

**ST. JOHN’S MILITARY SCHOOL  
OMNIBUS OF INFORMATION  
2017-2018**

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This **OMNIBUS OF INFORMATION** is to assist you in answering those questions that may arise while your son attends St. John's. It will be invaluable to you as a ready reference on any facet of our operation.

Although we are always happy to answer your questions by telephone, we ask that you keep this information in a handy place. When you do have a question concerning those issues that may affect your Cadet, you can first consult the Omnibus of Information for an answer.

## **MEDICAL INFORMATION REQUIRED PRIOR TO ADMISSION**

### **Health History**

The **parent/guardian completes** the health history. The health history is vital for the infirmary staff to provide adequate care. If medical treatment is necessary, this information is provided to medical providers.

### **Pre-Participation Physical Evaluation**

Prior to enrollment, all Cadets must have a physician complete and sign the KSHSAA approved Physical Examination Form per Kansas Statute 72-5214. This document includes a health history, physical examination and such screening tests as are medically indicated. St. John's cannot accept physical forms other than the SJMS KSHSAA approved Physical Examination Form. Cadets will not be released to participate in physical activities, including athletic practices, without a physical examination signed by a physician or an advanced practice registered nurse (APRN). If the physical examination requirements have not been completed as per State of Kansas statutes and/or the forms have not been submitted within 72 hours of enrollment, the SJMS infirmary staff will schedule an appointment to have the physical examination completed.

### **Consent to Treat**

In order to be valid, this page **must be signed annually by a parent/guardian and notarized**. In the case of a life threatening illness/injury, the hospital will treat Cadets; however, hospitals, minor emergency centers, physicians and dentists now require a signed consent prior to treating. **This consent also gives SJMS infirmary staff permission to release medical and billing information to medical providers if medical treatment is necessary – please refer to “Confidentiality” in the Additional Infirmary Information section for further information.** This form must be signed for the current school year and must be completed after the preceding May 1.

### **Immunization Record**

A copy of a current record of immunizations with complete dates (month/day/year) written in the English language, legible and clear is required. Kansas Statute 72-5209 **requires appropriate certification of immunization from a physician or health department** stating a Cadet has received such tests and inoculations as are deemed necessary due upon enrollment, including the Hepatitis B series of three injections. As an alternative, a Cadet may provide (1) an annual written statement signed by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) stating the physical condition of the Cadet to be such that the tests or inoculations would seriously endanger the life or health of the Cadet, or (2) a written statement signed by one parent/guardian that the Cadet is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations. All immunizations must be current prior to enrollment to SJMS. This is the parent's/guardian's responsibility. If immunizations are required during the school term, SJMS infirmary staff will arrange for the indicated immunizations to be administered at the parents/guardians expense. Parents/guardians are also responsible for costs related to round trip transportation, medical appointment co-pay, or other costs for the required immunizations incurred during appointment.

The State of Kansas has recommended that adolescents age 12 to 18 receive the meningitis vaccine since the Cadets are in a boarding school environment. SJMS does not require the vaccine but suggests you contact your family physician for his or her recommendation.

**Immunization records must be easy to read and if necessary translated in English prior to the Cadet's arrival on campus**

### **Dental Form**

The dental form **must be completed and signed by a dentist annually** according to Kansas Statute 72-5214.

### **Insurance Card**

The front and back of all medical, dental, and prescription cards must be provided. Insurance information will be given to the medical provider at the time of the initial appointment.

**Parents/Guardians are responsible for referrals if required.** Each medical provider will bill insurance and/or parent/guardian directly. Parent/guardian will be responsible for all medical expenses incurred by Cadet while attending SJMS. Please send any insurance changes immediately to the attention of the SJMS Infirmary Staff. International Cadets must purchase a SJMS pre-selected medical insurance policy upon enrollment. **All Cadets who have been issued a State of Kansas Medicaid card or all Cadets unable to produce a valid health/accident insurance card will be required to have health insurance and may apply for the same SJMS pre-selected medical insurance policy as international Cadets**

### **Student Accident Insurance**

SJMS has secured student accident coverage for injuries occurring while a Cadet is participating in a school sponsored activity. This policy is an excess coverage policy and will provide benefits only on amounts above and beyond the coverage of the individual's policy. It is the responsibility of the parent/guardian to notify the business office of any injuries so that proper paperwork may be completed. All forms must be submitted to the carrier within sixty days of the injury.

### **Medical Insurance**

All Cadets attending SJMS must be covered by insurance to help maintain their health and well-being. International Cadets must purchase a SJMS pre-selected medical insurance policy upon enrollment. All Cadets who have been issued a State Medicaid card or all Cadets unable to produce a valid health/accident insurance card will be mandated to have health insurance. SJMS pre-selected international insurance is included in the contract for all International students. Domestic Cadets without medical insurance may also apply for the SJMS pre-selected medical insurance policy. The front and back of all medical, dental, and prescription cards needs to be provided. Insurance information will be given to the medical provider at the time of the initial appointment. Parents/Guardians are responsible for referrals if required. It is strongly encouraged that all parents/guardians consider contacting their insurance carrier to change their Cadet's primary care provider to one of the providers SJMS utilizes as well as contacting their pharmacy to have prescriptions transferred to B and K Pharmacy, 601 East Iron, Salina, KS., 67401, 785-827-4455 prior to enrolling. Keep in mind, all prescriptions being filled for the first time through B and K Pharmacy will require an original written prescription by prescribing Provider. No medication changes or adjustments will be made without a prescription or doctor's order per law.

### **Medication Administration Form**

**Per the Kansas Nurse Practice Act, Providers AND parent/guardian MUST sign this form before nursing staff can lawfully administer ANY medications.** No medications, supplement, protein powders, sleep aides, muscle enhancers, holistic supplements or vitamins will be administered without a written prescription and signature from prescribing provider. All medication changes, including dose changes or discontinuation, must be in writing by the

treating/prescribing Provider with accompanying written order. By Kansas Law, we are not allowed to accept phone orders, however, this order can be faxed to the attention of Infirmary at **785-309-5490**. Medications will be given ONLY as written on Provider order. Again, **by Kansas Law**, we cannot administer medications from written directions from a pharmacy or parent/guardian. Medication orders must state if it is to be dispensed only weekdays, PRN (as needed) etc.

### **Consent for Administration of Tuberculin Skin Test**

This form **must be completed and signed by parent/guardian**. Per Kansas Department of Health and Environment (KDHE) it is mandatory for some Cadets to have a Mantoux TB test. Per KDHE each Cadet in residence at St. John's Military School who is 16 years or older OR foreign-born Cadets from areas where TB is common OR travel by a Cadet with a recent visit for four months or greater to a high risk country shall be required to undergo tuberculin testing. In the event it is required, it will be administered upon enrollment. SJMS follows the Center of Disease Control (CDC) guidelines for administering the TB test. Following initial testing, additional testing is not required unless significant exposure to an active case of tuberculosis occurs or symptoms compatible with tuberculosis develop. If a test is positive, the Saline County Health department and the parents will be notified immediately and treatment reviewed. A positive skin test does not mean your Cadet is contagious. It only indicates they have the infection which is easily treated. You can only contract TB from someone with the active disease. **There will be a charge of \$30.00 per test**, which will be billed to your Cadet's incidental account. If you refuse the TB skin test your Cadet must undergo a chest x-ray to rule out the presents of the disease. Cost of the x-ray is the responsibility of the parent/guardian.

### **Consent for Administration of Influenza Vaccine**

**This form must be completed and signed by parent/guardian. There will be a charge of \$30.00 per injection**, which will be charged to your Cadet's incidental account. The supply of the Influenza Vaccine is often limited and must be ordered at least 3 months in advance. SJMS Infirmary Staff plans for a certain percentage of Cadets to receive the injections, however, due to variant change from year to year, we request the signed consent at the time of enrollment in order to plan appropriately.

### **Incomplete medical information**

**If the above physical examination and/or immunization requirements have not been completed as per the State of Kansas Statutes within 72 hours of enrollment, the SJMS Infirmary staff will schedule an appointment to have them completed. Parents/guardians are responsible for costs related to the medical appointment, immunizations, or other costs incurred during appointments.**

## **ADDITIONAL INFIRMARY INFORMATION**

### **Location**

St. John's Military School's Health Center/Infirmary is located on the east side of Stevens Center, directly north across the hall from the Commandant's office. The infirmary consists of a ten bed open bay area, two full bathrooms including one with a tub/shower combination and one with a shower, and a small kitchenette area. The infirmary bed area is monitored at all times. Monitoring may consist of but is not limited to video, audio, and direct line of sight.

### **Nursing Staff**

Lori Faerber, RN Infirmary Director  
Marjorie Walsh, LPN

### **Contact**

Phone: 785-309-5417; FAX: 785-309-5489; Email: nurses@sjms.org

## Hours

The Infirmary Nursing Staff will be available on campus M-F **0630-2200**. There is always a nurse on call.

## Sick-Call Procedure

Sick call is provided to address all reports of injury/illness as well as address any cares/concerns of the Cadet or staff that should be reported to the nurse. The duration of routine sick call is as listed below and will occur at each mess (M-F) and following formation dismissal and school AM attendance. However, these times are subject to change as needed to accommodate the daily order as written by the Commandant/Deputy Commandant. No announcement of sick call will be made. It is the responsibility of each Cadet to sign up on the Sick-Call sheet.

**\*\*NOTE: THE NURSE WILL NOT SEE CADETS FOR SICK CALL DIRECTLY PRIOR TO OR DURING MEDICATION PASS – THIS WILL BE STRICTLY ENFORCED FOR THE SAFETY OF CADETS RECEIVING MEDICATIONS\*\***

**Weekend: No Scheduled sick call:** A nurse will be on call for emergencies only.

Sick call will be held in the Infirmary. A sick-call sign up sheet will be available to Cadets in the mess hall at each meal. After formation and reporting to school for attendance, the nursing team will notify the school secretary to announce the start of sick-call. If a Cadet did not sign up for sick-call they must have written Infirmary Medical Referral (IMR) and/or be accompanied by an adult to be allowed into infirmary; including during PT, accountability formations or military activities- Exceptions in emergencies only. Simple treatments for headaches, stomachaches, or complaints of a similar nature requiring a PRN/OTC medication will NOT be part of sick-call. Cadets can address this when their table is called for medication pass by reporting to the infirmary to receive a PRN/OTC medication via infirmary window. Cadets wishing to see the nurse after school, during school hours or after sick call times must obtain permission from the school secretary or an adult staff member in charge. Depending on the time of day and activity, the person/persons granting permission is limited to: Commandant, Deputy Commandant, Operations Officer, SMA/MA, school secretary, coach, or a supervising ADULT and must be accompanied by a call to the nurse on duty. Cadets are not to arrive at the infirmary without a call or the Cadet will be sent back without seeing the nurse and may be subject to disciplinary action from the Commandant. The Infirmary is **NOT** a place where Cadets can **AVOID** Formation, P.T. or School. The St. John's Military School infirmary is here to provide all Cadets with medical care in a safe, quiet, and supportive environment. Cadets cannot learn if they are not in school. To discourage abuse of the infirmary, please note the following:

- If a Cadet is in the infirmary on Thursday or Friday – ALL DAY – depending on the situation, he could be medically restricted for the following weekend.
- If a Cadet is in the infirmary at any time on the day of a scheduled school function, sports activity, field trip or any other off campus activity, the Cadet will **NOT** be able to attend said events.

## Medical Appointments

The Infirmary Nursing Staff will be the only staff authorized to call a physician or to make medical appointments of any type for Cadets. For non-emergent reports, Nursing Staff will follow Medical Protocols for the school setting before making an appointment. Every protocol will advise nursing staff on what treatment is necessary and when to call the Doctor. In most cases the nursing or military staff will transport Cadets to medical appointments. If the appointment is out of town, parents/guardians will be responsible for making travel arrangements. It is strongly encouraged to make these appointments while your Cadet is home for holiday and vacation breaks. Nursing Staff will attempt to notify parents, via phone, voice mail, and e-mail. Every attempt will be made to ensure contact is made within 24 hours, but in some situations this may not be possible. To facilitate communication, the nursing staff will send emails or call the parents informing them of an appointment, a missed appointment and/or up-

coming appointment. Parents/Guardians are required to advise the infirmiry staff when they are going to be away from home over an extended period of time and provide staff with contact information in case an emergent situation occurs.

### **Admission to Infirmiry**

When required, the nurse will admit Cadets to the Infirmiry for observation and care. All overnight admissions to the infirmiry will be reported to the Cadet's parent/guardian by the nurse within twenty-four (24) hours of admission, or as soon after as possible. A voicemail message will serve as notification after an unsuccessful attempt to talk with parent/guardian. Typically, in the event your Cadet is admitted to the infirmiry overnight, it is due to the Cadet having an illness that may be contagious, or ordered by a physician, therefore he would need to be isolated from the student population. Under certain circumstances, prior arrangements will be made by the nursing staff to have the Military staff monitor and care for your Cadet via video and scheduled nightly rounds until the nurse reports for duty in the morning.

### **Emergencies**

SJMS has an infirmiry staff nurse on call at all times. In the case of medical emergencies, Cadets will be treated at one of the minor emergency centers, or Salina Regional Health Center emergency department. Parents/guardians will be notified by SJMS as soon as possible. This may be after your Cadet is being treated due to the urgent nature of the injury. You will also be contacted upon returning from an emergency center related to the plan of care. When on call, nurses are called anytime the Senior Military Advisor (SMA) or the Military Advisor (MA) feels a Cadet's condition is emergent and warrants a medical assessment that cannot wait until next scheduled sick call. The nurse will then decide what, if any, action should be taken per the Medical Protocols for the school setting and collaborate with the Military staff to determine mode of transportation and adult supervision.

### **Off Campus emergencies**

In the event your Cadet is injured or has fallen ill while off campus and requires transport to a medical facility, the nurse on call will be notified immediately and an adult staff member will accompany your Cadet, providing the health history, medication list and consent to treat to the treating medical facility, as well as notify and keep parents/guardians informed.

### **Admission to Hospital**

If it is determined that a Cadet's injury or illness cannot be treated at the school infirmiry, the nurse will arrange for transportation of the Cadet to a hospital emergency department or medical treatment facility. When directed by proper authority, the nursing staff will arrange and coordinate supervision of Cadet for checking into, and out of, applicable medical treatment facilities. If after visiting the medical treatment facility it is determined that the Cadet requires hospitalization, the nurse will coordinate with the hospital medical staff for treatment. The parent/guardian will be notified at the first available opportunity in the event of emergency medical care.

### **Medications**

**SJMS requires all medications be procured by parents/guardians and received by nursing staff through B&K Prescription Shop, 601 E Iron Ave, Salina, KS 67401, 785-827-4455 or other arranged pharmacy.**

**Please DO NOT send medications directly to your Cadet. Cadets found with unauthorized medications in the barracks will receive a disciplinary report. Please arrange for your Cadet to have the necessary amount of medication available during the breaks. If medication will be sent with your Cadet over break you must provide written consent to the infirmiry at least two weeks prior to any break.**

## **Pharmacy**

All prescription medication, vitamins, supplements, protein powders, pro-biotic or holistic supplements are required to have a written Doctor order. By law, we are allowed to administer medications that are in original pharmacy container, with name, DOB, medication, dose, dose frequency, prescribing provider name as long as it is a current prescription (within 30 days of current date) for the first 72 hours. If after 72 hours you have not arranged for written prescriptions to be sent to the infirmary, B&K Prescription Shop or another local pharmacy, this will result in an interruption to your Cadet's medication routine. This is a safety factor and we strongly encourage ALL parents/guardians to comply with this requirement and adhere to said guidelines per Kansas Law.

## **Medication Schedule**

**\*\*Medications are Mandatory\*\*** Cadets must take medications DAILY as prescribed and in compliance with the Doctor order. Non-compliance is not to be confused with the "right to refuse" and each situation will be addressed individually. Routine medications will be handed out during mealtime. Cadets will be called by table to receive their meds. Nursing staff will complete the 0800, 1200, 1500, 1800, and bedtime, Monday through Friday, medication pass. Weekend medication will be set up by nursing staff for the SMA/MA on duty to complete the med pass. All HS (hours of sleep) medications should be taken by 2200 hours. The nurse or SMA/MA passing medications will observe the Cadet consume the medication and verify before dismissing the Cadet.

**PLEASE NOTE: IN THE EVENT THE NURSING STAFF IS UNAVAILABLE OR ABSENT, IT IS UNDERSTOOD THAT A MILITARY STAFF PERSON, TRAINED BY THE NURSE, WILL ADMINISTER THE MEDICATIONS.**

**PRN medication:** "PRN" stands for "as needed". PRN's will only be available to cadets at time of scheduled medication pass. When Cadet's table is called to infirmary window this will be the time to receive a PRN med. Most PRN's are OTC medication and should be taken 4-6 hours apart. To assure Cadets stay compliant, the Nursing Staff will be the ONLY staff to administer PRN meds, except for HS med pass and weekends. SMA/MA will have a small supply of OTC (over the counter) and PRN medication to offer. Cough drops and warm salt gargles will be available to the Cadet in their barracks.

## **Possession of Medications/Supplements:**

Cadets are not permitted to have any prescription medications, over the counter medications, vitamins, supplements, weight loss/gainers, muscle builders, performance enhancers in their possession per Kansas law. Per Kansas law all of the above medications require a doctor's authorization for use. Energy drinks have no nutritional value. They can interact with many medications and conditions, and are expressly not allowed. In the event your Cadet is found to have the above medications in his possession without proper written permission from the nursing staff, he may be subject to disciplinary action.

## **Over the Counter Medication**

Over-the-counter medications (or their generic equivalents) are available from nursing staff upon request during medication pass times and are at no charge to your Cadet. It is the responsibility of the Cadet to present to infirmary window during announcement of medication pass for his table to receive OTC medication. Our physicians require compliance with treatment at SJMS prior to scheduling appointments. Please do not send over-the-counter medications to your Cadet as Cadets are not allowed to have medications, supplements, vitamins, protein powders, pro-biotic or OTC medications in their possession. **(This includes sleep medication or muscle relaxers) \*\* ONLY when accompanied by a Doctors written order will the OTC medications be inventoried, managed and administered by nursing staff.** The SMA/MA will have a limited supply in the barracks.

**\*\*It is imperative that the parents/guardians communicate with nursing staff any and all allergies their Cadet's may have or any OTC medications they do NOT want made**

**available to their Cadet.** OTC medications will be made available per protocol standing order. If a Cadet is found to need an OTC for greater than 3 days, the charge for the cost of the OTC will be applied to the Cadet incidental account.

Medical prostheses provided to Cadets (i.e. crutches, splints, braces, etc.) will be rented for **\$15.00**. Equipment that is not returned or is damaged results in a **\$20.00** charge to your Cadet's incidental account or at replacement cost minus the **\$15.00** rental fee.

If a Cadet needs a breathing treatment nebulizer, there will be a one-time **\$15.00** charge for the use of the infirmary nebulizer equipment.

If your Cadet vomits due to the ingestion or over consumption of a substance in violation of the handbook, or presents with a self induced injury or sickness, a **\$25.00** fee will be assessed to pay for the OSHA mandated spill kit as well as costs related to assessment and treatment of your Cadet.

**Any injuries or illnesses, which require urgent/emergent care and are not due to a violation of the Cadet Handbook, will incur no fees.**

The Kansas Department of Health and Environment has directed that High Altitude Training Masks pose safety concerns and risks. Per our license with the State of Kansas, these masks will not be approved for any Cadets.

### **Mental Health**

Central Kansas Mental Health – 809 Elmhurst, Salina, Kansas 67401. Phone 785-823-6322.

### **Dental/Orthodontics**

**Orthodontics** Dr. Cynthia Reed, 920 E Cloud, Salina KS 67401, phone 785-825-7286

**Dentistry** Salina has many dental providers available.

**Although it is possible for urgent dental or orthodontic needs to be met, SJMS does not have an established orthodontist. For routine care, the parent/guardian must contact the orthodontist of their choice and arrange payment. Only then may an appointment be scheduled.**

Please schedule all non-urgent dental appointments during school breaks.

### **Fees**

1. Medical appointment NURSE transport .....	\$35.00
2. Medical prostheses i.e crutches, splints, braces (one time rental fee) .....	\$15.00
3. Medical prostheses damaged or not returned (or replacement cost minus the rental fee).....	\$20.00
4. Nebulizer machine: one time fee for all year use .....	\$15.00
5. New mental health evaluation.....	\$30.00
6. Self induced vomiting, sickness, or injury .....	\$25.00
7. Flu vaccination .....	\$30.00
8. TB Skin test.....	\$30.00

### **Confidentiality**

Confidentiality of medical records is maintained according to KSA 65-5602 & KSA 65-5603 and in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Medical records are housed in the infirmary. All medical information will be handled with the utmost care and in accordance with the law in order to protect the privacy of every Cadet. Disclosure of protected medical information will be limited to those with a bon-a-fide need-to-know and only when the need arises. However, the law allows for the disclosure of said



information as needed for the continuation of daily operations and to provide care. The Nursing Department at SJMS recognizes the tremendous responsibility of the Commandant of Cadets in providing for the needs and safety of not only the Cadets but the adult staff as well, and recognizes his authority to do such. Therefore, if it is determined by the nursing director that medical information needs to be disclosed to the Commandant in order for him to fulfill that obligation, then a private meeting will be requested and the information exchanged. This shall not be considered a violation of the Cadet's privacy or a breach of duty if provided after care and consideration, and in good faith that the person receiving the information will be a good steward of such, and will exercise the highest level of integrity and care in its use and disposition. Other designated employees, whose job necessitates access and have signed a confidentiality statement, may have access to portions of records (i.e. immunization records, consent to treat, etc.). Examples include, but are not limited to advising all staff of Cadets with asthma, diabetic, or seizure disorders and appropriate care in case of an emergency during off campus events, allergic reactions to insects or foods, etc.

### **Resources**

Parents/guardians may wish to contact the providers directly to arrange billing and/or payment schedules if required services are known in advance. If parents/guardians schedule local appointments, it must be in coordination with the nurse. If Cadets require services, the SJMS infirmary staff can provide the provider with the health history forms, the pre-physical form, the consent to treat form, and the insurance information at the initial appointment. The local dentists and mental health professionals require direct contact from the parents/guardians for billing purposes and may contact you themselves. The parent/guardian is responsible for determining if the provider accepts parent/guardian insurance for care.

### **Student Accident Insurance**

SJMS has secured student accident coverage for injuries occurring while a Cadet is participating in a school sponsored activity. This policy is an excess coverage policy and will provide benefits only on amounts above and beyond the coverage of the individual's policy. It is the responsibility of the parent/guardian to notify the business office of any injuries so that proper paperwork may be completed. All forms must be submitted to the carrier within sixty days of the injury.

## ACADEMIC INFORMATION REQUIRED FOR ADMISSION

### Transcripts

If your Cadet is a new student at St. John's, you are required to submit a complete transcript of his academic work from his previous school to the Academic Dean prior to enrollment/arrival.

### SJMS Policies for transferring students

The faculty and staff of St. John's Military School strive daily to help Cadets succeed academically. To be as fair as possible to both transferring students and to students studying for the entire school year with SJMS, the following policies are in effect:

1. For Cadets transferring in at any point during the semester, transfer grades are of the utmost importance in earning credit for the semester. Transfer grades must either be mailed to St. John's prior to enrollment, or the Cadet may bring the transfer grades with him upon enrollment. Credit for the entire semester for transferring students will only be earned if transfer grades are filed at SJMS.
2. The transfer grade earned in each subject shall be entered for each assignment and/or test completed in the semester for the transferring Cadet. For example, if a student transfers a grade of 89% (B), an 89% would be entered for all assignments and exams completed in that class throughout the semester prior to the Cadet entering the class.
3. If a Cadet enrolls and has no transfer grades during the beginning of the first or third quarter, a 59% will be entered for every assignment and exam given to existing Cadets throughout the quarter. At teacher discretion, new Cadets may be given the opportunity to complete past assignments and exams to improve their grade.
4. A Cadet enrolling during the second or fourth quarter without transfer grades will earn partial credit only.
5. Cadets also may earn credit for the semester in a given course by scoring a 90% or above on the comprehensive semester final exam. This option is available for credit recovery only and must be approved by the instructor and the Academic Dean.
6. New Cadets may enroll at St. John's anytime until March 1. After that date, no new student will be accepted unless a contract is signed for attendance in the next fall semester.
7. Early graduation will be considered only for those Cadets who have earned credit to graduate by the curriculum standards of St. John's Military School. To be considered for early graduation, a Cadet must submit in writing to the Academic Dean a plan for completing the curriculum, reasons why the Cadet believes he should be considered for early graduation, and his intentions following high school graduation.
8. The diploma presented at graduation is the ONLY diploma given and should be kept in a safe location by the graduating Cadet. Lost or damaged diplomas cannot be replaced at any future date.
9. No special education services are offered at St. John's. This includes Individual Education Plans and special arrangements for standardized tests and college entrance exams. However, given the small class sizes at St. John's, teachers are able to give students individual attention and aid as needed.

### **Grades OnLine**

Parents are encouraged to access grades online. In order to set up an account to view your Cadet's grades, access the SJMS website ([www.sjms.org](http://www.sjms.org)), go to the "grades" tab, then to "Parents Online". You will then access a form to complete, sign, and return to the school. You will receive email confirmation once your account is active. You will then be able to view your Cadet's grades anytime you wish.

Should you have questions or problems in accessing your Cadet's grades, please contact Deb Feil, [debf@sjms.org](mailto:debf@sjms.org), 785-823-7231, ext. 7752, or 785-309-5452; or Brenda McCoy, [brendam@sjms.org](mailto:brendam@sjms.org), at 785-823-7231, extension 7718, or 785-309-5421

### **Credit Recovery**

In some situations, credit recovery is necessary. In every case possible the best manner in which to recover credits after failing one or more courses is to take the course during the school year. When this is not possible summer school is a suitable option.

A third option involves online courses. St. John's Military School will accept credit from most accredited online schools; however, if St. John's faculty members are to act as proctors and/or oversee the course(s) for the Cadet, the University of Nebraska Online High School is the program exclusively utilized. Please seek approval from the Academic Dean prior to enrollment in an online class.

## **QUARTERMASTER INFORMATION**

All items brought from home and issued/bought from the Quartermaster will be marked during the Cadet's in-processing period with his name and assigned serial number. He will retain this assigned serial number during his entire tenure at St. John's. **While St. John's does everything possible to ensure that the Cadet's property is safe, the school does not insure Cadet property and cannot be responsible for lost, damaged, or stolen items either individually or in the case of a catastrophic event.**

### **Old Boy Uniforms**

*Old Boys should return with all uniforms issued in prior year(s). If any required items are missing they will be supplied by the Quartermaster and charged to the Cadet's incidental account.*

### **Quartermaster Charge Account**

It is not unusual that the amount charged to a Cadet's account in August and September will be higher due to the initial issue of supplies.

**Cadets must have parent permission for ALL items purchased in the Quartermaster other than the daily school supplies, toiletries, and military necessities.**

If you want your Cadet to be allowed to receive whatever he needs, you may fax your written permission to the Quartermaster - FAX # (785) 309-5491. This must be done at the beginning of each year the Cadet attends St. John's Military School.

## CADET LIFE

### Rules & Regulations

It is essential that parents/guardians are aware of the rules and regulations that are in effect and vigorously enforced. It is important that all parents/guardians support the regulations at all times to assist in maintaining an acceptable state of morale in the Corps. This is most important in the use of alcohol, drugs, tobacco, and adherence to the RON (Remaining Over Night) & Parent Pass policies as well as curfew directives. Cadets who breach the regulations will be disciplined in accordance with regulations as outlined in the Cadet Handbook.

### Smoking

St. John's Military School is a smoke-free campus. The use or possession of tobacco/nicotine items (cigarettes, pipe tobacco, cigars, snuff, chewing tobacco, other tobacco derivatives, or electronic cigarettes) by any Cadets on or off campus is prohibited. Violation of this regulation by Cadets is subject to disciplinary action and possible dismissal for repeat offenders. Kansas law prohibits the use of tobacco products in any school or other public building or within 10 feet of the door to said building. Kansas Law also prohibits the possession of tobacco/nicotine products or electronic cigarettes by anyone under the age of 18. All Cadets of any age are subject to the SJMS tobacco/nicotine policy discipline associated with violations.

### Drugs/Alcohol

The use or possession of intoxicating beverages in any form is prohibited during a Cadet's attendance at St. John's Military School, including but not limited to during school sponsored activities, while Cadets are on pass, on local public transportation, or while traveling to or reporting back from vacation leave. Violation of the regulation by Cadets is subject to disciplinary action to include dismissal and referral to civil authorities by the Commandant.

The use, possession of, and trafficking of illegal narcotics, drugs and controlled substances is against the law and is strictly prohibited. This includes, but is not limited to, any and all forms of cannabis or its derivatives/extracts; synthetic chemicals (K series) related to cathinone (amphetamine-like stimulant) commonly referred to as "bath salts" or "spice" but may be labeled by vendors for other uses; Alpha-PVP, also known as "flakka", a synthetic chemical similar to "bath salts" and can be vaporized in an electronic cigarette; synthetic chemicals (W series) which produces a heroin-like high, the most potent being W-18. Violation of Kansas drug laws is subject to civil action and dismissal.

Cadets at this school are subject to random drug screening. In some cases, where unusual behavior warrants, Cadets are directed to be tested for drug use. Drug screening helps ensure that our school is maximizing illegal drug prevention.

In coordination with local and state law enforcement agencies, we randomly utilize drug-searching dogs on a non-search warrant basis to monitor possible possession of illegal drugs.

All of these measures are designed to ensure that our school remains as drug-free as possible as we continue to work towards a goal of eliminating drugs from our Cadets' environment.

The items listed on pages 15-17 are not permitted to be on the Cadet's person, in his possession, or on campus at anytime. They will be confiscated and disposed of, as the Commandant deems appropriate. Possession of contraband items may be grounds for disciplinary action as directed by the Commandant and/or referral to civil authority. The distribution of illegal drugs on or within 1000 feet of school property is a level 2 felony in Kansas and will not be tolerated at SJMS.

### Computer Policy

All seniors, juniors, sophomores, and freshmen are allowed to bring computers (printers and scanners are **not** allowed) for use in their rooms. Middle School Cadets will not be authorized to have computers in their rooms except at the discretion of the SMA. Any violation of the computer policy as stated in the Cadet Handbook will result in the loss of the privilege as

outlined in the Cadet Handbook. All computers must be conspicuously marked or engraved with the Cadet's name and/or serial number and registered with the Cadet's Senior Military Advisor (SMA). Although every precaution is taken to prevent damage to or loss of Cadet personal property, **St. John's assumes no responsibility for lost, damaged or stolen computers.**

### **Cell Phone Policy**

Cadets at St. John's are permitted use of a personal cell phone when authorized by the President and at his discretion. **Cell phones are a privilege and not a right!** Cell phone violations are listed as Class I or Class II violations depending on the severity of the violation as determined by the Commandant. Cell phones will be confiscated by any member of the SJMS staff if they observe any deviation from the stated rules. Confiscated phones will be turned in at the Stevens Center Duty Office. **St. John's will not be responsible for any misuse of cell phones to include excessive expenses incurred by any Cadet, nor will SJMS assume any responsibility for lost, damaged, or stolen cell phones.**

- \*1. Cadet phones will be for use during the period after school until taps, and during the weekends.
2. Cadets may take their cell phones on activities off campus if approved by the activity's sponsor.
3. Cell phones are not to be brought into the academic building, other areas of instruction, battalion or company PT, place of business, dining facility, intramurals, league sponsored athletic events (if a team participant), drill and ceremony, or other activities on campus for any reason whatsoever.
4. Cell phones may not be used in any way to circumvent any other policy of SJMS.
5. Cell phones must be turned in at lights out.
6. Cadets may not lend, borrow, sell, or purchase cellular phones to or from other Cadets.
7. Cadets on the D&F list will surrender their cell phone until they are no longer listed on the D&F list.
- 9. Cadets who violate the policy by posting inappropriate things on the internet, will lose the use of their personal phone for the rest of the school year.**

\*From the Cadet Handbook

### **Electronic Devices (Authorized)**

All Old Boy Cadets will be allowed to have certain electronic devices in their rooms (refer to page 17). All authorized electronic devices must be conspicuously marked or engraved with the Cadet's name and/or serial number and registered with the Cadet's Senior Military Advisor (SMA). Possession and use of electronic devices is a privilege and not a right. Electronic devices may be confiscated by any member of the SJMS staff if they observe any deviation from the stated rules. Possession of unauthorized electronic devices is considered possession of contraband and will be dealt with as such, to include confiscation of the unauthorized item(s). Confiscated devices will be turned in at the Stevens Center Duty Office. Although every precaution is taken to prevent damage to or loss of Cadet personal property, **ST. JOHN'S WILL NOT ASSUME ANY RESPONSIBILITY FOR LOST, DAMAGED, OR STOLEN ELECTRONIC DEVICES.**

\*The only authorized electronic devices are: Ipod Shuffle (any generation), Ipod Nano (generations 1,2,3,4, & 6), or similar devices without camera capability. Cadets are not authorized to possess portable handheld electronic devices with camera capabilities. Conditions for electronic devices are as follows:

1. Cadets may use authorized electronic devices on pass gate, free time after the academic day, or otherwise authorized by the Commandant.
2. Cadets may take their electronic devices on activities off campus if approved by the sponsor.
3. Electronic devices are not to be brought into the academic building, other areas of instruction,

Battalion and company PT, place of business, dining facility, intramurals, League sponsored athletic events (if a team participant), drill and ceremony, or other activities on campus for any reason whatsoever.

4. Cadets may not lend, borrow, sell, or purchase electronic devices to or from other Cadets.
5. Cadets on the D&F list will surrender all electronics until they are no longer on the D&F list.
6. Any attempt to circumvent the SJMS network (ie "hot spots", etc.) is a violation of this policy.

*Possession and use of electronic devices is a privilege and not a right* and may be confiscated if Cadets do not comply with the guidance as stated in this section. A violation of the electronic devices policy can be a Class II offense or a Class I offense depending on the severity of offense with possible consequences as outlined in Appendix 2 to Annex C of the Cadet Handbook. Electronic devices may be confiscated by any member of the SJMS staff if they observe any deviation from the stated rules. Possession of unauthorized electronic devices is considered possession of contraband and will be dealt with as such, to include confiscation of the unauthorized item(s). Confiscated devices will be turned in at the Stevens Center Duty Office. **ST. JOHN'S WILL NOT ASSUME ANY RESPONSIBILITY FOR LOST, DAMAGED, OR STOLEN ELECTRONIC DEVICES.**

\*From the Cadet Handbook

### **Motor Vehicles**

Cadets will not be allowed to keep a motor vehicle at the school or in Salina except as authorized by the President for attending college classes. A Cadet is prohibited from driving a motor vehicle in Salina during the school year except with parents/guardians, licensed driver's education instructors, or as stated previously.

**Items NOT Permitted to be on the Cadet's person, in his possession or on campus at anytime.** They will be confiscated and disposed of, as the Commandant deems appropriate. Possession of contraband items may be grounds for disciplinary action being directed by the Commandant and/or referral to civil authority.

- Earrings, Tongue studs or Tongue rings or any item used in body piercing.
- Lighters, matches, rolling papers, lighter fluids/gases and pipes, electronic cigarettes, or parts thereof, e-cigarette juices **(will be destroyed)**
- Drug, Alcohol, and/or Tobacco advertisements or promotions, including clothing
- Dining facility equipment (plates, cups, silverware, etc.)
- Darts and blowguns, tattoo needles (CLASS I OFFENSE)
- Cooking appliances of any type, including coffee pots, hot pots
- Electric blankets, heating pads, irons, barber shears, electrical appliances except approved stereos, fans and electric razors
- Skateboards, longboards, any kind of skates
- Television sets of any kind, stereo systems with detachable speakers and/or subwoofers, video records/players, DVD players, audio recorders, all kinds of personal play stations, xbox of any kind, game boy or other hand held games, laser light pointers, cameras of any kind, any electronic device with camera, video, or internet capabilities (except those laptops authorized to high school students), Ipod Classic (any generation) or similar devices, electronic tablets, I pads, or similar devices, electronic book readers (except those with book seller site access only), computers (except as outlined in computer policy), printers, scanners, ALL radio controlled devices, cell phones (except those issued by SJMS), cordless phones, communications equipment or devices

including antennas, aerials, ground wires, transmitters, listening devices, and walkie-talkies

- All forms of music containing profanity, glorifying death, dismemberment, gore, or disrespect towards ethnic groups or genders.
- Firearms to include all toy guns and paint ball guns (CLASS I OFFENSE)
- Paintball markers, paint ball air tanks
- Fireworks of any type (CLASS I OFFENSE)
- Ammunition, explosives of any type, shell casings (CLASS I OFFENSE)
- Weapons (all types), whips, paddles, clubs and razor blades-outside of or removed from disposable shavers (CLASS I OFFENSE)
- Knives (all types), chains, handcuffs, martial arts equipment (CLASS I OFFENSE)
- Candles, colored lights, lava lamps, rope lights, etc.
- Pornography (Commandant's definition)(CLASS I OFFENSE)
- Bottles or other glass containers, ink bottles, sole and edge dressing (not approved by Commandant or Senior Military Advisor), glue or scissors of any type except Quartermaster issue
- Permanent dye markers, all tapes except scotch tape, liquid white out or similar substance
- Tools of any type, including equipment used to break and enter secured areas.
- Pressure type dispensers (except shaving)
- Cleaning supplies except those sold in Quartermaster store
- After shave lotions (not approved by Commandant)
- Weeds and plants of any type, plant seeds of any kind
- Synthetic or liquid cannabinoids, bath salts (CLASS I OFFENSE)
- Incense and burners
- Nuts or seeds of any type requiring removal of hulls prior to consumption, gum (except prescription nicotine gum with proper authorization)
- Patent medicines, prescription medicines (ALL MEDICINES) (see NOTE: below); any over the counter substance with alcohol in it
- Food supplements to include vitamins, nutritional supplements (pill or liquid), body building pills, powders, or drinks; energy drinks, tablets or sprays (including those sold in cans in the soda pop section of stores), testosterone boosters, etc. (unless prescribed by a doctor and with nursing staff approval).
- High Altitude Training Masks
- Any literature subversive to the US Government or church or any ethnic group, occult or neo-Nazi material (CLASS I OFFENSE)
- Unauthorized rank insignia, Letterman or Spartan jackets
- Animals, reptiles, birds, insects and fish
- Personal furniture, carpet or rugs, shop projects in barracks, FOOTLOCKERS (except in Sage Hall or Clem/Ferris)

- Civilian clothing except when authorized by the Commandant of Cadets
- Property belonging to another person or unauthorized possession of school property (CLASS I OFFENSE)

**NOTE:** All medication of any type will be administered by the school nurse and will be kept in the infirmary.

**NOTE: Confiscated contraband is not held or shipped home; it is disposed of – especially that which is for consumption and E-Cigaretts/parts thereof, and e-cig juices. This list can be added to by the Commandant of Cadets at any time during the school year.**

### **Grievances**

We encourage Cadets to bring their complaints or grievances to the Cadet Chain of Command, Senior Military Advisors (SMA), Deputy Commandant, Chaplain, Academic Counselor, Academic Dean, Commandant, or Director of Cadet Life, during their personal daily contacts. Additionally Cadets may make appointments to meet at a mutually convenient time. We receive many valuable suggestions from parents and Cadets. However, in general, we believe that a Cadet should present complaints to any one of several concerned St. John's officials or grievance boards before registering complaints with parents.

This Cadet responsibility allows the Corps and St. John's to respond appropriately to both individual and group needs. We believe that a part of the value of our system comes from this free interchange of thought, so be assured every Cadet will find a sympathetic ear.

We also encourage parents/guardians to contact any member of St. John's Military School staff regarding issues concerning their Cadet's attendance at St. John's Military School. St. John's Military School has a full-time Academic Dean who is available during the academic day for personal or school assistance. SJMS does not provide psychiatric or mental health counseling on campus.

## **St. John's Military School Policy Statement Regarding Hazing**

### **SUBJECT: Policy Letter on Hazing**

1. Hazing is defined as any unauthorized assumption of authority by a Cadet where another Cadet suffers, or is exposed to any cruelty, indignity, humiliation, oppression or the devastation or abridgement of any right. Hazing exists when training or disciplinary sanction has gone well beyond normal bounds.
2. The following may indicate that hazing is occurring:
  - a. Use of vulgarity or profanity, administering corrective training during an unusual time of day, and any activity conducted "out of sight." Hazing usually involves acts of cruelty, indignity, oppression, deprivation, or an activity that exceeds what a mature and prudent Cadet would find reasonable and appropriate.
  - b. Physical hazing is an act of cruelty. Shaking, striking, laying open hands upon, treating with violence, or threatening to do bodily harm is never allowed and will be grounds for dismissal.
  - c. "Branding", either oneself or another Cadet, is a serious offense and will be treated as such, to include possible dismissal.
  - d. Mental hazing is mental cruelty. A Cadet will be treated as a human being of significant value. His dignity will not be degraded. Using vulgarity, personal insults,



forcing a Cadet to make demeaning remarks about one's self, one's family, religion, hometown, etc. is considered mental hazing. The denial of certain rights may also be mental hazing. Subordinate Cadets have yielded certain civilian freedoms (freedom from unreasonable search and seizure, freedom to avoid self incrimination) when they attend St. John's Military School; however, their remaining freedom and rights are not fair game without legitimate course. Mental hazing is not tolerated and will result in serious disciplinary action up to and including dismissal. Any Cadet dismissed from St. John's for violation of the hazing policy will not be allowed to return as a Cadet/student at any time.

3. A staff member or Cadet who feels mental and/or physical hazing is occurring must take steps to report the activity. All reports of mental or physical hazing will be treated with utmost discretion and will only be provided to other adults on a need-to-know basis. Staff members, as required by law, shall report any evidence of suspected child abuse or neglect of Cadets to the Kansas Department of Children and Families (KDCF), or the appropriate law enforcement agency when KDCF offices are closed. Simply reporting to those higher in the SJMS chain of command does not satisfy a staff member's legal reporting requirement.
4. All Cadets must be aware of what activities constitute mental or physical hazing. Yelling and over zealous training are not hazing but should be avoided if possible.

### **Terms of Enrollment**

Parents/guardians are reminded that in all cases, Cadets are enrolled and contracts have been signed for a specific period of time. SJMS Board of Trustees insist we enforce the terms of the contract which stipulates that **the full year's annual charge (tuition), plus any other charges incurred, are due and payable if a Cadet is dismissed for cause or voluntarily withdrawn.**

Transcripts of credits will be issued only when accounts are paid in full to date. Diplomas earned by graduating seniors are issued only when accounts are paid in full.

### **Visitors/ Parent Pass**

When planning a visit to St. John's, it is recommended that visitors first send a written request for visitation via fax or email to the adult Senior Military Advisor or the Commandant's office if the Senior Military Advisor is not available. Please make request well in advance to ensure that the Cadet to be visited is not on restriction for disciplinary or academic reasons during the time of the proposed visit.

Visitors arriving on campus must check in with the St. John's Military School Senior Military Advisor in their Cadet's company, who will make necessary arrangements to locate the Cadet. In special cases, guest Cadets may be included on a Parent's Pass provided that the guest Cadet's parent/sponsor has given permission in writing to the Commandant at least four days in advance of the pass or event.

Cadets may have visits from relatives and friends who reside outside of Salina with written permission from parent(s) or guardian(s) or those who have been approved by parent/guardian at time of enrollment. These relatives and friends may also call the school, with written permission of the parent/guardian. Visitors who live in Salina, including girls, may visit campus only during authorized times. The Senior Military Advisor (SMA) will be the authority with which all visitors will check in at the company duty office. Cadets on pass will not invite or bring girls to campus except for school approved activities. All dates at dances, athletic events, chapel services, and other activities will depart campus shortly after the conclusion of each event.

Passes may be taken only within the city limits of Salina unless accompanied by parent/guardian.

## **Weekend “Remain Over Night” (RON) Passes**

This pass is a PRIVILEGE, not a RIGHT. Misuse or abuse of these privileges will result in its curtailment or elimination. ALL passes must be approved or validated by the Commandant; otherwise the SMA on Duty will not honor them. When the Commandant and President are not on campus and the situation warrants, the SMA may act as the approving authority for all passes. New Cadets become eligible for pass when they are promoted to Old Boy status.

### **When requesting a “Remain OverNight” (RON) Pass, the following rules apply**

1. In a verified emergency (medical or death) a RON pass will be granted immediately.
2. **Each Cadet is authorized ONLY one RON pass per semester .**
3. All requests for RON passes will require parental/guardian verification in writing, emailed to the office of the Commandant, at least 10 school days prior to requested weekend. The email should contain:

**Name of person making the request**

**Date of departure**

**Time of departure**

**Date of return**

**Time of return**

**Mode of Transportation (OR) Name of person picking up your Cadet**

**Where Cadet will be staying/destination (not in Salina)**

**Direct any questions to Mrs. Paula Lambert at 785-309-5437, email:**

**[paulal@sjms.org](mailto:paulal@sjms.org) .**

4. The RON pass form, other than a verified emergency, must be completed by the Cadet, initialed by his teachers, the Academic Dean, his Senior Military Advisor, the Commandant, and submitted to the President at least 48 hours prior to the requested time of departure. RON forms not submitted in the required timeframe could be denied.
5. To earn credit for schoolwork and exams missed while on an APPROVED RON pass, the Cadet MUST COMPLETE schoolwork and exams scheduled to be assigned during the time he will be absent, prior to departure. Cadets who fail to complete assignments and exams prior to departure will earn grades of zero (0) for all incomplete schoolwork and/or exams. **It is the responsibility of the Cadet to arrange with his teachers to complete schoolwork he will miss during his absence.** Reasonable additional time is allowed for Cadets to complete missed schoolwork and/or exams in the case of a verified emergency departure.
6. When requesting a RON pass, please allow your Cadet 10 school days to complete the necessary approval form. Staff are busy people and are not always available to sign the form on the first attempt by the Cadet.
7. **Do not** purchase airplane tickets or any commercial travel tickets for RON pass until notified that the RON pass request has been approved. Parents/guardians are responsible for arranging ground transportation to/from the airport in Wichita. SJMS staff will transport to/from the Salina airport.
8. Cadets are responsible for informing parents/guardians of approval. However, parents /guardians are encouraged to call or email the Commandant’s office or the Main Duty Office to check on approval or disapproval of RON pass requests.

9. RONs for verified out of town medical or dental care, which cannot be administered by Salina physicians/dentists, will be granted after Cadet completes the RON pass form. A copy of the doctor's appointment card must accompany all requests.

10. Prospective college and/or university visitation RON pass requests, for senior Cadets, will be considered on a case-by-case basis.

11. **Cadets on RON pass are not be permitted to remain in the city of Salina.**

12. RON travel uniform is casual attire uniform or appropriate civilian attire.

13. There will be no approved RON passes during leadership or sports camps, the first two (2) weekends of the school year, Parent's Weekends, during the last weekend prior to JPA inspection, or Commencement Weekend, or during the weeks prior to, or immediately following scheduled vacations

14. Any Cadet who leaves campus without permission is considered to be Absent Official Duty. Cadets returning late from pass are carried as Absent Over Leave. Prior to 3:20PM, sign out or in will take place at the Main Duty Office in Steven's Center or with the SMA/MA after 3:20PM. A Cadet leaving on a RON pass must report in person before he will be signed out or in. Cadets who leave campus without properly complying with required RON pass procedures or do not follow proper procedures will be disciplined in accordance with established regulations as outlined in the Cadet Handbook.

15. Providing a sound educational experience for Cadets is our first priority at St. John's Military School. In an effort to provide both the parents/guardians and the Cadets the best services possible, and to help ensure that Cadets are present during class time, please avoid using school days for RON passes.

Any Cadet who leaves campus without permission is considered to be Absent Official Duty. Cadets returning late from pass are carried as Absent Over Leave. All Cadets going on pass must be signed out by the Senior Military Advisor (SMA) and signed in by the SMA. A Cadet leaving on a RON pass must report in person before he will be signed out or in. Sign out or in will take place at the Main Duty Office in Steven's Center or with the SMA/MA after 4:00PM. Cadets who leave campus without properly complying with required RON pass procedures or do not follow proper procedures will be disciplined in accordance with established regulations as outlined in the Cadet Handbook.

### **Vacation & Transportation Arrangements**

We have scheduled three vacation breaks for the 2017-2018 school year. **Please carefully read the dates and times of travel as outlined below prior to scheduling commercial travel. In no event will permission be given for any Cadet to leave school prior to scheduled vacation dates/times except in extreme emergency situations.**

Cadets who depart on vacation early without authorization and/or return to school after the stipulated date and time WILL EARN ZEROS FOR CLASSES MISSED AND/OR BECOME SUBJECT TO DISCIPLINARY ACTION BY THE COMMANDANT. St. John's WILL NOT be held responsible for clothing and personal items of Cadets who leave campus without authorization, including AWOLS.

The barracks will be closed for Thanksgiving, Christmas and Spring breaks; however, Cadets may participate in school sponsored mission trips during Thanksgiving and/or Spring breaks for an additional fee, yet to be determined, charged to parents/sponsors. Contact Fr. Randy McIntosh with any questions regarding mission trips. REFER TO THE TRAVEL INFORMATION BELOW FOR COMPLETE DATES AND TIMES OF DEPARTURE FOR THE BREAKS.

**BUS SERVICE WILL BE AVAILABLE TO AND FROM THE WICHITA AIRPORT FOR ALL VACATION BREAKS FOR A FEE. TRANSPORTATION TO SALINA AIRPORT WILL BE PROVIDED AT NO COST. WE WILL NOT PROVIDE TRANSPORTATION TO OR FROM ANY OTHER AIRPORT.**

Transportation arrangements to and from St. John's are the responsibility of the parent/guardian. It is imperative that you plan the mode of travel as early as possible to ensure that scheduled transportation is available. No refunds for bus reservations will be made if cancelled less than two (2) weeks prior to each vacation departure or return date.

**Travel arrangements for every Cadet must be submitted for each vacation break no less than seven (7) days prior to travel regardless of the mode of travel.**

**SALINA AIR** - A SJMS bus will transport Cadets to the Salina Airport (SAL). There is no cost for this service.

**WICHITA AIR** - A SJMS bus will transport Cadets to the Wichita Airport (ICT). The cost of this service is \$105.00 round trip. (See #3 at the end of travel section)

All departing flights must be scheduled to depart ICT after 7:00 AM and prior to 7:00 PM on the departing travel date. All returning flights must arrive after 7:00 AM and prior to 7:00 PM on the return travel date. Please contact SJMS if flights cannot be scheduled between within these time frames for guidance. Every effort will be made to accommodate travel delays caused by inclement weather conditions. The charge for delivering or picking up Cadets on a day that is not a scheduled travel day will be \$150.00 round trip.

A SJMS bus will transport Cadets to the Wichita Airport the day following Commencement weekend ceremonies at a fee of \$52.50 per Cadet. There will be no cost for transport to the Salina airport. If you cannot schedule flights within the times designated for the bus to drop and pick up at the Wichita airport, it will be your responsibility to arrange for ground transportation. You may contact Absolute Youth Transport (Bill Whittaker) at 785-342-4013. Payment must be made at the time of reservation.

- Flights with Great Lakes Airlines are available to and from Salina. Parents/guardians are responsible for making the reservations.
- If a Cadet is traveling unaccompanied minor status, the parent/guardian is responsible for completing all arrangements necessary and notifying SJMS of the Cadet's unaccompanied minor status.
- If a Cadet is traveling POV (privately owned vehicle or airplane) with anyone other than his authorized family/guardian, written permission must be submitted by the parent/guardian. If a Cadet is traveling with another Cadet's family, written permission must be given by both Cadets' parent(s)/guardian(s).
- In the case of Cadets traveling POV with a person who is not a family member, the person must be 21 or older per St. John's regulations.
- During vacations, Cadets are under the supervision of the school while traveling to their airports and again when returning to school. Cadets are reminded that they are subject to the rules and regulations of the school and shall conduct themselves as gentlemen and representatives of St. John's Military School.
- **Travel will be performed in complete Bravo uniform, CASUAL uniform, or appropriate civilian attire.**
- Cadets will report to the SMA no later than one hour following their return to Salina. Cadets will not be authorized to return to campus prior to 8:00 AM and must return no later than 8:00 PM on the date each vacation ends.

- For Thanksgiving and Spring Breaks, SJMS offers a working Mission Trip for a fee. Contact Father Randy McIntosh for information regarding this opportunity.

**VACATION PERIODS WITH DEPARTURE AND RETURN TIMES ARE LISTED BELOW.**

**THANKSGIVING:**

**SALINA AIRPORT BUS: Great Lakes Airlines (MAY NOT DEPART 11/16/17)**

**Depart: 11/17/17: Return to SJMS: On 11/26/17**

**WICHITA AIRPORT BUS: (MAY NOT DEPART 11/16/17)**

**Depart: Flights MUST depart airport AFTER 0700 hours and NO LATER than 1900 hours 11/17/17**

**Return to SJMS: Flights MUST arrive AFTER 0700 hours and NO LATER than 1900 hours 11/26/17**

**SJMS MISSION TRIP: (TIMES/DATES TBD) Contact Fr. Randy McIntosh at 785-309-5429**

**POV (privately owned vehicle):**

**Depart: After 1600 hours 11/16/17 or before 1200 hours 11/17/17**

**Return to SJMS: Between 0730-2000 hours 11/26/17**

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**CHRISTMAS:**

**SALINA AIRPORT BUS: Great Lakes Airlines (MAY NOT DEPART 12/14/17)**

**Depart: 12/15/17: Return to SJMS: On 1/218**

**WICHITA AIRPORT BUS: (MAY NOT DEPART 12/14/17)**

**Depart: Flights MUST depart airport AFTER 0700 hours and NO LATER than 1900 hours 12/15/17**

**Return to SJMS: Flights MUST arrive AFTER 0700 hours and NO LATER than 1900 hours 1/2/18**

**POV (privately owned vehicle):**

**Depart: After 1600 hours 12/14/17 or before 1200 hours 12/15/17**

**Return to SJMS: Between 0730-2000 hours 1/2/18**

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**SPRING BREAK:**

**SALINA AIRPORT BUS: Great Lakes Airlines to/from Denver (MAY NOT DEPART 3/15/17)**

**Depart: 3/16/18: Return to SJMS: On 3/25/18**

**WICHITA AIRPORT BUS: (MAY NOT DEPART 3/15/18)**

**Depart: Flights MUST depart airport AFTER 0700 hours and NO LATER than 1900 hours 3/16/18**

**Return to SJMS: Flights MUST arrive AFTER 0700 hours and NO LATER than 1900 hours 3/25/18**

**SJMS MISSION TRIP (TIMES/DATES TBD) Contact Fr. Randy McIntosh at 785-309-5429**

**POV (privately owned vehicle):**

**Depart: After 1600 hours 3/15/18 or before 1200 hours 3/16/18**

**Return to SJMS: Between 0730-2000 hours 3/25/18**

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**COMMENCEMENT:**

All Cadets **must depart** campus no later than 6:00 AM Sunday, **May 13, 2018**. **The campus will close at that time.**

POV (privately owned vehicle): Depart: After 1300 hours 5/12/18

SALINA AIRPORT BUS: Depart: flight departs 0745 hours 5/13/18

**WICHITA BUS:**

Depart: Flights **MUST** depart airport after 0700 hours and no later than 1200 hours 5/13/18

1. St. John's Military School reserves the right to make alternate travel arrangements in case of inclement weather.
2. Travel arrangements must be reported for every vacation break and year end departure no later than seven (7) days prior to each break!
3. Departing prior to published departure dates and times or returning after published return dates and times will result in extra charges for transporting to and from Wichita airport.

## KEY WORDS & PHRASES USED AT ST. JOHN'S

Over the years there have been many questions concerning all the unique military terms used at St. John's Military School. The attached glossary of terminology contains an explanation of words, phrases, and acronyms commonly used at our school.

We hope this will be of assistance in the future and helpful when your Cadet begins using what, at times, sounds like a foreign language.

**ACADEMIC DEAN OF STUDENTS** – The school administrator responsible for all academic and school related activities.

**ACT** – American College Testing; an assessment for admission to college.

**ACU** -- Army Combat Uniform.

**AMS** – Advanced Military Skills – an elective combining both advanced mental and physical aspects of the military.

**AOL** – Absent Over Leave; failure to return from leave on time.

**ARMSTRONG CHAPEL** – Dedicated in memory of Captain John Bradford Armstrong, United States Army, who gave his life for his country on June 15, 1944.

**AWOL** – Absent Without Leave.

**AWARDS & DECORATIONS** – Ribbons, badges and other devices given for meritorious and academic achievement.

**BANES GYMNASIUM** – School gymnasium named for Wiley T. Banes of Albuquerque, NM; benefactor to St. John's Military School.

**BATTALION ASSEMBLY AREA** – Assembly area in Vanier Academic Center that will accommodate the entire Corps of Cadets. Also called "the Round Room".

**BEAUTIFICATION TOURS** – a consequence for an infraction of the rules whereby the Cadet receiving the consequence is raking leaves, policing trash, sweeping, etc on campus in hourly increments.

**BLUE BERET** – Distinctive headgear awarded to both Middle School and Upper School Cadets for academic excellence.

**BMS** – Basic Military Skills – an elective combining both basic mental and physical aspects of the military.

**BOARD OF TRUSTEES** – Governing body of the school.

**CA UNIFORM** – SJMS casual attire uniform consisting of khaki or black pants with short sleeve polo shirt or white dress shirt. This uniform is to be worn for special occasions as directed by the Commandant.

**CADET** – A student at a military school.

**CADET CHALLENGE** – A series of physical fitness events designed to help assess the level of physical fitness of the Corps of Cadets.

**CADET COURT** – A committee made up of Cadets that hear cases involving serious breaches of student discipline.

**CADET HANDBOOK** – Contains information vital to your Cadet's success at St. John's Military School.

**CADET PATROL** – Cadets who help maintain order and discipline at functions attended by the Corps of Cadets. They are our "Military Police" and can be identified by their red berets.

**CANNON DETAIL** – Those Cadets given the honor of firing the cannon at Retreat and special events.

**CHAIN OF COMMAND** – The system of leader positions, running from squad leader to company commander, which helps to ensure that problems are addressed at the lowest possible level.

**CHRISTMAS VACATION** – A period of time the Cadets spend at home over the Christmas and New Year holidays.

**CLEM FERRIS HALL** – The building on campus named jointly for Colonel R. L. Clem, President of St. John's from 1936-1968 and Walton C. Ferris, an outstanding benefactor of St. John's.

**CSDO** – Cadet Staff Duty Officer.

**COMMANDANT OF CADETS** – The officer who administers and provides services for the Cadets in the area of parental supervision, housing, recreation, health, welfare, and discipline.

**COMMENCEMENT** – Ceremonies at the close of the school year conferring diplomas upon graduating seniors and various awards to Cadets who earned them.

**CONDUCT REPORT** – A one-page sheet submitted on Cadets who commit infractions of the rules. All conduct reports are submitted to the Commandant of Cadets.

**CONTRABAND** – Items considered to be unlawful to possess and other items prohibited by St. John's Military School. A comprehensive list can be found in this handbook.

**CORFAMS** – A “super shiny” patent leather shoe authorized for wear by all St. John's Old Boys, issued upon completion of New Boy training.

**CORPS OF CADETS** – The entire student body at St. John's Military School.

**CQ** – Call to Quarters; the time during the evening, just before taps, when all Cadets must be present in their rooms and preparing for bed.

**D. DALE BROWNING PARADE FIELD** – The grassy area in front of Jack Vanier Hall; used for ceremonial events.

**DEPUTY COMMANDANT** – Assists the Commandant in administering and providing services for the Cadets in the area of parental supervision, housing, recreation, health, welfare and discipline.

**DI** – Drill Instructor; those Cadets who train “new boys”, identified by their black campaign style (“Smoky the Bear”) hats.

**DINING IN** – A formal gathering of the Corps to celebrate brotherhood.

**DOUBLE-TIME** – A marching cadence of 180 steps per minute; normal cadence is 120 steps per minute.

**DRILL TEAM** - A group of upper school Cadets who specialize in drill proficiency and who represent St. John's Military School at drill meets and other special functions.

**ESPRIT de CORPS** – Group spirit and the sense of pride and honor in the Corps of Cadets.

**ETIQUETTE** – The forms, manners, and ceremonies established as acceptable or required in society, in a profession or in official life.

**EXTRA DUTY** – A form of consequence for violation of rules and regulations in which a Cadet performs work in the dining facility in hourly increments.

**FIRST CALL** – That time in the morning when Cadets are awakened, usually 0600 hours.

**FLAG DETAIL** – A group of Cadets given the honor of raising, lowering, and folding the National Colors.



**FREEDOM TREE** – A ceremonial tree donated by the City of Salina in October 1972 in honor of Major Dennis Pugh, United States Air Force, who was declared missing in action in the Republic of Vietnam on March 19, 1970 and presumed to be deceased on January 28, 1982.

**GI** – General inspection.

**GOLD STAR** – Denoted Honor Unit with Distinction rating given as a result of the JROTC Program for Accreditation (JPA).

**GUIDON** – The identification flag of a unit.

**GUIDON BEARER** – A Cadet carrying the unit flag at the head of the unit.

**HEADGEAR** – Military jargon for hat, cap, beret, etc.

**HEADMASTER** – Provides administrative oversight as directed by Board of Trustees of all activities and personnel at the school.

**HIGH AND TIGHT** – A haircut description means short on top, close and high on sides.

**HONOR CODE** – Honesty – Dignity – Pride “None can exist without the other, nor will the absence of any be tolerated.” Major Brian Sweeney ‘89

**HONOR COMPANY** – The Company of Cadets, which, through discipline, leadership, and participation, has been named best overall company. Awarded at Commencement.

**HOOK SHEET** – See “Conduct Report”.

**IMPACT AREA** – The paved area directly in front of Jack Vanier Hall.

**INFIRMARY** – A place for the care of sick or injured Cadets.

**JACK VANIER HALL** – A dormitory for Cadets named after St. John’s Old Boy and benefactor, Jack Vanier.

**JPA** – JROTC Program for Accreditation; a once-yearly inspection involving the JROTC department, Battalion Staff, and Corps of Cadets.

**JUNIOR/SENIOR PROM** – A formal dinner and dance during Commencement Weekend, attended by Juniors, Seniors, their dates, and chaperones.

**JROTC** – Junior Reserve Officers Training Corps.

**LINGER HALL** – Location of Admissions department. Named for Lyman J. Linger, the Cadet Battalion Commander in 1926 and outstanding benefactor of St. John’s Military School.

**MESS HALL** – The Cadet, staff, and faculty eating establishment, also known as the Dining Facility.

**MILITARY ADVISOR (MA)** – The adult assigned to a specific company who has responsibility for the good order, discipline and safety of all Cadets within that company while he is on duty.

**MILITARY FIELD DAY** – A day set aside to allow St. John’s Cadets the opportunity to display their military excellence as individuals, platoons, and companies. Awards are presented to the winners of each event.

**MIZE HALL** – A building on campus named for the Right Reverend Robert H. Mize.

**MULESKINNER** – Name of the St. John’s mascot.

**NCO** – Non Commissioned Officer, Corporal through Command Sergeant Major.

**NEW BOY** - A first time Cadet at St. John’s, still in the initial period of training.

**NEW BOY SPEECH** – A speech that must be memorized by all New Boys and recited when testing to become an Old Boy.

**OBSTACLE COURSE** – Special area designed with physical obstacles requiring Cadets to overcome those obstacles as they traverse the course.

**OD** – Order of the Day; a daily schedule of events beginning at First Call and ending at Taps. Posted on main bulletin boards and on each floor in all companies.

**OFF BOUNDS/OFF LIMITS AREA** – Designated areas and establishments that Cadets are not permitted to visit.

**OLD BOY SHIELD** – Distinctive institutional insignia of St. John's Military School awarded to Cadets upon their attaining Old Boy status.

**PI** – Personal Inspection; given daily by Cadet leaders.

**PT** – Physical Training.

**PARENTS' WEEKEND** – A three-day period (Friday, Saturday, and Sunday), usually once per semester, set aside for visitation by parents/families/sponsors.

**PASS** - Authorization to leave the campus area and visit establishments and facilities within the City of Salina for a short period of time.

**PASS IN REVIEW** – Formal military ceremony to inspect the Corps.

**PERKINS FIELD** – The St. John's football field dedicated to former commandant, Colonel R. V. Perkins.

**PERSONA NON GRATA** – Persons who are unwelcome on the St. John's Military School campus.

**POV** - Privately Owned Vehicle

**PRESIDENT** – Provides daily administrative direction to St. John's Military School staff and recommends policy to the Board of Trustees.

**PROFILE** – A form written by the nurse when a Cadet is restricted from a normal activity due to medical reasons.

**RAT** – Rehabilitative Attentiveness Training; 1 or 2 weeks of special disciplinary action, which can be assigned for any Class I offense.

**QUARTERMASTER** – St. John's Military School's sales facility for uniforms and uniform related items, schoolbooks and supplies, necessary toiletries, etc.

**QUARTERS** – The individual room occupied by each St. John's Cadet.

**QUADRANGLE** - The area between Clem/Ferris, Stevens Center, and the Quartermaster Store; also called the Grinder.

**RETREAT** – The ceremonies performed at sunset for lowering the National Colors.

**REVEILLE** – The morning playing of the bugle to awaken Cadets; the beginning of the day.

**RING CEREMONY** – The ceremony conducted during Commencement Weekend whereby returning juniors are presented their class rings by an adult of their choosing, usually a parent.

**RON** – Remain Overnight; a type of special pass, Friday after school through Sunday evening

**ROUND ROOM** – See "Battalion Assembly Area".

**SABER** – A sword with a hand guard and curved blade, carried by Cadet officers in formations and in ceremonies.

**SAGE HALL** – A dormitory housing Cadets; named for the Right Reverend John C. Sage.

**SAI** – Senior Army Instructor; the officer in charge of the JROTC program.

**SAT** – Scholastic Aptitude Test; an assessment for admission to college.

**SCHOOL CREST** – See “Old Boy Shield”.

**SCHOOL MOTTO** – Scientia/Virtus/Disciplina; meaning Science/Virtue/Discipline.

**SENIOR MILITARY ADVISOR (SMA)** – The adult assigned to a company, but has also been assigned overall responsibility for the good order, discipline, and safety of all Cadets within the battalion by the Commandant of Cadets.

**SICK CALL** – A formation scheduled two times a day for Cadets who wish to receive medical attention.

**SICK SLIP** - A written authorization to see the nurse when there is no sick call.

**SIQ** – Sick in Quarters; the status of any Cadet who, although not being ill enough to merit time in the infirmary, is assigned “rest time” in his quarters.

**SJMS** – St. John’s Military School.

**SJMS PARENTS ASSOCIATION** – An organization comprised of faculty, staff and parents with the purpose to enhance Cadet life.

**SKIRMISHER** – The St. John’s Military School newspaper.

**SMOKY HILL MUSEUM DAY PARADE** – An annual celebration of the City of Salina’s heritage. The Corps of Cadets is traditionally invited to participate as a parade unit.

**SOG** – Sergeant of the Guard.

**SOP** – Standard Operating Procedures.

**SOUND OFF** – The title of the St. John’s Military School yearbook.

**SPRING BREAK** – A period of time in the spring, usually in March, when the school is closed and all Cadets are allowed to go home.

**SQUARE MEAL** – During a meal, when directed, Cadets must sit at attention on the front six inches of their chairs, look straight ahead and “square” all movements with the silverware from the plate to the mouth.

**STEVENS CENTER** – The building housing the military offices, barbershop, dining hall, kitchen, infirmary, JROTC classroom, rifle range, and reception hall. Named for Charlie Stevens, SJMS benefactor and trustee.

**TABLE HEADS** – The senior Cadet assigned to a table in the mess hall responsible for manners/etiquette, behavior, and cleanliness of all Cadets present at the table.

**TAPS** – A bugle call signifying lights out and time for bed.

**TATTOO** – A military ceremony to honor the Armed Forces.

**TEARDROP** – The circular driveway in front of Vanier Academic Center where the Corps of Cadets stand in formation.

**UNIFORM OF THE DAY** – Required dress as listed daily on the Order of the Day.

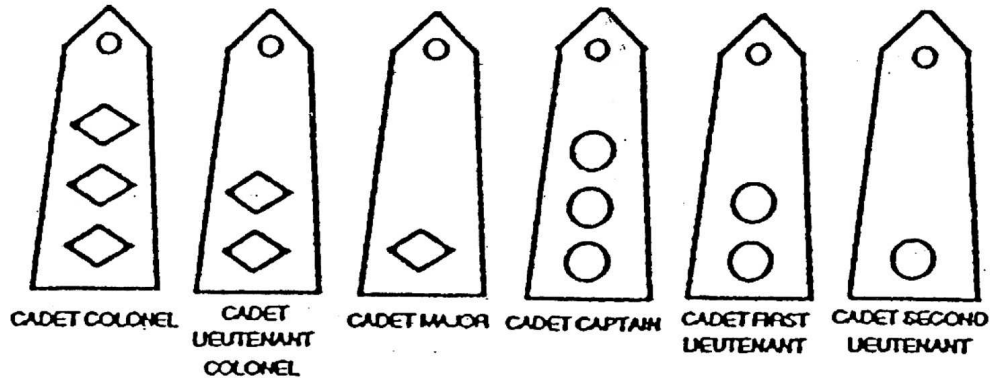
**VANIER ACADEMIC CENTER** – The building housing SJMS School headquarters, academic offices and the school classrooms. Named for John J. Vanier, a school benefactor and patron.

**VIENTECINCO** – A form of consequence for violation of rules and regulations; 25 push ups.

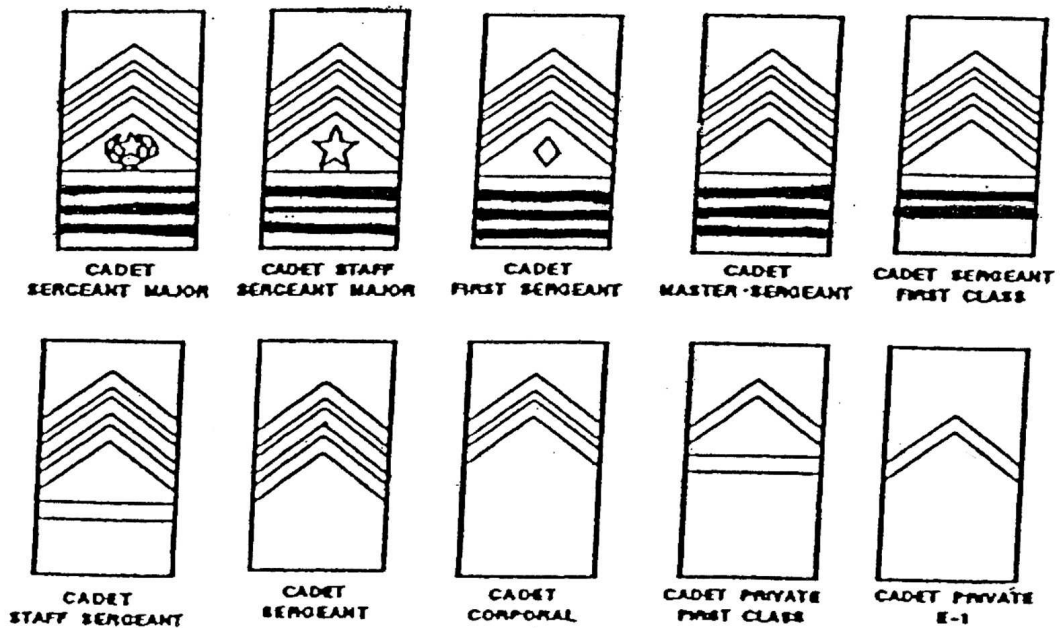
**WALK THE WALLS** – A requirement of New Boy training whereby the New Boy walks rapidly, at attention, along the right side of the hallway looking straight ahead at all times.

# DO YOU KNOW YOUR CADET'S RANK?

## INSIGNIA OF GRADE FOR CADET OFFICERS



## INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



## **FEES/CHARGES/EXPENSES**

### **Athletic Shoe Policy and Issue**

If a Cadet is participating in an organized sport (i.e. Football, Soccer, Cross Country, Basketball, Wrestling, Golf, Tennis) he will be required to purchase the corresponding shoe for that sport from the Quartermaster at the cost of \$85.00.

**ONCE THE SHOES HAVE BEEN ORDERED FOR THE CADET THEY CANNOT BE RETURNED FOR CREDIT.**

### **Special Expenses**

All special event monies **MUST BE** mailed or given to Ms. Corey Sader, and designated for that particular event.

### **Debit/Credit Cards**

Parents are encouraged to maintain a prepaid debit card for their Cadet. This allows a Cadet to have extra spending money as needed for special purchases, gifts for family members, extra food purchases on weekends, movies, etc. Debit cards should be mailed to the attention of the Commandant's office if not sent with the Cadet. Debit cards from parents will be secured in the company duty office safe. Cadets may check out their debit card from the military staff on duty when allowed to do so, usually on weekends. St. John's will not be responsible for lost or stolen debit cards while in the possession of the Cadet. St. John's does not recommend credit cards for Cadets except in the case of international travel. Debit/credit cards found in the possession of a Cadet without permission will be confiscated and the Cadet may receive a conduct report. Cadets are not permitted to maintain local bank accounts while attending St. John's Military School.

### **Damages to School Property**

**Parents/guardians will be responsible for all damages** their Cadet causes to school properties. The amount of the damage(s) incurred will be posted on your monthly billing statements. Parents/guardians of Cadets who depart campus at Christmas, do not return in January, and leave their room in a state of disarray, will be billed \$75.00 for cleaning. All parents/guardians whose Cadet leaves his room in a state of disarray at the end of the school year will also incur a \$75.00 charge for cleaning.

### **Storage of Cadet Belongings**

At the end of each school year, those parents who have signed contracts for the next school year may leave their Cadet's boxed belongings at St. John's Military School for summer storage. Those Cadets who are flying home at the end of the school year may also leave their boxed belongings in storage. **If a Cadet, whose belongings are stored, does not return to St. John's Military School for the next school year his parent/guardian will have one year, from the time the belongings were left, to make arrangements for shipping the belongings home or they will be disposed of.**

### **Home Letters & Packages**

Each Cadet is encouraged to write at least one letter home per week. We have no knowledge as to the contents of Cadet letters, and do not interfere with their receiving first class mail from any person. Food packages from home are permissible. We do encourage the limitation of packages to only three to four per month, and if your Cadet is on a prescribed diet, we request you do not send food packages. Direct your mail to your Cadet:

**Letters (USPS)**

Cadet's Name  
C/O St. John's Military School  
PO Box 5020  
Salina, KS 67402-5020

**Packages (UPS, FedEx, USPS, etc.)**

Cadet's Name  
C/O St. John's Military School  
110 West Otis  
Salina, KS 67401

**WHO SHALL I CONTACT CONCERNING SPECIFIC MATTERS**

**ACADEMIC AFFAIRS:** Ginger Wooten, Academic Dean, is in charge of all scholastic matters (785-309-5451).

**ADMISSIONS:** Robert Forde, Director of Domestic Admissions; Debby Edgerton, Coordinator of Admissions (785-309-5472).

**ALUMNI:** Terry Plumberg and Ryan Stork are the Alumni Officers and handle Alumni/Historian/ Archives, maintaining the school database, and assisting with special projects in the Admissions and Communications area (Terry-785-309-5413; Ryan-785-309-5407)

**ATHLETIC DIRECTOR:** Roy Lawrence is the Director of Athletics and is responsible for all issues regarding our athletic program (785-309-5459).

**CADET LIFE:** MSG Johnnie McGee the Director of Cadet Life (785-309-5450).

**COMMUNICATIONS OFFICER:** Wendy Stein publishes the *Skirmisher* magazine and the *Sound-Off* yearbook (785-309-5430).

**CORPS OF CADET AFFAIRS, DISCIPLINE & MILITARY AFFAIRS:** CSM Raymond J. Nunweiler III is the Commandant and handles all matters relative to a Cadet's personal conduct, disciplinary issues, and behavioral counseling (785-309-5420).

Assisting the Commandant in family direction is the military staff, which is organized into Deputy Commandant, Operations NCOIC, and Senior Military Advisor (SMA) / Military Advisor (MA) teams for each Cadet company in the Cadet Corps. Each company has a SMA responsible for supervising Cadet conduct, appearance, duties, motivation, competitive spirit, management, Cadet evaluation and community living. This coverage is provided 24 hours a day, seven days a week, while Cadets are on campus. You are strongly encouraged as a parent/guardian to get acquainted with your Cadet's SMA/MA team.

When you feel your Cadet is having a problem, the SMA should be the first point of contact for problem resolution. Contact can be made 24 hours a day by dialing 785-823-7231. The most convenient time to make contact with the SMA is 2:00 PM (1400) to 8:00 PM (2000) Central Time, Monday through Sunday of each week. The order of the day, posted on the website (sjms.org; "Military"; "Daily Order") for each day of the week, will list who is on duty each day and at what time. You may also check the list of contacts (pages following this section).

**FINANCIAL MATTERS:** Corey Sader should be contacted concerning financial contracts and collections at 785-309-5412.

**Test Registration:** Registration for ACT and SAT tests can be done via the Internet. The addresses are ACT – [www.act.org](http://www.act.org); SAT – [www.collegeboard.com](http://www.collegeboard.com) . Test dates for St. John's Military School are listed on the enclosed school calendar. Register only for test dates that list St. John's Military School as a test center. St. John's Military School will also provide transportation to the November and January tests at an off campus site in Salina, Kansas.

**MEDICAL:** Our nursing staff is on call at all times to administer to the needs of an ill or injured Cadet. Any medical questions or instructions should be sent directly the infirmary at 785-309-5417.

Parents/Guardians are requested to advise the infirmary when they are going to be away from home over an extended period of time so that if an emergency situation occurs, the parent/guardian can be reached by phone.

**OnLine GRADES:** If you have questions or need help setting up access to your Cadet's grades contact Deb Feil, [debf@sjms.org](mailto:debf@sjms.org) or Brenda McCoy, [brendam@sjms.org](mailto:brendam@sjms.org)

**QUARTERMASTER (SCHOOL STORE):** Judi Casstevens serves as Quartermaster and directs the operation of the QM and uniform/tailor shop (785-309-5414).

**RELIGIOUS AFFAIRS:** Father Randy McIntosh may be contacted concerning matters of faith and religious issues. Additionally, he provides spiritual counseling when requested or needed (785-309-5429).

**SJMS PARENTS ASSOCIATION:** The Parent's Association facilitates communication between St. John's Military School staff and Cadet parents. Check the St. John's Military School website for contact information.

**TEACHERS:** Contact your Cadet's teachers by phone or email with questions or concerns about his academic work and/or current grade status. See following information.

### **ADMINISTRATION & STAFF PHONE NUMBERS & EMAIL ADDRESSES**

Clark, William, COL – President – 785-309-5410 – [williamc@sjms.org](mailto:williamc@sjms.org)

Casstevens, Judi – Quartermaster – 785-309-5414 – [judic@sjms.org](mailto:judic@sjms.org)

Coppock, Shauna – Director of Finance/HR – 785-309-5411 – [shaunac@sjms.org](mailto:shaunac@sjms.org)

Edgerton, Debby – Admission's Coordinator – 785-309-5418 – [debbye@sjms.org](mailto:debbye@sjms.org)

Faerber, Lori – Infirmary Director – 785-309-5417 – [lori.faerber@sjms.org](mailto:lori.faerber@sjms.org)

Forde, Rob – Director of Domestic Admissions – 785-309-5472 – [robertf@sjms.org](mailto:robertf@sjms.org)

Gao, Marcus – Assoc. Dir. of Internat'l Admissions – China – 785-309-5444 –  
[marcusg@sjms.org](mailto:marcusg@sjms.org)

Haden, Megan – Associate Dean – 785-309-5458 – [meganh@sjms.org](mailto:meganh@sjms.org)

Karin Garcia – Commandant's Admin Assist – 785-309-5437 – [karing@sjms.org](mailto:karing@sjms.org)

Lawrence, Roy – Athletic Director – 785-309-5459 – [royal@sjms.org](mailto:royal@sjms.org)

Liningier, Tiffany – Business Office/HR Assist. – 785-309-5422 – [tiffanyl@sjms.org](mailto:tiffanyl@sjms.org)

McCoy, Brenda – School Secretary – 785-309-5421 – [brendam@sjms.org](mailto:brendam@sjms.org)

McCoy, Melissa – Director of Internat'l Admissions–785-309-7750–[melissam@sjms.org](mailto:melissam@sjms.org)

McDowell, John – IT Director – 785-309-5419 – [john.mcdowell@sjms.org](mailto:john.mcdowell@sjms.org)

McIntosh, Fr Randy – Chaplain – 785-309-5429 – [randym@sjms.org](mailto:randym@sjms.org)

Nunweiler, III, Ray – Commandant – 785-309-5420 – [rayn@sjms.org](mailto:rayn@sjms.org)

Payne, Linda – Food Service Director – 785-309-5488 – [lindap@sjms.org](mailto:lindap@sjms.org)

Plumberg, Terry – Alumni Officer/Acad. Assist. – 785-309-5413 – [terryp@sjms.org](mailto:terryp@sjms.org)

Rivera, Geronimo - Internat'l Admissions Counselor-Latin America - 785-309-5425-  
[geronimor@sjms.org](mailto:geronimor@sjms.org)

Sader, Corey – Assistant to the DOF (A/R & A/P) – 785-309-5412 – [coreys@sjms.org](mailto:coreys@sjms.org)

Song, Snow–Internat'l Admissions Counselor-China-785-309-7754 – [snows@sjms.org](mailto:snows@sjms.org)

Stein, Wendy – Communications – 785-309-5430 – [wendys@sjms.org](mailto:wendys@sjms.org)

Werber, Lance – Director of Facilities – 785-309-5416 – [lancew@sjms.org](mailto:lancew@sjms.org)

Wooten, Ginger – Academic Dean – 785-309-5451 – [gingerw@sjms.org](mailto:gingerw@sjms.org)

**MILITARY DEPARTMENT**  
**PHONE NUMBERS & EMAIL ADDRESSES**

Buttenhoff, MSG James, Military Advisor (night) – 785-823-7231 – [jamesb@sjms.org](mailto:jamesb@sjms.org)

Cantrell, SSG Corey, Military Advisor – 785-309-5440 – [coreyc@sjms.org](mailto:coreyc@sjms.org)

Giles, SGM Mark, Deputy Commandant – 785-309-5435 – [markg@sjms.org](mailto:markg@sjms.org)

Hoeffner, SGT Joseph, Military Advisor – 785-309-5440 – [josephh@sjms.org](mailto:josephh@sjms.org)

Holle, MA2 Allen, Military Advisor – 785-309-5440 – [allenh@sjms.org](mailto:allenh@sjms.org)

Garcia, Mrs. Karin, Commandant's Admin. Assist. – 785-309-5437 – [karing@sjms.org](mailto:karing@sjms.org)

Jarrell, SFC John, Military Advisor – 785-309-5438 – [johnj@sjms.org](mailto:johnj@sjms.org)

Kirk, 1stSgt Aaron, Senior Military Advisor – 785-309-5438 – [kirka@sjms.org](mailto:kirka@sjms.org)

McCoy, SGT Casey, Military Advisor – 785-309-5438 – [caseym@sjms.org](mailto:caseym@sjms.org)



McGee, MSG Johnnie, Cadet Life Director – 785-309-5450 – [johnniem@sjms.org](mailto:johnniem@sjms.org)  
Moret, 1SG Felix, Senior Military Advisor (night) – 785-823-7231 – [felixm@sjms.org](mailto:felixm@sjms.org)  
Moret, SFC Felix J., Military Advisor (night) – 785-823-7231 – [felixmj@sjms.org](mailto:felixmj@sjms.org)  
Nunweiler III, CSM Ray, Commandant – 785-309-5420 – [rayn@sjms.org](mailto:rayn@sjms.org)  
Pilgrim, SGT Drew, Military Advisor – 785-309-5438 – [drewp@sjms.org](mailto:drewp@sjms.org)  
Reid, Mr. Mike, Operations Officer – 785-309-5436 – [miker@sjms.org](mailto:miker@sjms.org)  
Risher, SSG Joseph, Senior Military Advisor – 785-309-5440 – [joer@sjms.org](mailto:joer@sjms.org)  
Smith, SSG Derrick, Military Advisor – 785-309-5439 – [derricks@sjms.org](mailto:derricks@sjms.org)  
Stevens, SGT James, Military Advisor (night) – 785-309-7231 – [jamess@sjms.org](mailto:jamess@sjms.org)  
Troiano, SSG Anthony, Military Advisor – 785-823-5439 – [anthonyt@sjms.org](mailto:anthonyt@sjms.org)  
Weishaar, SGT Paul, Military Advisor – 785-309-5439 – [paulw@sjms.org](mailto:paulw@sjms.org)  
Young, 1SG Steven, Senior Military Advisor – 785-309-5439 – [stevey@sjms.org](mailto:stevey@sjms.org)

#### **MILITARY MAIN PHONE NUMBERS**

Main Duty Office – Stevens Center – 785-309-5435, 785-309-5436  
Alpha Company – 785-309-5438  
Bravo Company – 785-309-5440  
Headquarters Co – 785-309-5439

#### **ACADEMIC DEPARTMENT PHONE NUMBERS & E-MAIL ADDRESSES**

Alvarado, Leo, Spanish/ESL – 785-309-5460 – [leoa@sjms.org](mailto:leoa@sjms.org)  
Bagley, Craig, English – 785-309-5428 – [craigb@sjms.org](mailto:craigb@sjms.org)  
Befort, Brandon, Physical Education/Health – 785-309-5487 – [brandonb@sjms.org](mailto:brandonb@sjms.org)  
Befort, Anna, Science/Robotics – 785-309-5446 – [annar@sjms.org](mailto:annar@sjms.org)  
Bilik, LTC Joseph, SAI JROTC – 785-309-5425 – [josephb@sjms.org](mailto:josephb@sjms.org)  
Cerny, Mary, Coordinator of Online Courses – 785-309-5457 – [maryc@sjms.org](mailto:maryc@sjms.org)  
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# 2017/2018 School Calendar

## 2017

June 4 – June 30

Summer Camp 2017

### July

July 27 (Thu) KSHSAA Meeting

### August

August 2 (Wed) Military In Service Begins  
August 7 (Mon) New Staff/Faculty Orientation  
August 9 (Wed) Faculty/Military Staff Communication Workshop  
August 9 (Wed) Battalion Staff & New Boy Training Cadre Return  
August 12 (Sat) Leadership Training/Sports Camp-Old Boy Registration  
August 13 (Sun) New Boy Training/Sports Camp-New Boy Registration  
August 14 (Mon) Begin Leadership Camp/Sports Camp/New Boy Training  
August 21-25 (Mon-Fri) Faculty In-service  
August 25 Mule-Skinner Golf Tournament  
August 27 (Sun) Old Boy Registration  
August 28 (Mon) Forming/Blessing of the 130<sup>th</sup> Corps of Cadets  
August 29 (Tue) Begin 1<sup>st</sup> Quarter

### September

September 23 (Sat) Fe for a Cure 5K

### October

October 5-8 (Thu-Sun) Fall Parent's Weekend  
October 13 (Fri) End of 1<sup>st</sup> Quarter  
October 16 (Mon) Begin 2<sup>nd</sup> Quarter  
October 18 (Wed) PSAT  
October 25 (Wed) Corps "Halloween WOW"

### November

November 11 (Fri) Veterans Day  
November 15 (Wed) Corps/Staff/Board Thanksgiving Luncheon  
November 16 (Thu) Last day of classes before Thanksgiving break  
November 19-26 (Sat-Sun) Thanksgiving Break

### December

December 6 (Wed) Corps/Staff/Board Christmas Dinner  
December 6 (Wed) Lessons and Carols  
December 12 (Tue) End Second Quarter  
December 13-14 (Wed-Thu) 1<sup>st</sup> Semester Exams  
December 15-January 2 Christmas Break

## 2018

### January

January 2 (Tue) Cadets Return/Travel Day  
January 3 (Wed) New Boy Registration

January 3 (Wed)                      Begin 3<sup>rd</sup> Quarter  
January 15 (Mon)                     Martin Luther King Jr. Day

**February**

February 14 (Wed)                    Ash Wednesday  
February 15-18 (Thu-Sun)           Winter Parent's Weekend  
February 28 (Wed)                    End of 3<sup>rd</sup> Quarter

**March**

March 1 (Wed)                         Begin 4<sup>th</sup> Quarter  
March 15 (Thu)                        Last day of classes before break  
March 16-25 (Fri-Sun)               Spring Break  
March 25 (Sun)                        Palm Sunday  
March 30                                 Good Friday

**April**

April 1 (Sun)                         Easter Sunday

**May**

May 4 (Fri)                             End of 4<sup>th</sup> Quarter  
May 7-8 (Mon-Tue)                    2<sup>nd</sup> Semester Exams  
May 9 (Wed)                            Military Field Day  
May 10-12 (Thu-Sat)                 Commencement Weekend  
May 12 (Sat)                            Commencement Exercises

**June**

June 3-June 29                        Summer Camp 2018

*\*Calendar subject to change without notice*