program from a boarding program to a host family model beginning in 2015. Both Nations and Marian Hall were closed in May 2015.

POLICIES AND REGULATIONS

ACADEMIC PROGRAM

Academic development aims to prepare a student for entrance into the next phase of their learning process. The academic program is developed on the foundation of Catholic spirituality and principles. TMP-M endeavors to give its students the best academic program possible. The academic program is deliberately challenging, even difficult. The school accepts the principle that students who attend are willing to work hard because their future requires it. While academics is only one part of a person's education and must be kept in balance with other areas, it is necessarily a very important part.

ACCREDITATION

TMP-M is an accredited institution recognized by the AdvancED and the State of Kansas.

ADDRESSING FACULTY AND STAFF

It is important that at all times students address faculty, staff, coaches and other adults with respect and by the individual's proper title. Students may not refer to any of the aforementioned by his or her first name.

ADMISSIONS

Thomas More Prep-Marian admits students of other faiths or background to all the rights, privileges, programs, and activities available at the school as long as there is capacity for such students. TMP-M does not discriminate on the basis of any protected characteristic in the administration of admission policies, educational program, scholarships, or any other school programs. All students must follow the tenants of the Catholic faith while attending school activities or sponsored school functions. This includes fulfilling any curriculum requirements.

TMP-M reserves the right to admit or deny admission, or continued enrollment, to any student. Although there is no legal obligation to do so, our school will to the extent available, resources permit, and where there is complete parental cooperation, try to serve every Catholic student from active stewardship families within the Heartland Parishes of Hays, Kansas.

Stewardship encompasses the whole mission of the Church. It includes the responsibility to educate our youth in the Catholic faith and to form them for Christian living. Each parent has the obligation to pass on the faith to their children for knowledge and participation for future generations. But it is not theirs alone. They have the support of the Church as well.

TMP-M is a Catholic education institution and will give preference to students who share the Catholic Christian tradition. Students, regardless of religious affiliation, are eligible for admission; however, the Catholic school curriculum

and activities are designed to teach the Catholic faith, promote the Catholic mission and support community-building. Non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receipt of sacraments, which is open only to members of the Catholic faith) and are required to fulfill the religion requirements of the curriculum.

Families interested in enrolling at TMP-M Junior/Senior High must contact the front office to begin the enrollment process. Admission of transfer students is subject to the approval of the Principal. The school will obtain and review the transfer student's records prior to the student beginning classes. A thorough review of prior educational records, including report cards, standardized testing and educational/psychological testing will be completed prior to the student beginning classes. Students will also be required to provide documentation of immunizations, per Diocesan Policy 5020. TMP-M is a member of Kansas State High School Activities Association (KSHSAA). TMP-M follows KSHSAA policy regarding participation in school activities, including transfer of students. The overall goal of TMP-M is to assure that we have the adequate resources to provide the student with the best Catholic education possible.

ADMISSIONS, SENIOR TRANSFERS (HS)

Admission of transfer students is subject to the approval of the Principal. Transfer students who apply for admission to the senior class of TMP-M must have a complete official record of their academic transcripts at the school before August 1 of their senior year. Senior transfer students whose records arrive later than August 1 will be admitted to the senior class only after (1) their official records have arrived, and (2) they have worked out a graduation plan with the counselor. The school will obtain and review the transfer student's records prior to the student beginning classes. A thorough review of prior educational records, including report cards, standardized testing and educational/psychological testing will be completed prior to the student beginning classes.

ADVANCED COURSES

Certain courses are especially designed for advanced students to help them realize more fully their potential and to prepare them better for more rigorous courses in the future. These courses have greater content and require more work; therefore, they are weighted or given a greater value when a student's overall average and grade point average are computed. They are marked in a special way on the report card and on the permanent transcript. The weighted average is used in each marking period honor roll and on a student's ranking in his or her class. The weighted grade is calculated by adding 4% of the final grade to each grade of 70% or above.

AGENDAS

Each enrolled student is provided an agenda at the beginning of the school year. The student is responsible for carrying the agenda with them anytime they

leave a classroom, during the school day. This is their hall pass. The agenda contains the student handbook. Parents may purchase an agenda from the front office. A limited supply of replacement agendas are available for purchase in the event an agenda is lost/misplaced by the student.

ASSEMBLIES

Assemblies, concerts, performances and other programs are arranged to benefit students, to enhance the educational experience, and to build community. Students are expected to behave in an exemplary manner and to cooperate with the directives of school personnel.

ATHLETIC FORMS

All students participating in athletics must pass a physical examination prior to participation. Students must have a physical, concussion, and diocesan form along with medical insurance information on file before beginning practice.

ATTENDANCE

Classes begin at 8:00 a.m. Students are expected to be in first hour before that time. Prompt and regular attendance at every scheduled class and approved activity is considered the responsibility of the student. Partial absences will be counted as total number of hours and will accumulate.

It is the duty of the parent/guardian of the student to notify the school between 7:30 and 7:45 a.m. by phone (785-625-6577), e-mail the front office staff or in person of any absence, unexpected or unavoidable. Parents are expected to give the reason for such absence. If parents do not call, students must bring a note to the front office upon their return stating the reason for being absent. Students not following this procedure will be placed on an unexcused list given to teachers daily. Any absence not verified by a parent within 48 hours will be unexcused. It is the student's responsibility to have a parent verify the absence.

A student absent for any part of the school day because of illness or any unexcused reason may not participate in or attend any school-related activities on that day. Those who violate this rule will not be permitted to participate in an equivalent activity and will be subject to further disciplinary action depending on the circumstances.

If students become ill during the school day, they must report directly to the front office and call a parent/guardian before being excused to go home. Any student who leaves during the day for any reason must check out with the front office personnel and check in upon their return to school.

Absences, Excused

Ordinarily, absences due to the illness of a student will be excused. The school, however, reserves the right to dismiss any student when, in the opinion of the

school authorities, these absences have become so excessive as to jeopardize the formation of Christian leadership or academic growth of the student. *See *Excessive Absenteeism*.

Students who will not be present at a scheduled class or activity because of an excused absence must notify their teachers in advance for an excused absence. It is the student's responsibility to get class assignments and to make up any work missed during any type of excused absence. The expectation is that students will return to school with their completed assignments. For all excused absences, assignments must be made up within an equal number of days plus one (i.e.: one day absent would have two days, a two day absent would have three days). Any exceptions will be made with the individual instructor.

Absences, Unexcused

Unexcused absences result when students miss a scheduled class or required activity without a legitimate excuse. Assignments missed because of an unexcused absence cannot be made up. The individual instructor may determine further consequences.

College Visits (HS)

All college visits are to be arranged with the TMP-M guidance counselor at least 24 hours in advance and verified in writing by an official of the college being visited.

Excessive Absenteeism

Excessive Absenteeism is defined as 10 days of absence in a semester and 15 total per year. Once a student has reached these numbers for either a semester or year, all future absences will be counted as unexcused unless the student is excused by (1) a doctor's/legal note or (2) an administrator for non-medical or non-legal reasons. Once a student reaches 3 unexcused absences in a row; 5 unexcused absences in a semester or 7 unexcused absences in a year (state statutes 3, 5, 7 definition of truancy), the county attorney can be contacted.

After a student misses 10 days in a semester, every absence (whether excused or unexcused) can result in makeup sessions or other remedial consequences. Failure to make up lost class time can lead to a loss of credit for those classes exceeding 10 absences.

Graduation Attendance (Underclassmen)

Attendance at graduation is required of all TMP-M HS & JH students. Students who fail to be properly excused from graduation will be placed on disciplinary probation, which is to be served before fall enrollment takes place.

Medical and Dental Appointments

Medical and dental appointments are to be made after school hours or on days when there is no school. If this is not possible, parents must notify the office in

advance of the appointment. A note will be turned in to the office for a student to be excused. Also, if the student is driving himself or herself to the appointment, permission to drive must be expressly given in the note.

Tardiness

There will be no unauthorized tardiness to a class, assembly, or other scheduled campus event which students are required to attend. Assignments missed because of an unexcused tardy cannot be made up. Students will be allowed 2 unexcused tardies to first hour per semester. A penalty period or detention will be assessed for each first hour unexcused tardy after the second unexcused tardy. For subsequent periods, the individual teacher may determine further consequences.

Unscheduled Vacations

School vacations are planned with ample time for travel and return. We strongly recommend that students be present each day in order to get the best education. Families are discouraged from scheduling vacations outside of the school calendar vacations. In the event a vacation is scheduled during school time, remember that students are totally responsible for all work missed; this includes tests, assignments, and homework. Assignments not turned in on time may result in no credit earned for work completed. The individual instructors may determine further consequences in their own classes based on the intensity of the course work and the nature of student participation in class.

AUDITORIUM BALCONY

Students are not permitted to enter or be in the auditorium balcony unless they have express permission by administration and are functioning in a capacity permitted by administration. Access is not granted indefinitely; rather, access is granted on a case-by-case basis as needed.

AUTOMOBILE POLICY (HS)

Students who drive to school (any motorized transportation) are required to purchase a parking permit from STUCO with an assigned parking space and provide the school with proof of car insurance (*See Parking HS). Permission to drive to school may be revoked any time students use their cars improperly on or near school property. Students are never permitted to drive, be in, or near vehicles during the school day, except with express permission from a school administrator or the front office staff. *See *Driving Violations*

AWARDS

Senior (HS)

The Thomas More Medal of Excellence

This is TMP-M's highest award. It is awarded to a senior by vote of the entire faculty on the basis of all-around excellence in academics, personal conduct,

concern for others, and Christian leadership. This award will be determined on the basis of a student's cumulative record at TMP-M.

The Medal for Scholarship

This award is given solely on the basis of academic grades to the senior with the highest four-year average. The award goes to the senior with the second highest average if the senior with the highest average has already won the Thomas More Medal of Excellence.

The Monarch Service Citation

This is awarded by vote of the entire faculty to a senior who has done the most in terms of service for TMP-M. The winners of the Thomas More Medal of Excellence and the Medal for Scholarship are not eligible for this award.

Scholarships

Scholarships that have been offered to seniors are recognized during the commencement ceremony.

Underclass (HS)

Academic Letter

Students who achieve either a Bishop's or Principal's Honor Roll distinction for the first three quarters of the academic year are eligible for an Academic Letter. Additional years achieving this distinction will merit a bar pin.

Christian Leadership

These underclass awards are determined by a vote of the faculty. They are awarded to a junior, sophomore, and freshman on the basis of all-around excellence in academics, personal conduct, concern for others, and Christian leadership.

Scholarship

These awards are given to the junior, sophomore, and freshman with the highest grade average of that year. If the student with the highest average has already won the Christian Leadership Award, the award is then given to the student with the second highest average.

Service

These awards are determined by a vote of the faculty. They are given to the students who have done the most in terms of service for TMP-M during the year. Winners of the Christian Leadership and Scholarship Awards are not eligible for these awards.

Junior High

Christian Leadership

This is TMP-M Junior High School's highest award.

It is awarded to a seventh and eighth grader by vote of the faculty and staff on the basis of all-around excellence in Christian leadership, academics, personal conduct, and concern for others. This award will be determined on the basis of a student's cumulative record at TMP-M Junior High School.

Scholarship

This award is given solely on the basis of academic grades to the seventh and eighth grader with the highest average of that year. The award goes to the seventh or eighth grader with the second highest average if the seventh or eighth grader with the highest average has already won the Christian Leadership Award.

Service

This is awarded by vote of the entire faculty and staff to the seventh and eighth grader who has done the most in terms of service for TMP-M Junior High School. The winners of the Christian Leadership and the Scholarship are not eligible for this award.

BACKPACKS AND BOOKBAGS

Students are only allowed to bring backpacks or book bags into the classrooms at the discretion of the classroom teacher; otherwise, bags should be left in the lockers. JH students are not allowed to take their backpacks to the classrooms. Chromebook cases are permitted in the classroom.

BULLYING / HARASSMENT

TMP-M believes that all students have a right to a safe and healthy school environment. Any form of bullying and/or harassment regardless of the severity, is unacceptable and will be taken seriously by school personnel, students, and their families.

According to Kansas statute 72-8256 bullying is defined as:

1. Intentional, negative actions intended to harm another person
2. Severe, persistent or pervasive acts

Experts also suggest that bullying and/or harassment involves an existing power differential between those who bully or harass and those who are victimized. Bullying and/or harassing behavior may involve students, staff members, and/or parents.

Forms of Bullying Behavior

Physical Bullying – examples include, but not limited to: hitting, pushing, slapping, tripping, poking, tugging or tearing at clothes

Verbal Bullying – examples include, but not limited to: calling of names, making verbal threats of physical acts (whether or not they are carried out)

Attacks on Property - examples include but not limited to: writing on lockers, taking objects to keep or display publicly, destruction of property

Social or Relational Bullying – examples include, but not limited to: ostracism, social exclusion, gossip/trash talking/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking

Cyberbullying – examples include, but not limited to: circulating electronic images or videos, insulting text messages, harassment through online games, harassment through social media (e.g., Facebook, Twitter, Instagram)

Forms of Harassment Behavior

Racial, Religious, and Ethnic Harassment – examples include but not limited to: slurs, gestures, name calling, exclusion, ethnic jokes

Sexual Harassment - examples include but not limited to: unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, words or actions directed against someone based on actual or perceived sexual orientation

TMP-M expects students and/or staff to immediately report incidents of bullying and/or harassment to an administrator, faculty or staff member. School personnel who witness such acts will take immediate steps to intervene. The school's jurisdiction applies to school buildings and grounds, school functions, school-provided transport, and communications by students in or out of school that substantially impact the school. Each complaint of bullying and/or harassment which occurs within the school's jurisdiction will be promptly investigated. Student use of social media that is considered to be bullying, harassment, or *unbecoming of a Monarch* may result in discipline including suspension or expulsion. Attendance at school and participation in activities, groups, and teams is a privilege at TMP-M. The school will provide ongoing staff development training in bullying and harassment prevention to maintain a safe and healthy learning environment.

CHAPEL

The Chapel at TMP-M is a sacred place used for sacramental life and gatherings. All individuals should recognize that the Consecrated Host is reserved in the chapel, and should therefore behave in an appropriate manner.

CHROMEBOOKS

TMP-M uses Google Chromebooks to deliver curriculum, facilitate communication, and store and access student work. All students must agree to TMP-M's Acceptable Use Policy Agreement in order to buy or borrow a TMP-M Chromebook.

Each student must have a Chromebook in order to access the curriculum and properly learn in the classroom. The school will loan Chromebooks to any student who does not purchase one.

All students and families (7th-12th) will have the option of purchasing their school Chromebook at any time. Students who personally own their Chromebooks will have more flexibility in usage throughout the year and be able to retain the device when it ages out or when the student leaves TMP-M. The student or family can purchase the device for a price of \$135 during its first year. Prices may be discounted for a device's 2nd or 3rd years. Students may pass on their device to younger siblings as long as the device is a recent enough version to work seamlessly with the most current TMP-M Chromebook.

Replacement Cost and Optional Warranty

Much like textbooks, students are responsible for damage done to their Chromebooks. Damaging a school-borrowed Chromebook is potentially expensive, warranties are encouraged. Chromebook replacement cost is \$200. An optional warranty is available for either personally owned or school-borrowed devices. Warranties will cover any repair or replacement except for theft/loss.

1-year Warranty - \$45 per device and must be selected and paid for by Aug. 31 of the current school year. **Deductible** - \$20 per claim

Carrying Case

Carrying cases are strongly recommended whether a student owns their device or uses a school-loaned one. Chromebooks can break if dropped and the replacement cost is borne by the student/family whether it is owned or loaned. Warranties are recommended (see above).

Charging and Accessories

Like any school supply, students must come with proper materials and be prepared. Chromebooks are no different. Students are expected to come with their device fully charged every day. Power cords may not be loaned out to students. Replacement power cords can be purchased at the school Help Desk.

Monitoring and Filtering

The purpose of using Chromebooks and other devices at TMP-M is to aid the learning process and enable communication in support of collaboration and research. TMP-M reserves the right to monitor and filter devices and content intended for a TMP-M education. The Internet is a powerful tool for good, but it also gives access to much that is evil and damaging to persons of any age.

TMP-M Chromebooks will be monitored and filtered when on- or off-campus, regardless of whether the Chromebook is school- or student-owned.

TMP-M strives to provide a safe and Christ-like Internet experience. This includes when our students are on- or off-campus. It is important that parents and school work together to create this environment to the best of their abilities.

If a family is unwilling to enter into this partnership and accept monitoring and filtering on the student's Chromebook then the student

can no longer remain enrolled. When a student graduates or leaves TMP-M, student-owned devices will be released from all filtering and monitoring.

CLASSIFICATION (HS)

In order for students to graduate in a timely fashion, the following guidelines for academic progress and classification are used at the beginning of each year:

1. A student is classified as a sophomore if they have earned a minimum of four (4) credits
2. A student is classified as a junior if they have earned a minimum of eleven (11) credits
3. A student is classified as a senior if they have earned a minimum of eighteen (18) credits

CO-ED PARTICIPATION IN CONTACT SPORTS

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

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

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

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

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

COLLEGE COURSES (HS)

Students with at least an 89% overall average may take college classes for enrichment with the permission of the principal and counselor. They must also sign a college course agreement. College classes cannot be substituted for required courses offered at TMP-M.

Seniors, Juniors, and Sophomores with permission may take classes for dual credit if the following criteria is met:

- Students must complete an admission application and pay the application fee to the post-secondary institution according to guidelines for enrollment and:
 - be a student in good standing at TMP-M with a cumulative GPA of a least 89%.
 - have the written approval of a TMP-M official to take classes off campus.
- Students may block out only one class period per day for each college course taken on campus unless approval is given by an administrator or counselor.
- Credit will be awarded at a rate of 1 credit per 5-hour course and 0.5 credit per 3-hour course. It is the student's responsibility to provide the TMP-M Registrar with proof of final grades from the college classes if they wish to have the credits reflected on their TMP-M transcript.
- Students participating in advanced studies at a college site during the school day will be under the direct supervision of their school counselor.
- Students attending during the day are required to check out of the office before leaving campus and are required to check in to the office when returning.
- Communicating with the classroom teacher and professors is the responsibility of the student.

CONCURRENT CLASSES

Students have the opportunity to take classes at TMP-M and receive high school credit from TMP-M and college credit from the post-secondary institution. Refer to the current course catalog for the classes offered for dual credit. Students enrolled in College Algebra must have a minimum ACT math score of 22. Students enrolled in English Comp I must have a minimum ACT English score of 20.

COURSE CATALOG

The current Course Catalog with course descriptions and program requirements can be found on-line at tmp-m.org/academics/curriculum-guides

COUNSELING

A master level counselor, along with other lay and religious staff, is available to direct the academic, social, and vocational concerns of the students. Specialized assistance for the ordinary home, social, and personal problems of the adolescent is available.

DISCIPLINE

TMP-M reserves the right to discipline any student whose action, whether in or out of school, seriously, habitually, and clearly contradicts the philosophy of the school. The school reserves the right to insist upon the immediate withdrawal, suspension, or dismissal of any students whose presence is considered detrimental either to other students or to the school's best interest. Students may also be asked to leave if it becomes evident that the attitude of their parents/guardians is seriously uncooperative or having harmful effects on students or the total program of the school. The acceptance, suspension, and dismissal of students are ultimately the responsibility of the Administration.

Detentions (JH)

Detentions result from major and minor violations and are to be served on the Wednesday following when they are received or another designated day from 3:15 to 3:45 P.M.

Students may be excused from a detention period due to illness, a doctor appointment, a family emergency or any other reason approved by the administration. Parents and/or guardians will be notified of the detentions their children have incurred. The accumulation of detentions will start over at the beginning of each nine-week period with zero. However, if a student has not served all assigned detentions by the end of the year, that student's grades will be withheld until his/her obligation has been met. Severity of the infraction, or the ineffectiveness of detentions, may also result in Saturday morning work details, suspension or expulsion.

Expulsion

Expulsion or dismissal for disciplinary reasons may take place at any time. It will ordinarily be the final step of previous disciplinary action that has not been effective. In addition, TMP-M reserves the right to dismiss a student even for the first offense if the gravity of the situation warrants it. Ordinarily, students dismissed for disciplinary reasons will not be considered for reapplication. *Students who have been dismissed from school will not be allowed to attend TMP Marian social functions.*

Some major violations that may result in referral to the Administration for consideration of suspension or dismissal are the following:

- the use, possession, or sale of drugs, including alcohol, on campus or at school sponsored activities

- stealing
- malicious destruction of property. The cost for the replacement of the damaged property will be included with the punishment.
- absence from campus without authorized permission
- unauthorized presence in restricted areas
- serious dishonesty such as lying, cheating, and evasiveness
- fighting and verbal abuse
- disrespect of school personnel
- conviction of a felony or misdemeanor
- behavior harmful to others
- verbal or physical threats
- bringing weapons onto school grounds

Hearings

No hearing will be required if the presence of the student immediately endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school. Formal hearings will follow the policies and guidelines set forth by the Diocese of Salina.

In-School Suspension

During school hours, the student will be required to do all class work alone in a closely supervised, designated area.

Notifications

Except as noted, no long-term suspension or expulsion will be given to a student without also giving notice to the parents and providing an opportunity for both students and parents to make statements in defense or explanation of the offense. The notice may be oral or written and will normally be made by the Administration.

Out-of-School Suspension

Suspension is defined as a time when the *student may not participate in classes or school activities for a number of days*. Parents will be notified about the suspension details. Students may not make-up work unless they have an exception from the teacher and administration. The student returns on probation status. A suspension may be for a short term, not exceeding five school days.

Penalty Periods (HS)

Penalty periods result from minor and major violations and are to be served by the student on the day determined by administration. The only time a student will be excused from serving a penalty period on the assigned date is if the student was not in school because of illness, doctor appointment, family emergency, or they opted to serve on the assigned date for eligibility knowing the penalty period will be served at a later date. Parents/Guardians will be notified of the penalty periods their students have incurred. The accumulation

of penalty periods will start over at the beginning of every semester with zero, but if the student has not served all penalty periods by the end of the year, that student's grades will be withheld.

Some minor violations subject to penalty periods are determined by the individual discretion of the teachers, staff, and administration, and are not limited to the following:

1. Tardiness
2. ESL Violations (HS)
3. Insubordination
4. Dress Code Infractions
5. Sleeping in Class

Penalty periods for high school students are served from 7:00 am – 7:55 A.M. on Wednesday mornings and normally involve work detail. The accumulation of Penalty Periods may lead to more severe disciplinary action including Saturday work detail, suspension and in some cases, expulsion.

Removal from Class

The teacher shall have the right to remove a student from class temporarily. A student who is removed shall go directly to the front office. Punishments will follow the disciplinary procedure.

DRESS CODE

TMP-M JH/HS has established a requirement for uniform dress for the following purpose:

- To promote an atmosphere of discipline and learning to enhance academic achievement. Students learn they are appreciated at school not for their wardrobe, but for their character and intellect.
- In keeping with the school's mission to prepare students to be good Catholic citizens, gaining a sense of appropriate dress is essential to the learning and growing process.
- Fosters a sense of community and dignity by providing an equal socio-economic footing for all.

In general, TMP-M JH/HS students shall dress in an appropriate manner. All clothing must be properly hemmed and free from holes, tears/rips, ragged edges. Clothing is not to be altered from the original design. No hoodies are allowed during the school day. Shirts (all) must be tucked in at all times. Students may wear a TMP-M letter jacket (HS only), uniform TMP-M jacket or sweatshirt. Final determinations regarding questionable dress and paraphernalia shall be made by the Administration.

DRESS CODE MATRIX

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|------------|---------|------------|----------|---------|
| HS | Reg/Spirit | Regular | Regular | Regular | Formal |
| JH | Regular | Regular | Reg/Spirit | Regular | Regular |

Uniforms are available for purchase from the following locations:

| All uniform pieces: | Select Khaki pant style: | All uniform pieces (except oxfords, ties and blazers): |
|--|--|--|
| School Belles 650 N. Carriage Parkway #85 Wichita, KS 67208 www.schoolbelles.com | Buckle, Inc. 2918 Vine Street #300 Hays, Kansas 785.625.4624 *approved styles only | Gone Logo 2717 Plaza Ave. Hays, KS 67601 785-625-3070 |

White oxford button down shirts and navy blazers may be purchased from other sources but must substantially match the uniform pieces provided by School Belles. A limited supply of used uniforms are available from TMP-M PTF for a small fee. Check with the front office or PTF uniform committee.

Accessories/Socks/Shoes (HS & JH) - Boys & Girls

Belts - all pants with belt loops (i.e. jeans, shorts, khaki's, etc.) will be worn with a belt. Belt must be black or brown in color, with a buckle and no adornments.

Socks - socks are to be worn with shoes. Socks must match and be white, black, grey, brown or navy in color with no designs or markings.

Hosiery/tights/leggings - (girls) - single color nylon hose, tights or leggings in white, black, grey, brown or navy color may be worn. No designs or markings.

Shoes/boots/sandals - (HS) - khaki, grey, brown or black, leather or suede dress shoe (non-athletic type/style) or boot may be worn. All sandals must be brown, grey, or black, leather or suede, with a heel strap and no adornments. Due to the number of stairs a student will use in a day, heel height should be less than one inch on all shoes. Moccasins or slippers are not considered an appropriate style of dress shoe.

Shoes - (JH) - JH students may wear athletic shoes as a part of their daily uniform, dress shoes not required. Boots and sandal requirements are the same as HS.

Spirit Dress (HS & JH)

Boys AND Girls - Students have the ability to earn spirit dress by consistently upholding the uniform policy. There are days designated as Spirit dress days for JH & HS. Students may wear a school or parish (NCYC, OBOC, CYO, etc) approved t-shirt or sweatshirt (no hoodie) jeans, belt, and athletic shoes. Spirit dress may also consist of current year class t-shirt (HS). JH students may wear a TMP-M t-shirt with jeans (no jean shorts), belt and athletic shoes. Any student choosing to not wear spirit dress, will be in regular dress. If students have a dress code violation during the week, they will not be allowed to wear spirit dress on the following Spirit Dress day in addition to other dress code violation consequences.

All School Mass/Daily Mass

All students will be in formal dress (HS) for All School Mass. In the event All School Mass falls on a non-formal dress day, students are expected to wear regular dress for the day. Daily Mass wear is daily scheduled attire.

Dress Code Violation

Students failing to follow the above mentioned uniform policy, will receive a dress code violation. On the third violation in a semester, a penalty period may be assessed to the student. A student who continually fails to adhere to the uniform policy, may receive a penalty period instead of a violation.

Dress Down Days

At times, Administration may permit dress down days, with defined guidelines. Dress down or special dress days are provided throughout the year as a way for students to show their spirit, support or creativity. Guidelines are developed for those events to ensure the students are maintaining the integrity of the school. Students who chose to not follow the guidelines, will receive a double dress code violation. Questions regarding the special dress days should be directed to the sponsor of the organization promoting the event.

Fads/Piercings

Any fad or style such as visible tattoos, unusual or distracting jewelry or adornments (body or hair) that the administration judges as inappropriate or distracting will not be allowed. Visible body piercings, including male ear piercings, are not allowed. Female ear piercing should be limited so as to not be distracting. No hats are to be worn during the school day.

Formal Dress (HS)

No shorts allowed on Formal Dress days

Boys:

- Pants - khaki
- Shirt - Long or short sleeved button down dress shirt (may also wear a plain white undershirt, if desired)

- TMP-M Tie
- Blazer - navy, single breast w/two or three buttons worn October thru March and at graduation by underclassmen

Girls:

- Skirt - navy or khaki (***MUST, at least touch TOP of the knee cap***)
- Shirt - long or short sleeved oxford
- Sweater - Navy Cardigan, V-neck pullover or vest worn October through March and at graduation by underclassmen

Hair

Boys, must be clean shaven. Hair will be neat, clean, trimmed off the collar, ears, and eyebrows with sideburns no lower than the ear. Girls hair will be neat, clean and appropriate. No extraordinary styles or unnatural colors (boys and girls) will be permitted. Any hairstyle that is judged inappropriate or distracting will be reviewed by administration and addressed with each student, when necessary.

Jackets/Sweatshirts/Coats

Students may wear an approved jacket or coat in the classroom. Approved coats include TMP-M Letter Jacket and uniform jackets purchased from School Belles or Gone Logo. Uniform approved sweatshirts (see where to purchase information) may be worn on regular dress days with appropriate uniform collar (polo shirt) showing. Activity sweatshirts are to only be worn on Spirit dress days. If a student is cold/chilled in the classroom, they may layer with an approved jacket or uniform sweater. A long sleeved t-shirt (white, navy, grey, black) is acceptable to wear under uniform shirt/t-shirt. Hoodies and other outerwear are not acceptable.

Regular Dress (HS & JH)

Boys:

- Pants - khaki (khaki shorts may be worn August, September, April & May and must be School Belles or Gone Logo brand)
- Shirts – Polo – Navy or White (long or short sleeve) with monogram

Girls:

- Pants – khaki *or* Skirt – navy or khaki (***MUST, at least touch the TOP of the knee cap***), (khaki shorts may be worn August, September, April & May and must have 9-11” inseam, School Belles or Gone Logo brands only)
- Shirts – Polo – Navy or White (long or short sleeve) with monogram

JH students may wear navy slacks/shorts in addition to the khaki.

Special Events

At special school events during the year, such as graduation, high school boys and girls are expected to wear Formal dress. JH boys are expected to wear

regular uniform dress with navy polos. JH girls are expected to wear navy polos and a skirt.

DRIVING VIOLATIONS (HS)

Students are held accountable for their driving of cars, scooters and motorcycles while in the general area of the school. All students are expected to follow all posted traffic signs. State law prohibits speeds over 20 m.p.h. in a school zone. This applies to all roads and parking lots on campus. Certain areas of campus are marked 10 mph. Speeding and reckless driving are forbidden on campus. Any student observed violating these rules will receive a warning for the first offense and will lose the privilege of parking or driving on campus for a period of time for additional offenses. Serious offenses could result in immediate loss of driving/parking privileges.

DROP OFF / PICK-UP POLICY

There is a designated flow of traffic throughout the campus. Pulling through parking spaces or using numbered and visitor parking spaces for drop off/pick up, is prohibited.

JH/HS – students may be dropped off/picked up in front of the field house.

JH – The Northeast door (4C) of the main building is designated as a JH student entrance. Students may also be dropped off/picked up in front of the field house. After school, students will be dismissed from the Northeast area. During inclement weather, faculty will supervise students in the dining hall from 3-3:30 P.M. Any student, not involved in a school activity, needing to remain on school grounds after 3:30 P.M. is allowed to wait in the student center until parent/driver arrives.

Anyone who picks up a non-driving student **during** the school day for any purpose must come to the front office to have the student dismissed.

DUAL SPORT OR CHEER PARTICIPATION (HS)

If a student wants to participate in more than one sport during a particular season, they may under these guidelines. Dual participation is initiated by the student/athlete. Participation is allowed if:

1. Maintain at least an 89% average to be considered for dual participation
2. Coaches of the two sports agree in writing to all conditions regarding:
 - a. Shared practice time
 - b. Missed practices
 - c. Meet-competition vs. practice
 - d. Any other questions that might come up
3. The student/athlete picks a primary sport at the beginning of the season. In the event of sub-state or regional competition, the primary sport supersedes the secondary sport.

4. Agreed upon conditions are put in writing and signed by both coaches, the athlete and the athletes' parents/guardians.

All coaches have the right of refusal if they are not comfortable with sharing the athlete/athletes.

EIGHTH GRADE RECOGNITION

At the end of each school year, TMP-M Junior High School will conduct a prayer service or Mass and a celebration to recognize the achievement of completion of junior high. The 8th grade parents under the guidance of the JH Administration/faculty, will sponsor an evening of celebration.

ELECTRONIC DEVICES & CELL PHONES

Electronic devices, including but not limited to cell phones, smart watches, iPods, tablets, cameras, electronic games, and televisions, are not to be used on campus during class periods without instructor permission.

Portable Communication Devices may not be used in school during the school day (8:00-3:20), in penalty periods, during lunch period, or during ISS. The only exception is during the four (4) minute passing period between classes (does not include the passing to and from lunch).

Cell phones & electronic devices must be kept silenced and unused during class periods and kept out of sight. Visible cell phones and other devices will be confiscated.

1. **First offense:** Penalty Period–Phone released to student at the end of the day.
2. **Second offense:** Penalty Period–Phone released to parent/guardian at the end of the day.
3. **Third offense:** Penalty Period–Phone released to parent/guardian at the end of the day and student receives Saturday detail and \$20 fine.

There will also be consequences given to students who have sent unauthorized text messages, images or other messages through their electronic device during the school day.

Cell phones and electronic devices are **prohibited** in rest rooms, dressing areas & locker rooms at all times. Violations in these areas merit severe consequences.

ELEVATOR / HANDICAP ACCESSIBILITY

An elevator is available for use, when necessary. The Northeast door (4C) has been identified as the disability accessible door. Parking is available on the Northeast corner of the building. Students needing to use the elevator, must first have parents notify the administration. Violations of the use of the elevator will merit disciplinary consequences.

ELIGIBILITY REQUIREMENTS

Academic Tutoring (HS) - If a student is failing a class, that student is required to attend Academic Tutoring after school until 4 p.m. Monday through Thursday. An exception will be made if the student is involved in a sport or activity that has a competition that day. They will not be excused for practice. The student will be released from Academic Tutoring as soon as his or her grade is no longer failing. If a student chooses to skip the tutoring session, they will not be eligible the following week. If a student is not involved in activities connected to eligibility and chooses to skip, they will have to serve a penalty period involving a work assignment.

Academic Tutoring (JH) - If a junior high student is failing a class, that student is required to attend Academic Tutoring after school until 4 p.m. Monday through Thursday. An exception will be made if the student is involved in a sport or activity that has a competition that day. They will not be excused for practice. The student will be released from the Academic Tutoring as soon as his or her grade is no longer failing. If a student chooses to skip the tutoring session, they will not be eligible the following week. If a student is not involved in activities connected to eligibility and chooses to skip, they will have to serve a detention involving a work assignment.

EMERGENCY SAFETY INTERVENTIONS

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

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

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

All emergency safety interventions will be reported to parents and reported in the state discipline tracking system.

EXTRACURRICULAR ATHLETICS AND ACTIVITIES (HS/JH)

The primary purpose of all activities is to provide leadership and service opportunities. A complete list of KSHSAA sanctioned activities as well as activities and organizations offered by TMP-M can be found on our website. Each student is highly recommended to participate in a minimum of one

approved activity per semester.

FINAL EXAMINATIONS

Every course is to administer a final exam. It is up the discretion of the instructor as to the type of exam. Students will not be permitted to take their final examinations before the scheduled examination days.

FIRE ALARMS

Heavy fines will be given to individuals who deliberately set off fire alarms in any of the campus buildings. For this school year, the fine will be \$200. A second violation will be automatic dismissal from school.

GRADE REPORTS

Progress grades are reported after the 1st and 3rd quarters. Grades are reported formally after the 2nd and 4th quarters as semester grades. The semester grade is the average of both quarter grades within the semester and is recorded on the permanent transcript. TMP-M provides access to student grades through our Internet-linked program (Power School). Parents and students are provided access information. If there are difficulties accessing Power School, please contact the school for assistance. At the end of the year, after all grades are finalized, all outstanding balances are paid, athletic uniforms and equipment checked in, etc. a copy of the year-end grades will be sent to parents. Please allow 2-3 weeks for all paperwork to be processed. If you do not receive, please contact the front office.

GRADING SYSTEM

TMP-M does not calculate grade point averages on a 4.0 scale; instead the school reports performance in the form of an overall cumulative average, which is based on a 100% scale and incorporates all courses.

| HS | JH | |
|-----------------|-----------------|--|
| <u>100-96</u> | <u>100-93</u> | Excellent and outstanding work |
| <u>95-89</u> | <u>92-85</u> | Superior work beyond what is merely required |
| <u>88-77</u> | <u>84-77</u> | Average work, satisfactorily completed |
| <u>76-70</u> | <u>76-69</u> | Passing, but unsatisfactory |
| <u>Below 70</u> | <u>Below 69</u> | Failure to earn credit |

GRADUATION POLICY (HS)

If a student reaches the second semester of the senior year and there is no conceivable way for the student to meet the necessary graduation requirements, he or she and his or her parents will be informed that the student will not be able to participate in graduation ceremonies. The deadline for the decision will be the end of January. If a student stands a chance of graduating with the appropriate number of credits, he or she will be allowed to participate in the graduation ceremonies (providing he or she follows all other school rules

related to graduation ceremonies). Diplomas will not be issued until after the student has completed all requirements for graduation, regardless of his or her participation in the graduation ceremonies.

GUM/FOOD/DRINK IN SCHOOL AND SCHOOL VEHICLES

Chewing gum and eating seeds are **prohibited** in all buildings. No seeds may be eaten in the school's buses or vehicles. Eating in classrooms, study hall and school vehicles is only allowed with permission. Clear water bottles with water may be brought into the classroom.

HONOR ROLLS

The school publishes an honor roll four times a year, after each grading period. Membership on the Bishop's Honor Roll list is granted to students with an average grade of 96 (93 JH) percent or above with no grade less than 77. Membership on the Principal's Honor Roll is for students whose average grade is between 95 percent and 89 percent (92-85 JH) with no grade less than 77. Honor Roll students (HS) must take math, science, or foreign language. Freshmen and sophomores must take two of those three courses; juniors must take one of them; seniors must have one of them or be enrolled in a schedule approved by the counselor. A student's position on the Bishop's or Principal's Honor Roll is determined by the "weighted" grade if weighted courses have been taken. If a student withdraws from a class, passing or failing, they are ineligible for the honor roll for that quarter.

IMMUNIZATION POLICY

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

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

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

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

This policy is required for all students enrolled in any Catholic school in the Diocese of Salina.

INCENDIARY MATERIALS

Fireworks and incendiary material are prohibited anywhere on school property. A \$100.00 fine and/or other disciplinary action will be given to any student who uses or has possession of such materials. Repeat offenders will be referred to the Administration for disciplinary action.

INCOMPLETES

An incomplete (**INC**) is given when a student has not completed required work for the end of the quarter. When the required work is completed, the **INC** becomes a grade. Students have to take care of an **INC** within two weeks after the grading period, the **INC** automatically is recorded as a 60 percent, unless a letter has been sent to the parents indicating the reason for a lower grade. An **INC** may be given when illness prevents a student from completing assigned work. It is not to be viewed as an extension of the quarter for other reasons. An **INC** must be approved and authorized by the principal.

INDIVIDUAL EDUCATION PLANS (IEPs)

If a student has difficulty in the learning process, an individual education plan (IEP) may be developed to assist the student.

INSURANCE

TMP-M's staff will provide proper equipment, instruction, and supervision for each activity. However, parents/guardians and participants must be aware of the inherent injuries that may occur with each activity and accept responsibility for these. Parents are also responsible for adequate insurance to cover injuries occurring during participation in activities.

TMP-M does not provide insurance to cover injuries involving students. We do, however, provide a \$25,000 deductible catastrophic insurance policy, which becomes effective when a parent's responsibility reaches \$10,000 for students who participate in any Kansas State High School Activities Association (KSHSAA) sanctioned activity.

INTERNATIONAL STUDENTS

TMP-M is authorized by the Student Exchange Visitor Information System (SEVIS) to issue an F-1 visa to foreign students. Students must contact the office for requirements to be considered for enrollment.

INTERNET / COMPUTER ACCEPTABLE USE

We are pleased to offer students access to the school computer network for learning, research, and communication purposes.

The use of computers or electronic devices, the Internet and other online services must be in support of education and research consistent with the educational objectives and outcomes for TMP-M. Access to the Internet is made possible through an appropriate provider to be designated by TMP-M at its sole discretion. All users of the Internet must comply with this Acceptable Use Policy. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. TMP-M and families must work together to set and convey the standards that their children should follow when using media and information sources.

Unacceptable Use

- Sending or displaying offensive or anonymous messages or pictures
- Using obscene language
- Harassing, insulting, threatening, or attacking others
- Damaging computers, computer systems, or computer networks, including changing the computer display in anyway
- Any activity that changes the computer so that the instructor must make corrections before another student can use it
- Violating copyright laws
- Using anyone else's password
- Trespassing in anyone else's folders or files
- Intentionally wasting limited resources
- Visiting inappropriate sites
- Employing the network for personal advertising or solicitations

Inappropriate use may result in the cancellation of technology privileges. Loss of such privileges makes accessing the TMP-M curriculum impossible and necessitating expulsion. Violations may also result in legal action. Users will agree that administration, faculty, or staff will decide what inappropriate use is and this decision is final.

LANGUAGES OTHER THAN ENGLISH

Students are expected to speak English at school and at all school events and competitions. Lunch period and certain social situations are excepted. If a student makes little or no progress in learning the English language, the student will be dismissed.

Progressive English Language (HS)

Any student, whose first language is anything other than English, and/or was previously enrolled in an English as a Second Language (ESL) class prior to enrollment at TMP-M, will be required to take an entrance exam for placement in our Progressive English Language program.

LIBRARY / CENTER FOR RESEARCH

The Center for Research houses in excess of 10,000 volumes, and many of the science and language arts classrooms have specialized paperback libraries for enrichment of courses. Also, the Hays Public Library and the Fort Hays State University Library are available to our students.

Books may be checked out for three weeks at a time. Students with overdue materials have a five-day grace period with no fines; however, after that grace period, fines are \$.10 per day per item. Notices of overdue materials are posted and available to students each week. Students may not check out other materials until their fines are paid. However, the students may work off their fines by making arrangements with the librarian; the overdue fees will be paid off at the rate of \$3.00 per hour.

Materials belonging to the CFR must be properly checked out. Students found possessing library materials without proper permission will be fined \$5.00 for the first offense, with further increments possible. A \$2.00 handling fee will be charged for any CFR material turned in to other libraries. If CFR materials are found lying around the school, etc., the student who has checked that material out will not be allowed to check anything else out for two weeks.

Students may charge their devices in the CFR. The school is not liable for loss, breakage or theft of devices left unattended.

LITURGIES

The Eucharist is the center of Catholic Life. Regular participation is required for all students. The liturgy becomes a meaningful experience for the students by large and small group participation and by adaptation to the needs of the group. Reverence and etiquette for Mass will be demanded.

LIVING REQUIREMENTS

Students must live with their parents/legal guardians, with limited exception. Students may live with other family members, relatives, or responsible adults with the approval of their parents/legal guardians and formal approval by the administration. International students attending TMP-M under the F-1 visa must be living with a family member, appropriate responsible adult, or an approved NACEL Open Door host family. Temporary custody information must be on file. TMP-M reserves the right to dismiss any student because of inadequate or inappropriate living arrangements that may be causing academic,

social or disciplinary problems.

LOCKERS

Each student is assigned a locker. The school will supply locks for the lockers, and they must be returned at the end of the year or upon transfer. If the lock is not returned, the student must pay \$10.00, the cost of the lock. **The school is not responsible for lost or damaged items in an unlocked locker.** The use of a locker is a privilege and is the property of the school. Decoration of the locker, both internally and externally, must be appropriate and not distracting. Administration reserves the right to issue decisions on the appropriateness of such decorations.

LUNCH

The lunch period is closed. Students are to eat lunch (whether they participate in the hot lunch program or bring their own) in the dining hall. Due to the limited time, students are not allowed to order in or prepare their own food. All students are expected to remain in the lunchroom after finishing their meal. Loitering on the stairways or in the halls during this time is not permitted. No one is permitted to leave campus or sit in or on a car during the lunch hour. Violation of this rule is considered serious, and punishment will be determined by the Administration.

Ala Carte items are available for students who have a permission form on file with the Food Service Department and have adequate funds in their lunch account to cover those purchases.

NON-CATHOLIC STUDENTS

The religious beliefs and practices of non-Catholics are to be respected. The student is encouraged to continue his or her religious preference. However, all students are expected to attend and show respect for the religious functions of the Catholic community of TMP-M.

PARKING (HS)

Students will buy parking stickers from the Student Council. Parking stickers will be issued to students in the following order and as space allows: seniors, juniors, sophomores, and freshmen. The school needs a copy of the student's driver's license and valid insurance to obtain a parking permit. Unless properly permitted, students are not allowed to park in handicap spaces at anytime of day or year. Those that do not comply with parking regulations may be issued a parking fine. The first ticket is a warning and subsequent tickets result in a \$15 fine payable to student council within one week of the date issued. Failure to do so will result in the fine doubling, and if it is two weeks late, a doubled fine and a penalty period.

PHONES

Students are permitted to use any school phone in case of illness or medical emergency.

See also: Electronic Devices & Cell Phones, pg. 28. These devices are restricted to lockers & vehicles during the school day.

PLACEMENT OF STUDENTS

TMP-M follows the Kansas compulsory attendance requirements pertaining to age levels of school age students. Immunization, health records and birth certificates are required for enrollment into the school.

Prior to admission students may be given a screening evaluation. According to diocesan policy the school principal is responsible in ascertaining the individual needs of students enrolling into the school. Prior to admission the principal along with appropriate staff should determine the academic and emotional needs of students and recommend class and grade assignments. If the school does not have the resources to accommodate the needs of a student the principal may determine not to accept the student.

Parents are responsible for any financial commitments associated with fees and/or services. A school handbook is provided to parents and legal guardians upon admission.

PREGNANCY

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

- A. The female student who has conceived a child, along with her parents or legal guardians, shall meet with the principal. At said meeting, the parties seek to determine the following information:
 1. the probable delivery date of the child;
 2. the academic standing of the female student;
 3. by voluntary action, the name of the alleged father.
- B. In order for the female student to continue her school attendance, she may be required to comply with the following:
 1. residence with her parents or legal guardians, or in a home environment approved by the principal
 2. enroll in, attend, and make satisfactory progress in an approved parenting course or receive an exemption;
 3. other than the attendance at required classes, the student may need to refrain from activities in the school.
- C. In the event that the female student voluntarily discloses the identity of the father, the principal may take the following action:
 1. The principal schedules a meeting with the alleged father and his parents/guardians to disclose the allegations of the female student;
 2. In the event the male student denies responsibility for the fathering of the child, the principal notifies the female student of said denial.

3. In the event that the male student acknowledges that he is the father of said child, the said male student may be subject to the same restrictions of attendance as those placed on the female student.

PROPERTY DAMAGE

Students are expected to respect the property of the school and others. If they are responsible for damage through their own negligence, they shall take upon themselves the costs of the damages. Additional consequences may be imposed as well.

RELIGION COURSE REQUIREMENT

All Catholic students are required to take religious studies. Non-Catholic students will take a faith based course to be determined by the counselor according to the student’s background and understanding of English.

REQUIRED COURSES (HS)

Seniors need 25 credits to graduate. The following courses are required for graduation:

- Religion credit each year of attendance at TMP-M
- Four (4) English credits
- Three (3) Mathematics credits
- Three (3) Social Science credits, of which US History, American Government, and World History are required
- One (1) Fine Arts or Speech credit
- Three (3) Science credits
- One (1) Science laboratory credit (Biology, Chemistry, or Physics)
- One (1) Physical Education/Health credit

RESTRICTED AREAS

The following areas are considered restricted and are off-limits during the school hours without permission. Specific areas of the school have been designated as JH areas. During the school day, HS students are not to be in the JH areas and vice versa. The areas include, but not limited to: NE stairwell (except in an emergency), 2nd floor male restroom and 3rd floor female restroom. During the school day, the 2nd floor east hallway is considered JH area. Glass doors on the third floor separate the JH & HS areas. If a JH student needs to travel to or through a HS area, they must have adult supervision or permission. Violations in these areas merit disciplinary consequences. * These areas are restricted beyond the school day.

| | | | |
|-----------|-------------------|---------------|---------------------|
| Grotto | Parking Lot | *Faculty Room | *Auditorium/Balconv |
| *Bus Barn | West Entrv Stairs | Ball Fields | *Conference Rooms |

| | | | |
|----------|-----------|--------------|------------|
| *Kitchen | *Elevator | *NW Entrance | *4th Floor |
|----------|-----------|--------------|------------|

RETREATS AND DAYS OF RENEWAL

Certain periods of time are set aside during the school year for spiritual renewal for all students.

SACRAMENTS

Students are encouraged to receive the sacraments frequently. Opportunities for Reconciliation are available during Advent, Lent and upon request.

SCHOOL RECORDS

TMP-M, in compliance with the Family Educational Rights and Privacy Act (Public Law 93-380), provides the following information:

Educational Records

- personal data and family background
- medical and health information
- date of school entry
- school grades
- transcripts from previous schools attended
- standardized test results
- school activities
- honor roll

The school officials will be responsible for the maintenance of all the above lists, types of records, or releases.

Parents or Eligible Student Access to Records

Parents are entitled to a hearing to challenge the content of their child's education records on the grounds that the record is inaccurate, misleading, or contains inappropriate data. If any of the above is found, parents will be provided an opportunity for correction or deletion of data.

Parents and eligible students may have copies of the educational record. The school reserves the right to withhold records if a balance or disciplinary consequences are owed. Parents or eligible students have the right to interpretation of the content of the educational records.

Access to Records

The following persons, organizations, agencies, or institutions that have legitimate interest in students may have access to the education records:

- School staff for educational, social, and personal development
- Officials of other schools for students desiring to enroll in their

- school
- Federal and state agencies for legal requirements
- Institutions or agencies for student financial or scholarship aid
- State and local officials for reporting required by state statute
- Accrediting organizations for school accreditation
- Appropriate officials for health and safety of students
- Parents for parents' information
- Courts for compliance with the law

Transfer of Educational Records

Parents or guardians will be notified of the transfer of educational records to any other education institution or judicial official. Upon a student's transfer to TMP-M, an official transcript will be requested from the previous school attended. Transcripts are then recorded using TMP-M's grading scale. Due to the fact that all transcripts are different, some interpretation will be done on the part of the registrar.

SEARCHES

TMP-M reserves the right to search a student's locker or personal property if there is reasonable cause to suspect that the locker or property contains illegal or harmful material, or if there has been a violation of school regulations. If such material is found, it may be confiscated or turned over to the police.

Randomly, TMP-M will invite the local law enforcement drug dogs to our campus. They will perform a walk-through of our buildings and parking lots. If the police department has reasonable cause to suspect that a locker, book bag, personal property, or vehicle could contain illegal or harmful material; a search of that object may be performed. If available, the person responsible for the item will be asked to be present during the search. Any material deemed illegal or harmful that is found will be confiscated and/or turned over to the law enforcement, and the parents/legal guardians will be notified immediately.

SLEEPING IN CLASS OR ASSEMBLIES

Sleeping in class and educational assemblies impedes the learning process. Repeat violators may be directed to the Administration for determination of consequences.

SOCIAL EVENTS

Students attending any social function will be expected to conduct themselves as Christians at all times. All students may invite a date to Homecoming and Sweetheart dances. Only juniors and seniors may invite to the Prom. TMP-M students that invite a non-TMP-M student to an event are responsible for the actions of their invited guest while at the event.

Homecoming and Sweetheart dances are open to students of TMP-M and their invited guest. Informal dances are open to students from TMP-M and one invited guest.

Invited guests that are not currently at student at TMP-M, must be approved by Administration prior to the event. All guests must be in high school, under age 21 and of the opposite sex.

HIGH SCHOOL

Arrival Time

All dance participants must arrive within an hour after the dance starts, unless otherwise specified.

Admission to Events

Anyone attending one of the formal or semi-formal dances (Homecoming, Sweetheart, or Prom) will be admitted by ticket or special permission.

Alcohol

The school reserves the right to check all persons with equipment designed to detect alcohol. Those individuals failing such tests are subject to consequences.

Dismissal Time

The administration and faculty shall set a minimal dismissal time. Students should not leave before this time without the consent and permission of the sponsor and parent. This is due to the expectation of parents and guardians that the school is supervising students when students claim to be at an event. Any student who wishes to leave before the mid-point of the dance must call their parent and the parent must speak directly to a chaperone/advisor for permission to leave. Any student who leaves a dance may not return.

Dress

Students are reminded that the rules governing Christian modesty and pride in appearance are consistent for all school functions regardless of where and/or when the activity takes place. Current styles are often inappropriately revealing so we ask your help in ensuring that your children are dressed modestly. Those wearing attire judged to be too revealing or provocative will be asked to change or leave the function. Immodest attire includes, but is not limited to, dresses that are excessively short, form fitting, dip low in the front &/or back, excessive exposure of the midriff or skin. Females are encouraged to cover the shoulders when attending Mass, whether it is offered as a part of the function or not. Dress expectations apply to students of TMP-M and their invited guest. It is the responsibility of the student to inform their guest of the guidelines.

Scheduling of Functions

All informal dances and social functions sponsored by any club, team, class, or organization of TMP-M must be cleared at least one week in advance with the Student Council advisor and Administration. Any on-campus gathering held before or after a school-sponsored activity falls within this provision.

JUNIOR HIGH SCHOOL

Fun Nights

The school will sponsor fun nights. One in the fall and one in the spring. Only TMP-M junior high students will be admitted and all are encouraged to attend. Students must arrive within 20 minutes of the event starting time and must remain until a parent picks them up at the door. Students who attend fun nights will be expected to conduct themselves as Christian adolescents at all times. Parents will be asked to chaperone.

SPIRITUAL DEVELOPMENT

The Spiritual Life Program of TMP-M is the concern and responsibility to the total faculty and student body. The program is coordinated by the Religious Studies Department and the Campus Minister. The aim of the program is to develop a spiritual life and relate it to the student's total development. A program of various services is offered. This includes daily prayer, meditation, and Eucharistic adoration. Stations and other special services are conducted during Lent and Advent. Students are encouraged to make visits to the Blessed Sacrament. This is an ever-growing and ever-deepening process.

The Christ-centered focus of the program emphasizes both the personal and community aspects of spiritual commitment. It stresses positive Christian formation in maturity, responsibility, and human value development. All students are encouraged to make the school's religious activities a part of their schedule.

The Spiritual Life Program offers the following: courses in Christianity, reception of the Sacraments, religious services, individualized direction, apostolic activity, days of Christian renewal, and spiritual organizations.

SPORTSMANSHIP

TMP-M supports and complies with KSHSAA's Rule 52 on Sportsmanship, www.kshsaa.org. The effective American secondary school must support both an academic program and activities program. TMP-M believes that these programs must do more than merely coexist; they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Activities are an important aspect of the total education. Therefore, all KSHSAA members stand together in support of the following sportsmanship policy.

All students, families and fans are expected to be positive and courteous when attending competitions and events. Some considerations include the following:

1. Promote the fundamentals and ideals of good sportsmanship.
2. There is no such thing as a "right to participate in school activities". Interscholastic activities are a privilege and the

- participants and spectators who avail themselves are expected to conduct themselves accordingly.
3. Your team does not belong to the community; it represents the school. The school has voluntarily agreed to abide by a certain set of rules so that all participants may compete under the same standards.
 4. Fans must accept the fact that all participants make mistakes. They are not perfect and never will be.

STEWARDSHIP HOURS AND APOSTOLIC ACTIVITY

Stewardship is the aim of the Christian Leader. Under the direction of the Campus Minister and the Religion Department, students of TMP-M have the opportunity and responsibility to engage in appropriate apostolic activity and Christian service. The expectation is that every student shall complete a certain number of stewardship hours per year based on their grade level:

- JH - 10 hours (1+ in family, parish, community, school, and prayer)
- 9th - 25 hours (20 - family and 5 - prayer)
- 10th - 30 hours (20 - parish and 10 - prayer)
- 11th - 35 hours (20 - Needy/Socially Marginalized and 15 - prayer)
- 12th - 40 hours (20 - Secular Community and 20 - prayer)

Hours must be completed and verification forms turned in by April 15 of each year (or the previous Friday if April 15 falls on a weekend). Hours may be completed beginning the first day of summer vacation preceding the current school year. Hours must be completed outside of school hours. Stewardship hours are a component of the Religion grade and recorded on HS student transcripts. For complete details please contact the Campus Minister.

STUDYING

Students are expected to have a mature attitude toward studies. They are to take the initiative in doing homework, remembering that their studies take priority over extracurricular activities. These activities are never to be considered as an excuse for not doing assigned studies. Students have the responsibility for getting assignments and making up work they missed during an absence.

TEXTBOOKS AND MATERIALS

Textbook rental fee has been included in the school fees. Students are responsible for maintaining texts and other equipment like Chromebooks in good condition and will be liable for damage or loss. All books will be distributed and collected by the teachers in their subject areas. Final grades, yearbooks, and transcripts will be held until all books are returned or fees are paid, including rebind fee, if applicable.

TOBACCO

No student at TMP-M shall possess, smoke, or otherwise use tobacco products, including electronic cigarettes and “vape” or “vapor” products, in a school

building or on school grounds, or at a school sponsored function or activity. Students who violate this policy shall be subject to disciplinary action.

TRANSCRIPTS

An official transcript is kept in the front office on every student who has enrolled at TMP-M. An unofficial copy of the transcript can be obtained from the front office personnel at any time. Official copies of transcripts may only be sent from institution to institution and are the responsibility of the registrar and guidance counselor. Official and unofficial transcripts can be requested via an online form under the counselor's tab.

Transcripts include the following information: name, high school, birth, admission, withdrawal and graduation dates, courses taken, grades and credits received, year and cumulative averages, and year and cumulative class ranks. Advanced weighted courses are denoted by an asterisk. In addition to these items, the transcript defines TMP-M's credit system. The back side of the transcript includes the student's activities, scholastic honors, attendance history, standardized test scores, and the addresses of where transcripts have been sent. Transcripts being sent to institutions overseas will be charged a fee for postage & handling. Fees must be paid in advance. All balances must be paid in order to receive a copy of the transcript. Transcripts are updated after the completion of the academic year.

TRANSFER OF RIGHTS

When a student becomes a legal adult or is attending a post-secondary institution, all rights formerly accorded the parents become the sole rights of the student unless he/she is a dependent student according to the Internal Revenue Code of 1954.

TUITION AND FEES

TMP-M utilizes the stewardship model for tuition with the Heartland Parishes of Hays, Kansas. As a Catholic stewardship community, families are required to register with a local parish. Registered parishioners receive priority in the admission of students. School fees are based on a family's involvement in the parish they are registered. Prior to admission/enrollment in TMP-M, families must be members in good standing with their Heartland Parish. This means they are tithing at an acceptable level as determined by their income. Family standing will be verified by the school and respective Heartland Parish. Each family is asked to prayerfully consider their time, talent, as well as treasure, to actively support their parish and school.

Catholic parents who are not part of the Heartland Parishes or Non-Catholic parents who choose to send their children to TMP-M, assume the responsibility for arranging tuition payment with the Business Manager prior to enrollment.

In addition to tithing/tuition, there are additional annual fees and charges that must be paid at enrollment. These fees are required and families will be

informed of these fees in advance of enrollment. All necessary enrollment forms and financial information must be on file prior to beginning classes.

UNIFORMS

See Dress Code

WEAPONS

In accord with KSA 72-89a01-02, it is the policy of TMP-M to expel from school, for a period of not less than one year, any student determined to be in possession of a weapon at school, on school property, or at any school supervised activity.

WITHDRAWAL POLICY (HS)

Students who withdraw from year-long courses at the semester or any time after the withdrawal deadline (one week after the course begins) will be given no credit for the course, and a WP or WF will be noted on the permanent transcript of the student. Likewise, if a semester course is dropped after the withdrawal deadline, no credit is given and a WP or WF will be indicated on the transcript. During the marking period wherein a student withdraws, they are ineligible for the honor roll. If a counselor or teacher initiates the withdrawal, students will receive proper credit. Students who withdraw from school will receive academic credit up to the point of the last quarter completed before their departure. All course materials must be returned to the instructor, withdrawal form must be completed, school lock must be returned to the front office, and any outstanding financial balance settled before school records will be transferred.

YEAR-END RESPONSIBILITIES

Before final report cards, yearbooks, transcripts, or diplomas are issued, all student charges, fees, and fines must be paid and penalty periods/detentions served. Also, all textbooks, library books, and equipment must be returned to the proper authority. Yearbooks withheld for any of the above reasons will be reserved in the student's name for two years. After that, they may not be available.

HIGH SCHOOL STUDENT COUNCIL CONSTITUTION

PREAMBLE

We, the students of THOMAS MORE PREP-MARIAN HIGH SCHOOL, in order to contribute to our school by an exercise of maturity and leadership, to foster greater rapport between students and faculty, to further democratic ideals, and to promote better understanding between school and community, establish this Constitution for the Student Council of THOMAS MORE PREP-MARIAN HIGH SCHOOL.

ARTICLE 1

Name

The official name of this organization is the Student Council of THOMAS MORE PREP-MARIAN HIGH SCHOOL. This body consists of members of the Senior, Junior, Sophomore, and Freshman classes.

ARTICLE 2

Membership

The Student Council is the governing committee for the Student Body. It is comprised of officers elected by the Student Body and their representative classes.

ARTICLE 3

Purpose

SECTION I The Student Council of THOMAS MORE PREP-MARIAN HIGH SCHOOL shall provide a platform for rapport with the faculty and administration.

SECTION II The Student Council shall be coordinator of all interrelated student activities, while observing the principle of subsidiarity, which allows the right of school-related committees to be internally sovereign.

SECTION III The Student Council, as a constructive guiding body, shall create, maintain, and promote activities and projects in order to promote student participation in the operation of THOMAS MORE PREP-MARIAN HIGH SCHOOL.

SECTION IV The Student Council shall represent the school, community, diocese, and the voice of the student body.

ARTICLE 4

Power

SECTION I All authority, jurisdiction, and responsibility stems from the Administrative Board of THOMAS MORE PREP-MARIAN HIGH SCHOOL.

SECTION II New ideas may be passed with the approval of class advisors, and ultimately, the Principal possesses the power to veto as he or she chooses.

SECTION III The powers of the Student Council are:

1. To suggest changes or proposals necessary for the good of the school to the administration.
2. To manage the finances of the Student Body.
3. To schedule and conduct meetings of the Student Council and the Student Body.
4. To charter organizations and create standing and temporary committees.

5. To initiate actions which shall be considered necessary and proper for the general welfare of the school.
6. To foster and improve a positive and strong morale.
7. To promote the Christian values and mission of TMP.
8. To serve as an educational tool for leadership.

ARTICLE 5

Officers, election, and Appointments

SECTION I

Officers

1. The Student Council shall be composed of:
 - A. The President, Vice-President, Secretary, and Treasurer, known as the Executive Committee. (They shall be elected from the Junior class to serve during their Senior year.)
 - B. The President and two Vice-Presidents are to be elected for each class for one year. They shall be elected the previous year before their elected term.
 - C. Four additional Seniors elected to the office of Student Representative, to be elected at the beginning of the school year.
 - D. Seven additional Juniors elected to the office of Student Representatives to be elected three weeks after the beginning of the
 - E. Four additional Sophomores and four additional Freshman Representatives to be elected three weeks after the beginning of the school year.
 - F. There will be a Vice-President elected for the girl's dorm and a Vice-President elected for the boy's dorm. In addition, four Student Representatives from the dorms will be elected collectively.
2. The Junior and Senior members of the Student Council constitute the Student Leaders of the school. This group shall help the Disciplinary Organization of the school to maintain discipline.
3. The resignation of any Student Council member must be presented to and accepted by the Student Council.
4. On the occasion of a resignation from office, the student with the next highest number of votes for that office will fill the position.

SECTION II

Election

1. The President, Vice-President, Secretary, and the Treasurer shall be elected by the Student Body at the end of the school year. Seniors of the Student Body shall not be eligible to vote. Candidates for these offices shall obtain a petition from the Faculty Moderator and collect ten student signatures and two faculty signatures. The petitions will be available two weeks prior to election, and due one week prior to elections.
2. Candidates for the Executive Committee may start campaigning on the Friday before the election week and must make speeches pertaining to the Student Council. The speeches, which depend upon office, must be made in front of the general assembly and the time limit shall be determined by the Executive Committee. Campaigning may not involve tactics that demean other candidates or interfere with normal school functions.
3. The President and the Vice-Presidents of the following year's Senior, Junior, Sophomore, and Freshman classes shall be elected by the members of the respective classes. They shall be elected following the completion of Executive Committee elections. They shall take office at the beginning of the following school year. Candidates shall obtain a petition from the Faculty Moderator and collect ten student signatures and two faculty signatures. The completed petition shall be returned to the Moderator two days prior to the election.
4. Candidates for the Junior and Senior class offices must make a speech in front of a class assembly.
5. Student representatives shall be elected by their individual classes for a one-year term.
6. In all elections, this procedure shall be followed:
 - A. All candidates (including those running for Representatives) shall obtain ten student signatures and two faculty signatures and return it to the Moderator two days prior to the election so that their name may be placed on the ballot.
 - B. Unless stated explicitly to the contrary in this document, all members of the Student Body are eligible for election.
 - C. Votes will be cast by secret ballot.
 - D. In the election of the Executive Committee, one vote will be cast per office and the winner declared after the first vote. The President of the Student Council will cast a vote if needed to break a tie.

- E. Balloting for officers and representatives shall take place during an assembly of the class from which the representatives are to come. Senior, Junior, Sophomore, and Freshman officers will be elected the year before their term. Representatives shall be elected two weeks after the beginning of the new school year. There is no limit to the number of candidates that run for an office.

ARTICLE 6

Meetings

- SECTION I Two-thirds of the Student Body must be present to hold a general assembly.
- SECTION II A majority vote of those present is needed for a proposal to pass (See Section V.)
- SECTION III Three-fourths of the members of the Student Council must be present to constitute a Student Council Meeting.
- SECTION IV The Student Council Executive Committee and Faculty Moderator shall decide when a meeting shall be called.
- SECTION V Established parliamentary procedure shall be followed.

ARTICLE 7

Amendment Procedures

- SECTION I A two-thirds majority vote of the Student Body shall be required to amend this Constitution.
- SECTION II Any proposed amendment must be submitted to the Student Council at least two weeks before a general assembly. It must be posted for the Student Body one week before a general assembly.
- SECTION III If in the future this Constitution proves inadequate, a Constitutional Committee may be established for the purpose of writing a new constitution. A three-fourths majority vote is required to ratify a new constitution.
- SECTION IV By-Laws regulate the internal and local affairs of the Student Body. They shall be added, amended, or revised by a majority vote of the Student Body.

BY-LAWS

ARTICLE 1

Duties of Officers

- SECTION I The duties of the Student Council officers are:
 - 1. President

The President acts as the presiding officer of both the Council and the Student Body. As a member of the Student Council, the President is allowed to express opinions, but may vote only in case of a tie.

2. Vice-President
The Vice-President, as the Vice-Chairperson of the Student Council, is to assist the President, Secretary, and Treasurer whenever possible. The Vice-President will act as the presiding officer of both the Council and the Student Body in those times when the President is absent. The Vice-President shall coordinate the different committees of the Student Council, and serve as parliamentarian at all meetings.
3. Secretary
The Secretary is to record all actions of both Student Council and the Student Body. To inform students of the Council's activities, the secretary is to print out the minutes of the meetings to be read to the entire student body and faculty.
4. Treasurer
The Treasurer is to keep record of the Student Council's individual class's financial standing and is responsible for the payment of debts incurred by the Student Body. The Treasurer shall co-sign all checks with the Faculty Moderator or the Executive Secretary.

SECTION II

The duties of the class officers are as follows:

1. President
Each class president is the leader of the class. The President's duties shall be: to provide a wholesome atmosphere between students of that class, other class, faculty, and all concerned people, to represent the members of the class in matters concerning the class and the administration, and to serve as the chief commentator at class meetings and chief coordinator of all class activities.
2. Vice-Presidents
The Vice-President shall possess major class powers next to the President in class activities and coordinate all individual class committees.
3. As representatives of their classes, class officers and representatives possess the right to spend a

limited amount of money from the class treasury when such expenditures concern the class or class-related activities. These expenditures may be made without special consent of the entire class, and shall not exceed \$125 each semester. Three-fourths of the class officers and representatives must agree before such expenditures can be made. Any amount above that must be submitted to the whole class. A report of all expenditures is to be given to the class.

SECTION III The Student Body Code of Ethics

1. Any student involved in the use or selling of any illegal drug, use of alcohol in violation of school regulations, stealing, or in any act of vandalism involving the school shall not be eligible for election the next regularly scheduled Representative election. The student shall also not be eligible for either Executive or Class Officer election held during the school year of the student's offense. If the student is a member of Student Council, the student shall be expelled from the Council and shall not be eligible for re-election in the election to fill the seat.
2. Any student who participates in activities deemed inappropriate shall receive a "strike" against them. Three strikes will result in expulsion from Student Council. Students with two unexcused or three excused absences in a semester will also be expelled from the council. The member shall not be eligible for re-election in the election to fill the seat. The member shall be eligible for re-election in any future election and may hold any office.
3. Any Student Council member who receives more than four penalty periods in any single grading period, or any member who received three fines in any semester, will be expelled from the Council. The member shall be eligible for re-election in any future election and may hold any office.
4. An officer who fails to perform his or her duties shall be expelled from the Council. This shall be done upon the recommendation of the moderator and confirmation by either the class advisors or a one-third majority of the Student Council.
5. On the occasion of an expulsion from office, the Student Council president shall appoint the nominee

from the election with the next highest number of votes to serve in place of the expelled officer.

ARTICLE 2

Meetings

The Student Council usually convenes once every two weeks. Special meetings of the Student council, including closed meetings, may be called at the discretion of the Executive committee and the Student Council Moderator. The Student Body shall be informed by the Student Council of all special or closed meetings.

JUNIOR HIGH STUDENT COUNCIL CONSTITUTION

Mission Statement

We, the elected representatives of Thomas More Prep-Marian Junior High School will do everything in our power to represent the students of our school, to uphold all school rules, and to perform our duties in accordance with these By-Laws and to the traditions of our school. We will strive to do everything in our power to make our school a better place.

Article I-Purpose

Section 1: The purpose of the TMP-Marian JH Student Council is to promote a better understanding between students and teachers, work for the general welfare of the students by providing an opportunity for student expression, develop leadership among representatives, improve school spirit, and promote improved citizenship.

Article II-General Membership

Section 1: TMP-Marian JH Student Council representatives will hold their positions for one school year.

Section 2: Representatives will carry out their duties and responsibilities and will maintain exemplary citizenship and behavior in and out of school.

- a. Representatives must be present at general meetings, committee meetings, and fund raisers sponsored by Student Council.
- b. Representatives will bring questions, concerns, and comments from the student body and faculty to Student Council meetings.

Section 3: Representatives must adhere to the eligibility requirements of the school.

Article III-Officers

Section 1: Officer positions are as follows:

- a. **President-** Any eighth grade student is eligible to run. Duties include leading Student Council meetings, speaking at school gatherings, attending committee meetings and providing student leadership.
- b. **Vice-President-** Any eighth grade student is eligible to run. Duties include leading Student Council meetings in the absence of the President, attending committee meetings, and providing student leadership.
- c. **Secretary-**Any eighth grade student is eligible to run. Duties include writing agendas for meetings, maintaining attendance lists at meetings, recording and publishing notes on all meetings, and providing student leadership.
- d. **Treasurer-** Any eighth grade student is eligible to run. Duties include collecting money at fund-raising events, being sure all bills are paid and deposits are made, maintain accurate financial records under the supervision of the Student Council advisor, and provide student leadership.

Section 2. Officers will hold their positions for one school year.

Section 3. Officers must adhere to the eligibility requirements of the school.

Article IV- Elections

Section 1: Each grade (seven and eight) will elect representatives to the Student Council from homeroom classes at the beginning of each school year.

- a. There will be two representatives per homeroom.
- b. Students interested in running for Student Council offices must fill out a Student Council Application and have it signed by at least two teachers who have had them in class or whom they personally know. The application must be turned in by the deadline. Students must meet the requirements (see Article III, Section 2) to run.
- c. Those running for officer positions must give a campaign speech at TMP-Marian JH and to the sixth grade at Holy Family Elementary and may hang campaign posters in the junior high area of the building and at HFE. These posters must be no larger than two square feet and must be taken down by the candidate after the election.

- d. Students running in their homerooms may give a campaign speech and hang campaign posters in their homeroom with the permission of the teacher.
- e. There will be no negative campaigning nor should any candidate buy votes. Engaging in these activities will result in removal from the election ballot.

Article V-Advisor

Section 1: The Principal will approve a member(s) of the faculty to serve as Advisor to the Student Council. The term of office for the Advisor will be left to the discretion of the Principal and the Advisor.

Article VI- Committees

Section 1: Students will be assigned to committees by the Advisor or officers.

Section 2: Committee Chairs will be voted on by the committee and approved by the Advisor.

Section 3: All committee action is subject to review by the general body of the Student Council. Final action must be approved by a majority vote of the general body.

Article VII-Removal From Office

Section 1: The Advisor, Principal, or Assistant Principal may remove any Student Council member for any suspendable offense.

Section 2: The Advisor, Principal, or Assistant Principal may place a Student Council member on probation for any disciplinary problems.

- a. Probation may last one month to a full school year.

Article VIII-Adoption and Amendments

Section 1: These By-Laws must be ratified by a two-thirds majority vote of the Student Council and approved by the Advisor, Principal, and Assistant Principal.

Section 2: Any member of the Student Council, faculty, or administration may propose amendments to the By-Laws. Amendments must be approved by a two-thirds majority vote of the Student Council and approved by the Advisor, Principal, and Assistant Principal.

Bell Schedules – Junior High School

Regular - 46 minutes

| | | |
|--------------|--------------|---------------------|
| 8:00 | 8:51 | First Hour |
| 8:55 | 9:41 | Second Hour |
| 9:45 | 10:31 | Third Hour |
| 10:35 | 11:50 | Fourth Hour |
| 11:21 | 11:50 | Lunch |
| 11:55 | 12:41 | Fifth Hour |
| 12:45 | 1:31 | Sixth Hour |
| 1:35 | 2:21 | Seventh Hour |
| 2:25 | 3:10 | Eighth Hour |

Early Release - 30 minutes

| | | |
|--------------|--------------|---------------------|
| 8:00 | 8:30 | First Hour |
| 8:34 | 9:04 | Second Hour |
| 9:08 | 9:38 | Third Hour |
| 9:42 | 10:12 | Fourth Hour |
| 10:16 | 10:46 | Fifth Hour |
| 10:50 | 11:20 | Sixth Hour |
| 11:24 | 12:26 | Seventh Hour |
| 11:40 | 12:10 | Lunch |
| 12:30 | 1:00 | Eighth Hour |

Bell Schedules – Regular High School - 47 minutes

| | | |
|--------------|--------------|---------------------|
| 8:00 | 8:51 | Mass/Academy |
| 8:55 | 9:42 | First Hour |
| 9:46 | 10:33 | Second Hour |
| 10:37 | 11:24 | Third Hour |
| 11:28 | 12:41 | Fourth Hour |
| 11:28 | 11:54 | First Lunch |
| 12:15 | 12:41 | Second Lunch |
| 12:45 | 1:32 | Fifth Hour |
| 1:36 | 2:23 | Sixth Hour |
| 2:27 | 3:20 | Seventh Hour |

Early Release - 30 minutes

| | | |
|--------------|--------------|---------------------|
| 8:00 | 8:30 | Mass/Academy |
| 8:34 | 9:05 | First Hour |
| 9:09 | 9:40 | Second Hour |
| 9:44 | 10:15 | Third Hour |
| 10:19 | 10:50 | Fourth Hour |
| 10:54 | 11:25 | Fifth Hour |
| 11:29 | 12:26 | Sixth Hour |
| 11:29 | 11:55 | First Lunch |
| 12:00 | 12:26 | Second Lunch |
| 12:30 | 1:10 | Seventh Hour |