

Mission Statement

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

Goals

Bishop Ward High School students will:

- demonstrate the ability to make choices which reflect Catholic/Christian morality;
- demonstrate positive attitudes towards living in harmony with diverse cultures;
- develop positive attitudes leading to healthy, productive, and responsible life-styles;
- acquire the skills necessary to become independent learners;
- demonstrate the ability to access information sources;
- demonstrate an understanding of computational skills and mathematical concepts;
- develop problem-solving techniques;
- demonstrate effective communication skills;
- develop an appreciation for the creative talents within themselves and the world.

Statements of Accountability

Students are expected to:

- prepare and participate actively in their education;
- show respect for themselves, others, and the school;
- perform to the best of their ability;
- be positive representatives of the school in the community;
- stand against the illegal use of tobacco, alcohol, and drugs and adhere to the guidelines set forth in the handbook.

Professional educators are expected to:

- model values of the Catholic community;
- create a positive environment in which positive ideas can be expressed;
- provide opportunities and programs which enable all students to achieve the goals of Bishop Ward;
- nurture curiosity and the desire to learn;
- keep informed in areas of professional expertise;
- recognize individual differences and challenge students to achieve to the best of their ability;
- support and work with the parents;
- stand against the illegal use of tobacco, alcohol, and drugs and adhere to the guidelines set forth in the handbook.

Staff members are expected to:

- encourage, by word and action, Catholic morals and guidelines;
- address the daily operation of the school;
- promote Bishop Ward in the building and the community;
- maintain a positive and cooperative attitude;
- stand against the illegal use of tobacco, alcohol, and drugs and adhere to the guidelines set forth in the handbook.

Parents / families are expected to:

- encourage students with positive reinforcement;
- support and work with faculty and staff;
- provide a home life conducive to learning by establishing education as a priority;
- be the primary religious educators of their children, e.g.: attend mass each Sunday and holy day and participate in other parish activities;
- serve as a positive role model in support of zero tolerance of the illegal use of alcohol and drugs (namely underage drinking and unsupervised parties). Zero tolerance means that students will be held accountable for behavior that is illegal or violates the school's code of conduct.

Pastors are expected to:

- encourage quality education and faith development;
- provide leadership and instruction of the Catholic faith within the school;
- ensure sufficient financial assistance to enable educational opportunities for all families within the region;
- provide salaries and benefits to Catholic school educators that reflect the social justice teaching of the church;
- promote the value of the education offered at Bishop Ward.

Spirituality and Stewardship

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

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

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

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

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

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

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

All School Liturgies (2010-2011)

Opening School Mass	August 31
Homecoming Mass	October 1
All Souls Day	November 1
Immaculate Conception	December 8
Catholic Schools Week	February 1
Ash Wednesday Mass	March 9
Holy Week Celebration	April 18
Senior Mass and Farewell	May 4
Baccalaureate Mass	May 9

Who to Contact

Administration

Fr. Michael Hermes--President
Dr. Judy Warren – Principal
Mr. Greg Duggins – Activities Director/Dean of Students
Mr. John Riley – Network Administrator/Scheduler

Business Office

Mr. Ryan McDaniel – Business Manager
Mrs. Martha Ramirez – Business Associate

Counselors

Ms. Annie Tompkins (A-L)
Mrs. Anita Gregory (M-Z)

Department Chairpersons

Religion – Sr. Molly Brockwell
Mathematics – Mr. Joseph Carmichael
Science – Mr. Truman Snow
English/Fine Arts/Foreign Language
– Mr. Mike Kelly
Social Studies – Mr. Roger Kamps
Practical Arts / Business – Mrs. Cindy Heiman

Faculty

Mr. Ignacio Alonso – Science
Sr. Molly Brockwell – Theology
Mr. Joe Carmichael – Mathematics
Ms. Lori Dowd – Business, Computer
Mr. Travis Grosdidier – Physical Education
Mrs. Cindy Heiman – Business
Mr. Roger Kamps – Social Studies
Mr. Mike Kelly – English
Ms. Mary Lane – Theology
Ms. Kelly Lipovitz – English
Mrs. Patrice Ludwig – English
Mr. Todd Magwire – Physical Education
Mrs. Natalie Muehlberger – English
Mr. Ross Newell – Business
Mrs. Jennifer Novogoratz – Mathematics
Mrs. Tina Phillips – Spanish
Mr. Randy Robertson – Art/Graphic Design
Mrs. Nancy Rogers – Mathematics
Mr. Russ Ringer – Science
Mr. Jim Schneewis – Social Studies
Mr. Dan Shaver – Mathematics
Mrs. Marta Silva – Spanish
Mr. Truman Snow – Science
Mr. Nick Tomasic – Art
Ms. Annie Tompkins – Theology
Ms. Renee Winkel – Theology

Library and Media Specialist

Ms. Angie Gregory

Development Office

Ms. Mary Pat Beals – Development Consultant
Ms. Sara Prigel – Database Manager/Graphic Designer

Mrs. Kathy Calcara – Grants/Major Gift Associate
Ms. Kristen Thayer – Annual and Student Fund Coordinator

Mrs. Mary Hurla Spangler – Grants/Major Gift Associate
Ms. Kiernan Markey – Admissions/Marketing
Mrs. Amy Nelson – Special Events Coordinator

Administrative Support Staff

Mrs. Kay Byard – Health Office/Sports Secretary/Registrar
Mrs. Sue Reed – Principal's Secretary/Attendance

Maintenance

Mr. Dennis Hurla – Facilities Manager
Mr. Gaylen Parker
Mr. Dave Paterson

Sponsors / Moderators

Senior class – Ms. Dowd/Mrs. Gregory/Mrs. Natalie Muehlberger
Junior Class – Mr. Snow, Jennifer Novogoratz
Sophomore Class – Mr. Newell, Ms. Lane
Freshman Class – Mrs. Nancy Rogers, Ms. Winkel
Academic Decathlon – Ms. Lane
Multi-Cultural Club – Mr. Schneewis
National Honor Society – Mrs. Gregory
P.E.E.R. – Ms. Dowd
Pep Club – Ms. Angie Gregory, Mrs. Reed
Student Council – Ms. Angie Gregory

Academic / Attendance Review Board

Dr. Warren (Chair), Mr. Duggins, Mrs. Gregory, Mr. Riley, Ms. Tompkins

Discipline Board

Mr. Duggins (Chair), Mr. Riley, Ms. Lipovitz, Mr. Kelly

*Counselors serve as student advocates

AdvancEd for School Improvement

Chairperson – Mr. Duggins
Resource Specialist – Mr. Riley

School Resource Officer

Officer Santiago Vasquez

Federal Lunch Program Coordinator

Mr. Todd Magwire

Admissions Review Committee

Dr. Judy Warren
Fr. Michael Hermes
Mr. Greg Duggins
Mr. John Riley

Student Council / Class Officers

(So that the opportunity for student leadership might be distributed among many students, no student may hold more than one office without permission of sponsors and administration.)

STUCO President – Alex Pacheco
STUCO Vice President – Jay Hanson
STUCO Secretary – Andrea Villanueva
STUCO Treasurer – Ally Balliet

Sr. Class President – Norma Lozano
Sr. Class Vice President – Marla Gritzan
Sr. Class Sec. – Jamie Crowley
Sr. Class Treas. – Jenna Bolend

Jr. Class President – MacKenzie Cantwell
Jr. Class Vice President – Ally Montero
Jr. Class Sec. – Hanna Barnhart
Jr. Class Treas. – Caroline Dorr

Soph. Class President – Sal Lopez
Soph. Class Vice President – Lizzy Huey
Soph. Class Sec. – India d’Ortona
Soph. Class Treas. – Elizabeth Connor

Freshman class officers to be elected Fall of 2011

School Contact Information

708 N 18th Street
Kansas City, KS 66102

Main Tel.: 913-371-1201
Main FAX #: 913-371-2145
Bus. Office: 913-371-0717
Bus. FAX #: 913-956-4834
Development/Admissions Office: 913-371-6901
Football Stadium: 913-321-1548
Baseball Field: 913-281-1343

Athletics (* denotes head coach)

Athletic Director: Mr. Duggins

Football: *Mr. Grosdidier, Mr. M. Harper, Mr. J. Harper, Mr. McDaniel, Mr. Robertson, Mr. Wiss, Mr. Mann

Boys Soccer: *Mr. Newell, Mr. Conejo, Mr. Grindstaff

Girls Soccer: *Mrs. Dockery, Mr. Newell

Volleyball: *Mrs. Muehlberger

Cross Country: *Mr. Dolan

Boys’ Basketball: *Mr. Magwire

Girls’ Basketball: *Mr. Williams, Miss Dumovich, Miss Gonzalez

Wrestling: *Mr. Harper

Baseball: *Mr. Hurla, Mr. Grosdidier, Mr. Robertson, Mr. McDaniel, Mr. Beggs, Mr. George

Softball: *TBA

Golf: *Mr. Tomasic, Mr. Kelly

Swimming: *Mrs. Bartlow, Mrs. Dailey

Track: *Mr. Dolan

Cheerleading: *Mrs. Rogers

Important Dates for 2010 – 2011

First semester

August 16	Student Orientations—Srs 8-10/Freshmen 10-Noon
August 17	Student Orientations—Jrs 8-10/Sophs 10-Noon
August 18	Classes begin—Half days 8/17 → 8/28
August 30	Full Day Classes Begin
September 1	Parents Back-to-School Night: 7 p.m.
September 3	Last Day for 1 st Semester Schedule Changes
September 6	No school—Labor Day
September 21	Mid-quarter grades due by 4:00 p.m.
October 1	Deficiency Reports Mailed Home
October 1	Homecoming Game
October 2	Homecoming Dance
October 11	No School —Archdiocesan Professional Development
October 15	No School —1 st quarter ends/Teacher Workday/SOF
October 22	No School —Auction Setup
October 23	WARD 2010 Auction @ Reardon Center
October 21	No School —Parent/Teacher Conferences: 10:30 AM – 1:30 PM Parent/Teacher Conferences: 5:00 PM – 7:30 PM
November 11, 12, 13	Fall Play 7 p.m.
November 16	ITED Test Day: 12:30 Dismissal (Juniors & Sophomores)
November 16	Mid-quarter Grades Due by 4:00
November 17	ITED Test Day: 12:30 Dismissal (Seniors & Freshmen)
November 24	Early Dismissal - Thanksgiving break begins
November 24	Deficiency Reports Mailed Home
November 26-29	No School —Thanksgiving Break
December 15	Semester Exams A, B, C (7:45 – 11:50)
December 16	Semester Exams D, E, F (7:45 – 11:50)
December 17	Semester Exams G, H (7:45 – 10:25) Christmas break begins after last exam

Important Dates for 2010-2011

Second Semester

January 5	2nd semester classes begin ➤ (7:45 am – 3:15pm)
January 18 Jan 25 – Jan 31	No school—Martin Luther King Day Catholic Schools Week
February 2 February 12 February 13 February 14 February 15	Mid-quarter grades due by 4:00 p.m. Deficiency Reports Mailed Home Father/Daughter Dinner/Dance Mother/Son Dinner/Dance Faculty Retreat/In-Service—No School
March 4 - 6 March 5 March 15 - 29 March 24	Ward Musical 7 p.m. End of 3 rd Quarter Spring Break Parent/Teacher Conferences 5:00 – 7:00 PM
April 9 April 2 - 5 April 6 April 13 April 15 April 22 April 28	Early Dismissal —Easter Break Begins NO SCHOOL —Easter Break Mid-term Grades—Seniors Mid-term Grades—Underclassmen Deficiency Reports Mailed Home—Seniors Deficiency Reports Mailed Home—Underclassmen Awards Night—7 p.m.
May 3 May 6 May 7 May 10 May 11 May 18 May 19 May 20	Senior Retreat Senior exams E, F, G, H Senior exams: A, B, C, D Baccalaureate Mass & Senior Dinner Graduation 7:30 Semester Exams A-C (7:45 – 11:50) Semester Exams D-F (7:45 – 11:50) Semester Exams G-H (7:45 – 10:25)

AUGUST 2010

S	M	T	W	T	F	S
1	2	3 School Leaders Kick-off Luncheon	4 New Teacher Orientation @ SPC	5	6	7
8	9	10 Staff Development Day	11 Staff Development Day	12 Staff Development Day Sr Class Officer Mtg: 11:30 Rm 208	13 Staff Development Day	14
15	16 1st Practice Day-- Fall Sports Orientation: Seniors 8-10 Freshmen 10- Noon	17 Juniors 8-10 Sophomore 10- Noon	18 1st Day of Classes: Early Dismissal 7:45 to 12:30	19 Heat Schedule A: 7:45 - Noon Eucharistic Minister Training: 12:15-2:00 PM	20 Heat Schedule B: 7:45 - Noon Sacristan Training: 12:15- 2:00 PM	21
22	23 Heat Schedule A: 7:45 - Noon Lector Training: 12:15-2:00 PM	24 Heat Schedule B: 7:45 - Noon	25 Heat Schedule A: 7:45 - Noon Pep Club: Mtg 12:15-1 PM Library	26 Heat Schedule B: 7:45 - Noon	27 NO SCHOOL: Professional Development Day B/W Mixer: After B/W Gamer 8-11 PM	28
29 BLOCK WEEK	30 Full-day Classes Begin: 7:45-3:15	31 Mass Schedule: Opening School Mass				4

SEPTEMBER 2010

S	M	T	W	T	F	S
29	30	31	1 Parents Back to School Night: 7 PM	2 Sr. Officers Mtg: HRm StuCoMtg: HRm	3 Pep Rally Schedule: Fall Pep Rally Last Day for 1st Semester Schedule Changes Cyclone Madness: Fall Student Fundraiser, Kick Off	4
5 BLOCK WEEK	6 NO SCHOOL: Labor Day	7	8 REACH Mtg: 7:05 AM to 8:20 AM	9 Philanthropy Mtg: HRm	10 Theological Reflections	11 ACT Test Date
12 BLOCK WEEK	13 Fall Senior Retreat	14	15 Weekly Progress Reports Begin	16 NHS Mtg: HRm	17	18
19 BLOCK WEEK	20	21 Catholic College Fair Mid-Quarter Grades Due by 4 PM	22	23	24 Attendance Interruption Day/Tuition	25
26 BLOCK WEEK	27	28	29 Homecoming Pep Rally: 6:30PM @ Dorney Field Deficiency Reports Due to Counselors by 3PM	30 StuCoMtg: HRm	1 Deficiency Reports mailed home	2

OCTOBER 2010

S	M	T	W	T	F	S
26 BLOCK WEEK	27	28	29	30	1 Homecoming Mass Middle-School Night Cyclone Madness Drawing @ Halftime of FB Game Deficiency Reports Mailed Home	2 Homecoming Dance: 8PM to 11PM
3 BLOCK WEEK	4	5	6 REACH Mtg: 7:05 AM to 8:20 AM	7 Sr. Class Mtg: HRm	8 Theological Reflections	9
10 BLOCK WEEK	11 NO SCHOOL: Archdiocesan In- service: Topeka	12	13 PSAT Test Date	14 NHSMtg: HRm Philanthropy Mtg: HRm Jostens Take Sr. Class Orders During Lunch	15 End of 1st Quarter NO SCHOOL: Teacher Workday/SOF 1st Quarter Grades due by 4 PM	16
17 NON-BLOCK WEEK	18 2nd Quarter Begins	19	20	21 NO SCHOOL: P/T Conferences 10:30AM - 1:30PM/5PM to 7:30PM	22 NO SCHOOL: Auction Setup Nostalgia Night/Project Grad	23 2010 Ward Auction @ Reardon Center ACT Test Date
24 BLOCK WEEK	25	26	27	28	29	30
31 BLOCK WEEK						

NOVEMBER 2010

S	M	T	W	T	F	S
31	1 Mass Schedule: All Saints Day	2	3	4 Grade School Academic Pentathlon: Noon-3:00 StuCoMtg: HRm NHSMtg: HRm	5 Theological Reflections	6 Archdiocesan Youth Rally @ St. James
7 OPEN HOUSE: 1 to 3 PM BLOCK WEEK	8 Sport Buffer Week: Nov 8-14	9 Sport Buffer Week: Nov 8-14	10 Sport Buffer Week: Nov 8-14 REACH Mtg 7:05 AM to 8:20 AM	11 Sport Buffer Week: Nov 8-14 Sr. Officers Mtg: HRoom Fall Play: Nov 11, 12, 13 @ 7 PM	12 Sport Buffer Week: Nov 8-14 Fall Play: Nov 11, 12, 13 @ 7 PM	13 Sport Buffer Week: Nov 8-14 Fall Play: Nov 11, 12, 13 @ 7 PM
14 Sport Buffer Week: Nov 8-14 NON-BLOCK WEEK 1st Quarter Honors Assembly @ 3 PM in Auditorium	15 Academic Decathlon @ BW: BW vs Bonner Springs 3:30-6:30	16 ITED Testing: Juniors/Soph 7:45AM-12:15PM Mid-Quarter Grades Due by 4 PM	17 ITED Testing: Seniors/Frosh 7:45AM- 11:15PM	18 Peer Retreat	19 Peer Retreat Fall Blood Drive Attendance Interruption Day/Tuition	20 Academic Decathlon Regionals @ BV 8 AM - 3 PM
21 NON-BLOCK WEEK	22 2nd Qtr Deficiency Reports Due to Counselors by 3PM	23	24 2nd Qtr Deficiency Reports Mailed Home Early Dismissal: Thanksgiving Break Begins	25 NO SCHOOL: Thanksgiving Break	26 NO SCHOOL: Thanksgiving Break	27
28 BLOCK WEEK	29 NO SCHOOL: Thanksgiving Break	30				

DECEMBER 2010

S	M	T	W	T	F	S
28 BLOCK WEEK	29	30	1 Junior Retreat	2 StuCoMtg: HRm Sr. Class Officers Mtg: Conference Rm during HRm	3 Pep Rally Schedule: Winter Pep Rally	4
5 NON-BLOCK WEEK	6	7	8 Mass Schedule: Feast of the Immaculate Conception Mass: Immaculate Conception	9	10 Theological Reflections	11 ACT Test Date
12	13	14	15 Semester Exams: A-C (7:45 to 11:50)	16 Semester Exams: D-F (7:45 to 11:50)	17 Semester Exams: G-H (7:45 to 10:25) End of 2nd Quarter	18
19	20 NO SCHOOL: Teacher Workday/Grades Due by 8 AM SOF 9-Noon CHRISTMAS BREAK	21 CHRISTMAS BREAK	22 CHRISTMAS BREAK	23 CHRISTMAS BREAK	24 CHRISTMAS BREAK	25
26	27 CHRISTMAS BREAK	28 CHRISTMAS BREAK	29 CHRISTMAS BREAK	30 CHRISTMAS BREAK	31 CHRISTMAS BREAK	1

JANUARY 2011

S	M	T	W	T	F	S
26	27	28	29	30	31	1
	CHRISTMAS BREAK	CHRISTMAS BREAK	CHRISTMAS BREAK	CHRISTMAS BREAK	CHRISTMAS BREAK	
2	3	4	5	6	7	8
BLOCK WEEK	NO SCHOOL: AdvancED/SOF	3rd Quarter Begins		Philanthropy Mtg: HRm		HS Placement Test: 8 AM-Noon
9	10	11	12	13	14	15
BLOCK WEEK		LAST DAY FOR 2ND SEMESTER SCHEDULE CHANGES Freshmen Retreat	REACH Mtg 7:05 AM to 8:20 AM	Sr. Officers Mtg: HRm StuCoMtg: HRm	Theological Reflections	HS Placement Test: 8 AM-Noon
16	17	18	19	20	21	22
BLOCK WEEK 1st Semester's Honor Assembly: 3 PM in Auditorium	NO SCHOOL: Martin Luther King Day	Sophomore Retreat		NHSMtg: HRm	Academic Decathlon State Competition @ K- State	Academic Decathlon State Competition @ K- State
23	24	25	26	27	28	29
BLOCK WEEK						
30	31	1	2	3	4	5
CATHOLIC SCHOOLS WEEK: Jan 30 to Feb 5 BLOCK WEEK		Mass Schedule: Catholic Schools Week Mass				

February 2011

S	M	T	W	T	F	S
30 BLOCK WEEK	31	1 Mid-Quarter Grades Due by 4 PM Mass Schedule: Catholic Schools Week Mass	2	3 StuCoMtg: HRm Philanthropy Mtg: HRm	4 Theological Reflections Attendance Interruption Day/Tuition	5
6 BLOCK WEEK	7	8 B.A.S.E Conference	9 3rd Qtr Deficiency Reports Due to Counselors by 3 PM REACH Mtg 7:05 AM to 8:20 AM	10 Sr. Officers Mtg: HRm	11 Deficiency Reports Mailed Home Pep Rally Schedule: Sweetheart Pep Rally	12 ACT Test Date Sweetheart Dance: 8PM to 11PM
13 BLOCK WEEK	14	15	16	17 NHSMtg: HRm	18	19
20 BLOCK WEEK	21 NO SCHOOL: Professional Development/SOF	22 7th/8th Grade Math Contest Incoming Freshment Enrollment: 6PM- 8PM	23 Incoming Freshment Enrollment: 6PM- 8PM	24	25 Campus Ministry Assembly-- Afternoon	26
27 NON-BLOCK WEEK	28 Reading Assessments	1 Reading Assessments	2 Reading Assessments	3 Reading Assessments	4 Reading Assessments	5

MARCH 2011

S	M	T	W	T	F	S
27 NON-BLOCK WEEK	28 Reading Assessments	1 Reading Assessments	2 Reading Assessments PEP RALLY SCHEDULE: Musical Preview Musical: Grade School Performance @ 10 AM	3 Reading Assessments NHSMtg: HRm Spring Musical @ 7 PM	4 Reading Assessments Theological Reflections End of 3rd Quarter Spring Blood Drive Jostens Deliver Announcements during lunch Spring Musical @ 7 PM	5 Spring Musical @ 7 PM
6 NON-BLOCK WEEK	7 State Math Assessments 3rd Quarter Grades Due by 4 PM	8 State Math Assessments	9 MASS SCHEDULE: Ash Wednesday	10 State Math Assessments Parent-Teacher Conferences: 5:00 PM to 7:30 PM	11 State Math Assessments Walk-a-thon Kick Off	12
13	14 NO SCHOOL: Spring Break	15 NO SCHOOL: Spring Break	16 NO SCHOOL: Spring Break	17 NO SCHOOL: Spring Break	18 NO SCHOOL: Spring Break	19
20 BLOCK WEEK	21	22	23 REACH Mtg 7:05 AM to 8:20 AM	24 Philanthropy Mtg: HRm StuCoMtg: HRm	25 Spring Blood Drive	26
27 BLOCK WEEK	28	29	30	31		

APRIL 2011

S	M	T	W	T	F	S
27 BLOCK WEEK	28	29	30	31	1 Theological Reflections	2
3 NHS induction Ceremony: 3 PM in Auditorium BLOCK WEEK	4	5 Lumen Christi-Srs Vote Senior Mid-Qtr Grades Due by 4PM	6 Lumen Christi: Fac Vote	7 Sr. Officers Mtg: HRoom StuCoMtg: HRm	8 Attendance Interruption Day/Tuition	9 ACT Test Date Prom @ Milburn CC 7-11 PM
10 BLOCK WEEK	11 Alg. Readiness Test @ 4PM Lumen Christi: Resumes Due	12 Alg. Readiness Test @ 4PM Mid-Qtr Grades Due: Frs, Soph, Jrs by 4 PM Deficiency Reports for Srs to Counselors by 3 PM	13 Lumen Christi: Final Fac Vote REACH Mtg 7:05 AM to 8:20 AM Alg. Readiness Test @ 4PM	14 Philanthropy Mtg: HRm NHSMtg: HRm Deficiency Reports for Srs Mailed Home	15 NO SCHOOL: Walk-a-thon NO SCHOOL: Walk-a-thon	16 Alg. Readiness Test @ 10 AM
17 BLOCK WEEK Wardskers @ 5:00	18 Mass Schedule: Holy Week Mass	19 Deficiency Reports for Frs, Soph, Jrs due to Counselors by 3PM	20	21 Deficiency Reports for Frs, Soph, Jrs Mailed Home Holy Thursday: Early Dismissal	22 NO SCHOOL: Easter Break NO SCHOOL: Easter Break	23
24 BLOCK WEEK	25 NO SCHOOL: Easter Break	26 Graduation Speaker Auditions	27 Sr. Dinner Ticket \$\$ due by Noon All Sr. Obligations Due WYCO Grade School Chess Tournament Senior Fees Due All-School Awards Night 7 PM	28 StuCoMtg: HRm	29 Theological Reflections	30

MAY 2011

S	M	T	W	T	F	S
1 BLOCK WEEK	2 Senior Retreat	3	4 Mass Schedule: Senior Mass Seniors Pickup Caps/Gowns During Lunch	5 Senior Exams: E-H	6 Senior Exams: A-D	7
8 BLOCK WEEK	9 Baccalaureate Mass/Senior Diner: 5 PM	10 Graduation @ Memorial Hall: 7:30 PM	11	12 StuCoMtg: HRm	13	14
15 BLOCK WEEK	16	17	18	19	20	21
22 BLOCK WEEK	23 Semester Exams: A-C	24 Semester Exams: D-F	25 Semester Exams: G-H	26 SOF/Workday	27 Grades due by 8 AM Teacher End-of-Year Checkout	28
29	30	31	1	2	3	4

JUNE 2011

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11 ACT Test Date
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

JULY 2011

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5 Summer Enrichment Classes Begin (8 AM to Noon: Monday-Friday)	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Summer Enrichment Classes End	1	2	3	4	5	6

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GENERAL INFORMATION

Admission

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

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

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

Hours of Operation: 7:00 A.M. to 4:30 PM

>>>Daily Class Schedule: 7:45 AM to 3:15 PM

Students are to be picked up no later than 4:30.

Nondiscrimination Policy

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

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

One-year Probationary Period for all Freshmen and Transferring Students

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

Transfer Policy

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

Enrollment

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

Change of Address and/or Telephone Number

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

Graduation

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

Catholic Community Service Hours

Students are required to complete a minimum of 60 LEGACY hours during their four years at Bishop Ward. Hours may be completed in a broader range of helping areas, such as school functions, coaching CYO, parish activities, or other community events.

Each semester there will be suggested hours to complete in order to make adequate progress towards the 60 hour requirement. Students who meet or exceed those benchmarks each semester will receive an incentive, such as a dress-down coupon. All service requirements must be fulfilled by the end of 1st semester senior year. LEGACY hours are a requirement for graduation, and students may not receive their diplomas until the obligation is fulfilled.

Requirements

Freshmen: 10 Hours

Sophomores:	20 Hours
Juniors:	20 Hours
Seniors:	10 Hours by the end of 1st semester

The primary responsibility for LEGACY hours lies with each student. We strongly encourage families to get involved together in community outreach and service. In order to help provide some guidance and direction, Campus Ministry will provide a listing of approved LEGACY hour opportunities from which the students may choose. This list is available on the school website. If you are not sure whether a particular activity qualifies for hours or direct service, please check with Miss Tompkins.

All LEGACY hours must be verified in writing by an adult from the organization where the service is performed. It must include the name and phone number of the organization or supervisor. It is the student's responsibility to provide this written verification to Campus Ministry in order to receive credit. Students may get blank service forms from the Campus Ministry Office (Room 203), their Theology teachers, or the link on the school website.

Examples of direct service:

- Hospital or nursing home volunteer
- Service to the homeless (such as UpLift)
- Tutor young children
- Charitable organizations such as El Centro, Catholic Charities, Red Cross, March of Dimes, or camps for those with disabilities
- Food kitchen volunteer (such as St. Mary Food Kitchen)
- Habitat for Humanity
- Harvesters food bank volunteer
- Working with those developmentally disabled (Special Olympics, KEEN, REACH)

Examples of indirect service:

- Service to non-profit organizations in the community (library, museum, scouts, CABA, Polski Day)
- Service to parishes, schools, or religious education programs – parish festivals, pancake breakfast, fish fry, children's liturgy volunteer, babysitting for parish activities
- Animal shelter volunteer
- Volunteer coach for CYO or grade school sports, or summer camps
- Neighborhood clean-up or volunteering for the environment
- Phone-a-thon volunteer, school auction set-up, clean up of school grounds/fields

Examples of things which DO NOT QUALIFY as community service:

- Any work done for relatives (parents, grandparents, aunts, uncles, cousins)
- Babysitting, caring for pets
- Volunteering at a place of business, unless that business is a charity or non-profit
- Managing a sports team, or things related to school activities (drama, NHS, AOF)
- ANY work done during regular school hours!

Tuition

1. The minimum commitment per "Wyandotte County Parish" students (students from one of our feeder parishes) is \$6,950.
2. The minimum commitment for "non-Wyandotte Parish" students is \$8,200.
3. Families may apply for financial aid through the Business Office.

Fees

Each student is required to pay an enrollment fee in the spring—Single-student families: \$100.00/Multiple-student families: \$150.00. Additionally, over the summer, students will receive a statement of fees to cover book rentals, incidental student fees, workbooks/lab books, etc. For the 2010-2011 school year these fees are:

Freshmen:	\$266.00
Sophomores:	\$267.00
Juniors:	\$336.00
Seniors:	\$332.00

Returned Check Policy

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

Obligations

Students will not be admitted to Bishop Ward High School at the beginning of a school year until all obligations (past-due tuition, returned checks, fines, detentions, books, uniforms, service hours, etc.) have been met. Neither grade cards nor transcripts will be released until all obligations have been satisfied. Each semester students who have not met all obligations one week prior to semester exams will not receive exam waivers. (See "Exam Waivers" p. 25)

Withdrawals from School and Refunds

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

Transcripts

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

Student ID Cards

Each student receives an ID card at the beginning of the school year. Replacement of a lost or stolen ID card costs \$5.00. Cards may be obtained through the main office.

Student Insurance

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

ACADEMIC REGULATIONS

Admission Requirement

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

Course Requirements

Twenty-seven course credits are required including the following:

Theology	4 credits
English	4 credits
Social Studies	3 ½ credits
Science	3 credits
Mathematics	3 credits
Foreign Language	1 credit
Fine Art	1 credit
Practical Art/Business	1 credit
Physical Education	1 credit
Computer Technology	1 credit

Speech	½ credit
Electives	4 credits

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

Drop/Add Policy

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

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

Exam Waivers

1. One week before semester exams, each student* receives two exam waivers. All students are required to take semester examinations for all classes unless the school principal exempts a particular class (e.g. some art classes) from semester exams.
2. These waivers may be used for only those classes in which the student has **earned an “A” (an “A” in any form) for the semester, has not exceeded 5 tardies to school or class, and has not been absent more than 3 times from the class from which he/she is seeking exemption.** The average of both quarter grades must be at least an A-.
3. If the student has earned an “A” in more than two classes, he/she must decide which two exams to skip.
4. Waivers may not be used for Pass/Fail classes.

***Students who have outstanding obligations at the time waivers are distributed will not receive any waivers.**

Grading

Semester grades are calculated as follows:

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

A student must pass at least 2 of these 3 (two quarters and an exam) components in order to pass the class.

Grading Scale and Grade Points

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

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

D	63-68	2.00	1.00
D-	60-62	1.67	0.67
F	below 60	0.00	0.00

Extra Credit Guidelines

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

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

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

Incomplete Policy

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

Progress Toward Graduation

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

- 27 to graduate
- 21 to be a senior
- 14 to be a junior
- 7 to be a sophomore

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

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

- Developmental math
- Algebra I and II
- Algebra II / Trigonometry
- Intermediate algebra
- Advanced math
- Pre-calculus
- Geometry
- Applied math I, II, and III
- Spanish I, II, and III

Report Cards

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

Edline: An Online Communications Portal for Teachers, Parents and Students

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

Schedule Changes

If a student or teacher thinks a schedule change is necessary, this request and the reason should be submitted in writing to the Counseling Office. The request will be reviewed and recommendations made. In all cases, parents, teacher, and student will be consulted. The final decision rests with the principal. A \$25.00 fee must accompany student-initiated schedule changes. If a schedule change is not approved, the fee will be returned. Schedule changes are made only for serious academic reasons. There is no guarantee that a student will have a particular teacher, lunch period, etc. Students making a schedule/class change must stay in the original class scheduled until they have received a computer printout of their new schedule.

Academic Honesty Policy

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

Students should be aware that the following behaviors are dishonest:

Note: Other behaviors deem dishonest may be listed.

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

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

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

Academic Probation

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

Honor Roll

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

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

National Honor Society

Any sophomore or junior with a cumulative GPA of 3.25 or above will be invited in the spring to make application to join the Bishop Ward Chapter of the National Honor Society. Students will apply by:

1. Filling out a student activities information form;
2. Obtaining recommendations from faculty (forms will be provided);
3. Submitting three letters of recommendation from the community (not teachers) attesting to the student's leadership skills;
4. Writing an essay stating why the student wishes to join NHS;
5. Submitting a parental agreement/consent form (to be provided).

A Faculty Council will review all applications and select new members. Student completion of the application process does not guarantee membership. Membership is an honor bestowed upon a select group of students by the faculty committee on behalf of the school faculty. Any NHS member who violates chapter criteria for academics, character, leadership, or service is subject to dismissal after three violations. For FLAGRANT VIOLATIONS of civil law or school rules, no warning is necessary. All NHS members must maintain a cumulative G.P.A. of 3.0 and achieve honor roll every quarter.

Lumen Christi Award

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

Scholar of Distinction Award

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

Board of Regents Admissions Requirements

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

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

State Scholarship Requirements

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

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

ATTENDANCE POLICIES & PROCEDURES

Except for emergencies, we expect that all appointments be scheduled outside of school time. These would include doctors, dentists, physical therapists, haircuts, job interviews, etc. Only rarely should student vacations, out-of-town trips, college visitations, etc., interfere with the regularly scheduled school days. Nor should students be late or leave early in order to dine with friends, relatives, etc. Students are not allowed to leave the building for lunch without being accompanied by a parent, although the school discourages lunches away from school even under those circumstances. Activities such as class discussions, group projects, videos, labs, co-operative learning tasks, and lectures by guest speakers are impossible to “make up.”

Absences

1. When a student is absent, a parent or guardian must notify the school on THE DAY OF THE ABSENCE by telephone, letter, or in person. If the school is not notified of an absence sometime before the end of the day, the student will not be allowed to attend classes the following day until he/she contacts the parent from the office phone so that the attendance secretary can confirm the absence with the parent/guardian.
2. Students are responsible for contacting teachers for making up work missed during any absence, regardless of the reason for missing school.
3. Twelve absences are allowed per semester. On the thirteenth absence, the student will lose credit for courses.
 - a. If the student has been absent from school (all day) for thirteen days, he/she will lose credit for all of his/her classes. If a student has missed only a particular class/classes thirteen times, he/she will lose credit for only that/those class/classes. (Please note items 4, 5, & 6 under “Tardiness,” p. 30, as it affects the number of absences from first hour.)
 - b. Doctor appointments should be scheduled outside of school time. Time missed **WILL count toward the student’s twelve absence limit** unless the student presents a written excuse to the attendance clerk following the visit to the doctor. (See “Leaving School,” #2, p. 30.)
 - c. A letter will be sent to parents after a student has reached six absences. On the eighth absence, the student will meet with the Dean of Students. If absences continue, the Dean of Students will call home on the tenth absence. On the thirteenth absence the student and parents will be notified that the student will not receive credit for the class(es) missed thirteen times.
 - d. Any student and/or parent has the right to appeal for credit to the Academic Review Board. The Board will meet at the end of each semester for appeal hearings. The student and parent(s) will be required to meet in person with the Academic Review Board and submit reasons and documentation for the absences. Failure to appear and appeal to the Board will result in loss of credit. (The only exception to this rule applies to those students under the direct care of a physician. If this is the case, each absence must be documented by a doctor’s note stating the nature of the illness, as well as the dates of treatment, and informing the school that the student was unable to be in attendance on those dates.) Bereavement and school-related absences will not affect attendance status.
4. Absences not cleared by parents or approved by the school shall be treated as trancies. School-related or family emergencies will be excused.
5. When an extended absence is anticipated, the student must submit a written parental request to the principal at least ONE (1) WEEK IN ADVANCE for approval. Upon approval, the student must obtain the appropriate office form and arrange with teachers for make-up work.

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

Tardiness

1. Students arriving at school after the first-period bell rings, must report to the office for a class admit slip.
2. A maximum of seven (7) late-to-school tardies will be allowed per semester. After the 7th late-to-school tardy, a note will be sent home, and the student will be assigned a four hour Saturday detention. After every 7th tardy thereafter the student will be assigned a Saturday detention. Should 12 tardies be reached in a semester a parent meeting with the Dean of Students will be scheduled. **Also after the 12th tardy, the student could lose class credit for 1st Hour or a lowering of a grade based on the discretion of the teacher based on class time missed.** Tardiness to class following first hour will be handled through the Demerit System.
3. Students who arrive at school with an unexcused tardy must serve the detention or detentions on the day of the tardy or the following detention date.
4. Unexcused tardies to class other than first period will be dealt with with the Demerit System. If the student arrives after the class is half over, the student will be counted absent from the class. **Tardiness to class may jeopardize the student's academic standing in that class.**
5. Students arriving tardy to school in the morning will be counted absent from their first hour class if they arrive after the class is half over.
6. Students who arrive at school more than one hour late will be considered truant for the time absent unless they arrive with a note from a parent or unless a parent calls to notify the school about the tardy. This truancy will be handled as explained in "Truancy," #2, below.

Truancy

1. Truancy from school (External) – External truancy is the result of a student's failing to report to school or, having arrived at school, leaving the premises without the knowledge and consent of parents. After an external truancy, the student's parent or guardian must make an appointment for a conference with the Dean of Students before the student will be allowed to resume classes. The student will make up the time missed in ISS or Saturday detention time.
2. Truancy from class (Internal) – Internal truancy is the result of a student's failing to report to an assigned class or study area without permission from a teacher, supervisor, administrative staff member or counselor. A disciplinary report will be sent home to notify parents of internal truanies. Internal truanies will be handled through Saturday detention time.
3. Students must make-up any work missed during a truancy, **however no credit will be given** for the work. This includes turning in work that was due or taking tests that were given on the day of the truancy. The school may request verification of a student's absence as it deems necessary.

Leaving School

1. Students who have parental permission (written or by telephone) for an early dismissal should pick up a permit before school in the office. Students then check into the office when leaving school and when returning during the school day.
2. Early dismissal permits for dental or medical appointments are issued through the Attendance Office. The student will be counted absent from any classes missed while at the appointment. (See "ABSENCES" #3, p. 29) The school encourages the making of appointments outside of school time.
3. Students who become ill at school will be sent home only after a parent or guardian has been contacted by the school. **FOR THIS REASON, IT IS EXTREMELY IMPORTANT THAT THE SCHOOL HAS BOTH THE CURRENT HOME AND WORK PHONE NUMBERS OF PARENTS OR GUARDIANS.**
4. Students must secure permission from the office/administration to leave the building to go to their car.

Homebound Students

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

STUDENT BEHAVIOR

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

Offenses and Penalties

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

The following offenses will result in disciplinary action:

1. Disrespect – Students are expected to show respect for teachers, members of the school staff, the other students, visitors, and school property.
 - a. Students are not to make remarks or gestures referring in a derogatory manner to another person's race, creed, sex or ethnic origin. (See "Nondiscrimination," p. 22.)
 - b. Students are not to make derogatory statements about another person's personal appearance or intelligence.
2. Defiance – Open defiance that may threaten the general discipline of the school and disrupts teaching and learning will not be tolerated.
3. Cell phone usage – Using cell phones during school hours is not allowed. Students who violate this rule will have their cell phone confiscated. The cell phone will be kept overnight. Parents have the option of picking the phone up personally from the Dean of Discipline of the school's SRO. Detentions will be assigned if cell-phones are consistently/chronically being confiscated. A \$5.00 fine will be assessed when a cell-phone and/or any electronic device is confiscated in the building. The fine must be paid promptly or the amount will be shown as an outstanding obligation.
4. Smoking/Chewing Tobacco/Tobacco Substitute – Students are not permitted to use or have in their possession tobacco products or substitutes in school, in the vicinity of the school, or at school functions. The first offense results in a \$20.00 fine. The second offense results in a \$35.00 fine and a parental conference. The third offense results in automatic suspension, a \$50.00 fine, and a Discipline Board hearing.
5. Destruction of School Property – Gang signs/graffiti, defacement or abuse of school property, vandalism, or stealing will subject students to severe penalties. Students will be subject to a Discipline Board hearing.
6. Serious Misconduct – Exploding of fireworks, causing a false alarm, carrying or using weapons, committing arson, and fighting on school premises or at school functions will be considered acts of serious misconduct. Students will be subject to a Discipline Board hearing.
7. Computer – Unauthorized tampering with computer hardware or software will not be tolerated.
8. Misuse of the Internet (See "Internet Use" below) will result in a Discipline Board hearing.
9. Acts Outside of School – Students whose misbehavior outside of school may reasonably be shown to interfere with school work, impair discipline, or bring the good name and reputation of Bishop Ward, its officials, or staff into disrepute are subject to punitive or prohibitory action by the school officials. Any action by a student outside of school that brings criminal charges will be subject to a discipline review board hearing and may result in expulsion.
10. Public Displays of Affection – Students shall demonstrate respect for themselves and others throughout the day. Overly affectionate behavior (e.g. kissing, embracing, explicit or inappropriate actions) is unacceptable and will be corrected and addressed with the Demerit System.
11. Fighting – Students who are clearly the aggressor in a fight or who show aggressive behavior will be dealt with more harshly than students who take a non-aggressive stance or are defending themselves in such a conflict. Students deemed the aggressor will be suspended out-of-school for three (3) days. Non-aggressive students will be suspended for 1-2 days out-of-school. If deciding factor(s) in a conflict cannot be determined, both students will receive the more severe consequence(s).

12. Gang-Interest, Portrayal, Related and/or Known Involvement – Any student that acts, claims, maintains, has interest in, postures, portrays and/or is directly involved with any type of “gang-like” actions, attitudes and/or behaviors will be suspended from school and a Disciplinary Review scheduled and an EXPULSIONARY hearing set. Such actions and/or portrayals include but are not limited to; written text, graffiti, conversations, posturing, recruiting, passing on factual information, criminal involvement, signs, symbols, dress and/or any action that resembles, portrays or glamorizes a “gang-like” appearance will not be tolerated.
13. Misuse of Technology inside and outside of the building
Students who send text messages, pictures, and/or video that is deemed inappropriate or harmful either inside or outside the building will be dealt with severe consequences, for example MySpace.com, Facebook.com, email messages, email posting, blogging, phone texting etc. Students that use technology inside the building for academic dishonesty will be dealt with harshly.
14. If a student receives two referrals in on school day he/she will serve ISS for the remainder of the day. Parents will be called.

Internet Use

Use of the Internet is provided to support and enhance educational goals and objectives. Internet access is a privilege, not a right. All users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to:

1. Be polite. Messages should not be abusive or threatening to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal personal addresses or phone numbers of yourself, fellow students, or other school personnel.
4. Illegal activities are strictly forbidden; examples include but are not limited to the illegal copying or installation of software, or violation of copyright laws.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Do not use the network in such a way that another user’s work would be disrupted or invaded.
7. Accessing inappropriate material (which includes, but is not limited to material of a violent or pornographic nature) is strictly prohibited.
8. Use of computers during study hall or homeroom time is restricted to school assignments/projects. The computer lab and school time are not to be used for composing, sending, or reading personal e-mails.

Inappropriate use of the Internet will result in a Discipline Board hearing.

Drug/Alcohol Policy

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

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

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

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

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

Bishop Ward High School reserves the right to ask any student to comply with a witnessed alcohol test or urine screen at any time if the school administration decides that there is a reasonable cause to do so. This may include the use of breathalyzers or other such monitoring devices that the school has available.

All violations of the drug/alcohol policy will result in a Discipline Board hearing. Consequences of such a hearing may vary and may result in dismissal from Bishop Ward High School.

Theft

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

Weapons Possession

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

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

Harassment Policy

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

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

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

Archdiocesan Anti-bullying Policy

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

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

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

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-

like environment, and support for victims and others impacted by the violation. False reports of or retaliation for reporting harassment, intimidation or bullying also constitutes violations of this policy.

Prevention

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

Procedures

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

Parenthood Policy

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

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

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

Demerit System

In order to maintain a Christian, uniformed and orderly learning environment, a Demerit System will be utilized when students need to improve their behavior or actions. The Demerit System will use various methods to effect change based on the severity of the action and the chronic or excessive nature of the action. Failure to comply or follow classroom rules or rules set forth in the building will result in assigned demerits, Disciplinary Board Review and/or expulsion. Demerits will accumulate per semester.

All students are required to carry a demerit card and present it to a faculty member upon request. Failure to present a demerit card will result in an automatic detention. (See "DETENTIONS", p 34.) Demerit cards are distributed at the beginning of each semester. The completion of the first five demerits (1 card) will result in an automatic detention. The completion of ten demerits (2 cards) will result in two consecutive detentions and a parental conference. The completion of fifteen demerits (3 cards) will result in ISS or OSS suspension depending on actions listed on the demerit card and a meeting with the Discipline Board will be scheduled. If a demerit card is washed, stolen, etc., it may be replaced at the cost of \$2.00. In addition, a detention will be assigned. Mutilated or mismarked demerit cards are to be turned in to the Dean of Students for arbitration.

Faculty and staff will utilize a BEHAVIOR REFERRAL FORM in order to track student progress. The BEHAVIOR REFERRAL FORM will be used for chronic, consistent or severe behavior.

Students must be receptive, courteous and respectful to any adult personnel, teacher, staff member, support staff member, coach or administrator within the building, on school grounds or at school-related activities and functions. Students must comply with

reasonable requests and act accordingly in a proper manner when addressed by adult school personnel. Failure to comply will be considered insubordination and defiant behavior subject to severe discipline action and possible expulsion.

Students that have difficulty in changing their behavior will be dealt with more severely. ISS, OSS and Saturday detentions will be utilized in dealing with severe or chronic behavior. Parents will be notified by phone and through formal written correspondence when a student will be suspended out-of-school.

Detentions

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

In-School Suspensions

In-School Suspensions will be utilized when a student exhibits CHRONIC, EXCESSIVE or SERIOUS behavior or when they are unwilling to change their behavior to meet classroom or school expectations. A student will serve a single (1) day In-School Suspension when it is determined (a referral made) that the student cannot remain in a regular classroom setting for the remainder of the day. Following a student's 2nd referral from an individual class (being sent out of class) the student will remain in ISS until the school day ends. If the suspension begins after third period (3rd) period the suspension will continue the following school day until it is determined the student can meet expectations for the rest of the day. Per KSA 72-89b01, In-School Suspension time can range from one (1) day to five (5) days.

Out-of-School Suspension

Per Kansas State Statute KSA 72-89b01, a short term Out-of-School Suspension (OSS) from one (1) to the extent of ten (10) days may be imposed upon a student for violation of school policies and procedures. A Disciplinary Board Hearing will be scheduled within 72 hours of the imposed suspension.

Saturday Detention

Saturday Detention will and may be assigned when a student hasn't met his or her detention obligations or when it has been decided that the Saturday Detention intervention is needed to assist in correcting behavior or when a student needs to meet certain school attendance guidelines.

Discipline Board

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

- Serious or Chronic violations as stated on Referral Form;
- Repeated minor disciplinary infractions;
- Vandalism, i.e. graffiti, defacing school property, etc.
- Unauthorized tampering with computer hardware or software including, but not limited to copying of copyrighted material;

- Changing system setups, defaults, etc.; introduction of unauthorized programs to the system hardware or memory; misuse of the Internet;
- 15 Demerits Accumulated per Semester;
- Arson;
- Theft;
- Fighting;
- Verbal or physical intimidation of or threats toward another student;
- Drug/alcohol offense;
- Weapon on school property or at school-related activities;
- Causing a false alarm;
- Use and/or possession of fireworks on school property;
- Open defiance of school authority in action or words;
- Skipped detentions;
- Disruption or inappropriate behavior during any school assembly or Mass;
- Failure to follow guidelines of school dances;
- 3 referrals per semester from one (1) individual teacher or classroom.
- Other serious violations on or off school property which jeopardize the good name of Bishop Ward High School or actions that result in criminal charges;
- Failure to comply with disciplinary probation;
- Serious misconduct.
- Violation of the Archdiocesan Anti-bullying Policy

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

Appeal Process

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

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

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

DRESS/GROOMING GUIDELINES

The uniform as outlined below must be worn daily throughout the school day. The uniform policy is in affect while the student is in the building, both during and outside school hours.

The items that must be purchased from Parker Uniforms are the girls' skirts, the black cardigan and red V-neck sweater for boys and girls. Also available from the uniform company are slacks and shorts.

Contact for Parker Uniforms: See the Uniform Page on the wardhigh.org website under the tab labeled Student Life.

General Rules of Dress

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

Shirts for Girls & Boys

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

Cold Weather Clothing

All students may wear the red crew neck sweater or black V-neck cardigan sweater available through Parker School Uniforms. Students may also wear approved Bishop Ward sweatshirts and other clothing items purchased from the Cyclone Shop if consistent with the regular school uniform policy. The administration will be responsible for setting clothing standards with the assistance of coaches and sponsors that will address these circumstances.

Girls' Shorts

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

Girls' Slacks

Only khaki "Docker-style" dress slacks are acceptable for girls. A maximum of four pockets (2 in front and 2 in back) are permitted.

Girls' Skirts

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

Boys' Shorts

Only "Docker-style" khaki dress shorts are acceptable. Shorts must be hemmed at approximately 3 inches above the knee. Slacks may have a maximum of four pockets: two in front and two in back. Boys may wear shorts during August, September, and May.

Boys' Slacks

Only khaki "Docker-style" dress slacks are acceptable. Slacks may have a maximum of four pockets: two in front and two in back.

Uniform Violation Policy

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

Girl's Skirts: Girls who roll their skirt to a short length will receive a demerit each time they roll the skirt. Girls who have a skirt that is hemmed shorter than 3 inches from the knee will receive a demerit and will have to change into a replacement skirt provided by Bishop Ward. The student will then be charged a \$44.50 obligation to the school.

Slacks: Boys and girls who wear slacks that do not fit within the uniform guidelines will be given a demerit. Students will be sent home to change. Students must contact a parent to get permission to go home and change. In the case of a non-driving student a change of clothing must be brought to school.

Other uniform violations: The school administration will be the final judge on appropriate dress. Students may given a demerit or sent home to change if necessary. Students must contact a parent to get permission to go home and change. In the case of a non-driving student a change of clothing must be brought to school.

In a case where parents cannot be notified for the need to correct dress, a student could remain in ISS until the dress is corrected. Time missed from class in correcting uniform violations could jeopardize credit for work missed.

Chronic Uniform Violators: If a student is deemed as a chronic uniform violator (either by demerits accumulated or by staff decisions) the student WILL NOT be allowed to participate in any "incentive dress down days" while the student remains on the chronic uniform violators listing. Students and parents will be given notification when a student is added to this listing. Each student will be monitored for change in behavior and the violator listing will be adjusted accordingly.

General Grooming guidelines:

The following guidelines apply to all school activities.

Shirts: Boys must tuck in shirts so belt is visible but girls may leave shirts untucked. Plain solid white or black t-shirts may be worn under them. Undershirts may not hang out below the bottom of the uniform shirt or sweater.

Shoes: Shoes must be worn at all times. Shoes with hard soles are recommended. The following shoes are NOT permitted: plastic flip flops, thongs, sport shoes or sandals, rubber shoes, moccasins, shower shoes, swim shoes, flip-flops, house slippers, or combat boots that lace up past the ankle.

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

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

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

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

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

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

Earrings: Boys are NOT allowed to wear any type of earrings at school and/or at any school related activities (on-site or away). Girls are allowed to wear earrings.

Tattoos/Piercings: No tattoos, markings or body piercing of the skin are allowed.

Dress Down/Dress Up Days

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

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

BUILDING AND GROUNDS REGULATIONS

Assemblies

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

Book Bags, Back Packs

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

Building Hours (7:00 AM to 4:30 PM)

Due to liability considerations, students should NOT arrive to school before 7:00 a.m.; and all students MUST exit the building one-half hour after dismissal unless they are participating in an activity that is supervised by a coach or teacher. Parents are responsible to make arrangements for their student(s) to arrive and depart from school within these arrival and departure time frames. Students waiting for after-school rides are required to be supervised. They will report to the after-school study hall.

After-school Study Hall (3:15 PM to 4:30 PM)

An after-school study hall will be provided and will be required for students waiting for rides. The study hall will be staffed until 4:30.

Cafeteria

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

Care of Buildings and Grounds

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

Counseling Office

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

Electronic Devices

Music devices, pagers, PDAs (Personal Data Assistant Devices) and cellular phones are to be left in lockers or student cars--they are not to be used during school hours. In addition, any device considered a distraction to the academic goals of Bishop Ward is not allowed. Such devices will be confiscated and given to the Dean of Students; students must see the Dean of Students concerning any confiscated personal property. The Dean of Students will hold all confiscated electronic devices overnight, unless a parent comes to retrieve the student's phone. Detentions will be assigned for chronic violators.

Faculty Areas

Students are NOT allowed to enter the faculty workrooms.

Field Trips

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

Fire and Tornado Drills

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

Gum

Students are not allowed to have gum in the building.

Hall Passes and Traffic

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

Library

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

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

Lockers

1. Students are required to use and to lock their school assigned locker.
2. Students are not to share lockers.
3. Purposeful defacing of lockers is punishable by fine or other means depending upon the nature of the damage.
4. Students decorating lockers for birthdays are to confine signs to the student's locker and hang them with masking tape. No balloons should be part of the decorating and signs should be in good taste reflecting the spirit of the school.
5. The school is not responsible for lost or stolen materials. Students are encouraged not to bring valuable items to school.
6. The school has the right to search student lockers and their contents.
7. For any problems with lockers, contact the front office.

Medication Policy

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

Parking

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

Personal Safety

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

Phones

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

Posters

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

Skip Days

The school does not condone or approve of such days. Any student who chooses to skip school is truant. (See "Truancy," p. 30.)

ATHLETIC AND EXTRACURRICULAR RULES AND REGULATIONS

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

Scholastics

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

General Rules

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

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

Attendance and Excuses for Tournaments and Similar Activities

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

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

Bishop Ward Dance Guidelines

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

Student Government Participation

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

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

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

Transportation

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

Changes in Policies

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