

St. John's Military School
Omnibus of Information
2018-2019



With content from the Cadet Handbook

2018/2019 School Calendar

2018

August

August 1 (Wed)	Military In-service Begins
August 6 (Mon)	New Staff/Faculty Orientation
August 8 (Wed)	Battalion Staff & New Boy Training Cadre Return
August 11(Sat)	Leadership Camp/Sports Camp-Old Boy Registration
August 12 (Sun)	New Boy Training/Sports Camp – NB Registration
August 13 (Mon)	Begin Leadership Camp/NB Training/Sports Camp
August 20-24 (Mon-Fri)	Faculty In-service
August 26 (Sun)	Old Boy Registration
August 27 (Mon)	Forming/Blessing of the 131 st Corps of Cadets
August 28 (Tue)	Begin Firsts Quarter

September

September 22 (Sat)	Fe for a Cure 5K
September 28 (Fri)	Annual Golf Tournament

October

October 4-7 (Thu-Sun)	Fall Parent's Weekend
October 16 (Tue)	End of First Quarter
October 17 (Wed)	Begin Second Quarter
October 17 (Wed)	PSAT
October 31 (Wed)	Corps "Halloween WOW"

November

November 11 (Sun)	Veterans Day
November 14 (Wed)	Corps/Staff/Board Thanksgiving Meal
November 15 (Thu)	Last day of classes before Thanksgiving break
November 16-25 (Fri-Sun)	Thanksgiving Break

December

December 5 (Wed)	Corps/Staff/Board/Friends App. Christmas Dinner
December 5 (Wed)	Lessons and Carols
December 14 (Fri)	End Second Quarter
December 17-18 (Mon-Tue)	First Semester Final Exams
December 19 (Wed)	Faculty In-service.
December 19 - January 2 (Wed-Wed)	Christmas Break

2019

January

January 2 (Wed)
January 3 (Thu)
January 3 (Thu)
January 21 (Mon)

Cadets Return/Travel Day
New Boy Registration
Begin Third Quarter
Martin Luther King Jr. Day

February

February 14-17 (Thu-Sun)
February 28 (Thu)

Winter Parent's Weekend
End Third Quarter

March

March 1 (Fri)
March 6 (Wed)
March 7 (Thu)
March 8-17 (Fri-Sun)

Begin Fourth Quarter
Ash Wednesday
Last day of classes before break
Spring Break

April

April 14 (Sun)
April 21 (Sun)

Palm Sunday
Easter

May

May 3
May 6-7 (Mon-Tue)
May 8 (Wed)
May 9-11 (Thu-Sat)
May 11 (Sat)

End Fourth Quarter
Second Semester Exams
Military Field Day
Commencement Weekend
Commencement

**Calendar subject to change without notice*

ST. JOHN'S MILITARY SCHOOL OMNIBUS OF INFORMATION 2018-2019

TABLE OF CONTENTS

<u>Parent Information</u>	<u>PAGE</u>
Calendar of Events.....	2-3
Contents.....	4
General and Contact Information.....	5
Parent's Association Overview	6
Infirmary Information.....	7-14
Health History, Physical Evals, Consent to Treat, Immunizations	
Dental, Insurance, Insurance, Medical Administration Form	
TB skin test, Flu Vaccine, Additional Infirmary Info	
Sick call, Medical Appointments	
Admission to Infirmary, Emergencies, Medications/Pharmacy	
More Medication Information	
Mental Health, Dental/Ortho, Confidentiality, Resources	
Passes/Vacation/Travel.....	15-20
Visitors/Parent Passes, RON (Remain Overnight) Passes	
Vacation and Transportation	
Departure/Return schedule	
Financial Information and Fees.....	21-22
Terms of Enrollment, Debit/Credit Cards, Damage to School Property, Athletic Shoe Policy, Special Expenses, Storage of Cadet Belongings	
Letters and Packages	22
 <u>Cadet Information</u>	
Quartermaster Information.....	23
Academic Information	24-25
Transcripts, Policies for Transferring Students, Online Access, Credit Recovery	
Cadet Life	26-30
Rules and Regulations, Grievances, Smoking, Drugs/Alcohol	
Computer Policy, Cell Phone Policy	
Electronic Devices, Motor Vehicles, Contraband Items	
Hazing Policy	31
Glossary	32-38
Rank	39

This **OMNIBUS OF INFORMATION** is to assist you in answering those questions that may arise while your son attends St. John's. This booklet will be invaluable to you as a ready reference on many facets of our operations. 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, please consult the Omnibus of Information for an answer.

WHOM SHOULD I CONTACT CONCERNING SPECIFIC MATTERS?

When you feel your Cadet is having a problem, the Senior Military Advisor (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.

MILITARY MAIN PHONE NUMBERS:

Alpha Company, 1SG Jarrell – 785-309-5441
Bravo Company, 1SG Risher – 785-309-5438
Headquarters Co, 1stSgt Weishaar – 785-309-5439

MILITARY DUTY OFFICE:

Deputy Commandant SGM Giles, Operations Director Mike Reid, Admin Assist Karin Garcia
785-309-5435, 785-309-5436

CORPS OF CADET AFFAIRS, DISCIPLINE & MILITARY AFFAIRS:

CSM Raymond J. Nunweiler III, Commandant of Cadets, handles all matters related to a Cadet's personal conduct, disciplinary issues, and behavioral counseling (785-309-5420).

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.

FINANCIAL MATTERS:

Corey Sader can be contacted concerning financial contracts and collections at 785-309-5412.

ACADEMIC TRANSCRIPTS AND GRADES:

Deb Feil, Academic Secretary, debf@sjms.org

DISCIPLINE RECORDS:

Karin Garcia, Admin Assist to the Commandant, karing@sjms.org

FAX NUMBERS:

Main– 785-309-5489; Admissions– 785-823-2701

PARENT'S ASSOCIATION

The SJMS Parents Association is here to answer any of your questions, as well as provide you with support while your Cadet attends St. John's Military School (SJMS). You will find that the Parents Association is a valuable resource and can help make the transition into the St. John's family more comfortable for you.

Along with supporting parents, the Parents Association also aids Cadets at St. John's throughout the year. Funding from the Parents Association assists with providing extra supplies for classrooms, providing extra snacks for travel and sporting events, hiring motivational speakers to encourage the Cadets, and providing additional scholarships.

The Parents Association sponsors events and get-togethers during parents' weekends (October and February); we also host a silent auction to raise additional funds that go directly towards supporting the Cadets. Our membership fee is \$125 and goes directly into sponsoring our Cadets.

From what to expect as a new parent or questions about parents' weekend activities and beyond, we encourage you to reach out to one of our supportive and understanding members. Any SJMS parent or guardian can join the Parents Association. Contact any of the board members below for more information about the SJMS Parents Association and how you can join.

President: Tasha Bergman (773)750-8070 tashabergman@gmail.com
Vice President: Melissa Odegard (651)245-9678 melissa@bebebelladesigns.com
Treasurer: Alisa Leybas (520)869-1512 alisagolightly@gmail.com

INFIRMARY INFORMATION

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 at the cost of the parent/guardian.

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. Parents/guardians are responsible 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. We 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 & 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 & 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; the test 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 consists of video and direct line of sight.

Hours

The Infirmary Nursing Staff will be available on campus M-F 0600-2000. There is always a nurse on call, which is subject to changed based on operational needs.

Nursing Staff

Kilani Houlton, RN Infirmery Director
Stacy Thimgan, LPN

Contact

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

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 Infirmery. 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, including during PT, accountability formations or military activities- Exceptions for 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 Infirmery to receive a PRN/OTC medication via Infirmery 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. Adult staff will notify the nursing staff by phone when sending any Cadet to sick call. Cadets are not to arrive at the Infirmery without a call or the Cadet will be sent back without seeing the nurse and may be subject to corrective action from the Commandant. The St. John's Military School Infirmery is here to provide all Cadets with medical care in a safe, quiet, and supportive environment. To discourage abuse of the Infirmery, please note the following:

- If a Cadet is in the Infirmery 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 Infirmery 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 Infirmery 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. We strongly encourage you 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 Infirmery 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 Infirmary

When required, the nurse will admit Cadets to the Infirmary for observation and care. All overnight admissions to the Infirmary 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 Infirmary 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 Infirmary 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 a Cadet's injury or illness cannot be treated at the school Infirmary, 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

Please DO NOT send medications directly to your Cadet. Please mail any Cadet medication directly to the **Infirmary at St. John's Military School, 110 W Otis Ave. Salina, KS 67401**. Please arrange for your Cadet to have the necessary amount of medication available during the breaks. If medications need to be sent with your Cadet over break, you must provide written or emailed consent to the Infirmary at least two weeks prior to any break.

Pharmacy

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.

All prescription medications, vitamins, supplements, protein powders, pro-biotics 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, 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 and can interact with many medications and conditions, and are expressly not allowed. In the event your Cadet is found to have the any medications supplements or the like listed above in his possession without proper written permission from the nursing staff, he may be subject to corrective action.

Other Prohibited Items

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.

Over the Counter Medication

Over-the-counter medications (or their generic equivalents) are available from nursing staff upon request during medication pass times. Cadets are responsible to be present at the 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.

****We request that all 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.

Mental Health

Central Kansas Mental Health – 809 Elmhurst, Salina, Kansas 67401. Phone 785-823-6322.
Veridian Mental Health- 730 Holly Lane, Salina, KS 67401. Phone: 785-452-4930.

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. Flu vaccination\$30.00
- 2. 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). Disclosure of protected medical information will be limited to those on a need-to-know basis. The Commandant of Cadets works with the nursing staff to provide for the needs and safety of the Cadets as well as the adult staff. Therefore, if the nursing director determines 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. Other designated employees, whose job necessitates access and have signed a confidentiality statement, may have access to portions of records.

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.

PASSES, VACATION, AND TRAVEL

Visitors/ Parent Pass

When planning a visit to St. John's, we recommend 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 Over Night" (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. Karin Garcia at 785-309-5437, email: karing@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. **Cadets are responsible 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 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 a top 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 2018-2019 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 CORRECTIVE 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 activities during Thanksgiving and/or Spring breaks for an additional fee, yet to be determined, charged to parents/sponsors. Contact Mr. Mike Reid with any questions regarding special activities. REFER TO THE TRAVEL INFORMATION BELOW FOR COMPLETE DATES AND TIMES OF DEPARTURE FOR THE BREAKS.

TRANSPORTATION TO SALINA AIRPORT WILL BE PROVIDED AT NO COST. BUS SERVICE WILL BE AVAILABLE TO AND FROM THE WICHITA AIRPORT FOR ALL VACATION BREAKS FOR A FEE. 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. Please 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 - Flights with United Express are available to and from Salina. Parents/guardians are responsible for making the reservations. 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 6:00 AM and prior to 4:00 PM on the departing travel date. All returning flights must arrive after 11:00 AM and prior to 6:00 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.

- 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 appropriate civilian attire.**
- Cadets will report to the SMA 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.

VACATION PERIODS WITH DEPARTURE AND RETURN TIMES ARE LISTED BELOW.

THANKSGIVING:

SALINA AIRPORT BUS: United Express

Depart: 11/16/18: Return to SJMS: On 11/25/18

WICHITA AIRPORT BUS:

Depart: Flights MUST depart airport AFTER 0600 hours and NO LATER than 1600 hours 11/16/18

Return to SJMS: Flights MUST arrive AFTER 1100 hours and NO LATER than 1800 hours 11/25/18

SJMS Campus Break Activities: (TIMES/DATES TBD)

POV (privately owned vehicle):

Depart: After 1600 hours 11/15/18 or before 1200 hours 11/16/18

Return to SJMS: Between 0800-2000 hours 11/25/18

CHRISTMAS:

SALINA AIRPORT BUS: United Express

Depart: 12/19/18: Return to SJMS: On 1/2/19

WICHITA AIRPORT BUS:

Depart: Flights MUST depart airport AFTER 0600 hours and NO LATER than 1600 hours 12/19/18

Return to SJMS: Flights MUST arrive AFTER 1100 hours and NO LATER than 1800 hours 1/2/19

POV (privately owned vehicle):

Depart: After 1600 hours 12/18/18 or before 1200 hours 12/19/18

Return to SJMS: Between 0800-2000 hours 1/2/19

SPRING BREAK:

SALINA AIRPORT BUS: United Express

Depart: 3/18/19: Return to SJMS: On 3/17/19

WICHITA AIRPORT BUS:

Depart: Flights MUST depart airport AFTER 0600 hours and NO LATER than 1600 hours 3/8/19

Return to SJMS: Flights MUST arrive AFTER 1100 hours and NO LATER than 1800 hours 3/17/19

SJMS Campus Break Activities (TIMES/DATES TBD)

POV (privately owned vehicle):

Depart: After 1600 hours 3/7/19 or before 1200 hours 3/8/19

Return to SJMS: Between 0800-2000 hours 3/17/19

COMMENCEMENT:

All Cadets **must depart** campus no later than 6:00 AM Sunday, **May 12, 2019**. **The campus will close at that time.**

POV (privately owned vehicle): Depart: After 1300 hours 5/11/19

SALINA AIRPORT BUS: Depart: flight departs 0500 hours 5/12/19

WICHITA BUS:

Depart: Flights **MUST** depart airport after 0700 hours and no later than 1200 hours 5/12/19

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. **Travel to the Wichita Airport outside of St. John's suggested travel times will result in extra transportation charges.**

FINANCIAL INFORMATION AND FEES

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.

If a Cadet is dismissed, the parent or guardian shall remove the Cadet from the St. John's campus within 48 hours or the school reserves the right to make arrangements to return your Cadet to his home of record at the parents' expense.

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.* **St. John's will not be responsible for lost, stolen, or missing items if belongings are stored at the school.**

Special Expenses

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

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.

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

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

Please note that the amount charged to a Cadet's account in August and September will be higher due to the initial issue of uniforms and 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.

ACADEMIC INFORMATION

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 22. 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.

Online Access

You have total access to your son's life on campus at St. John's Military School by logging on to <https://stjohns.myschoolapp.com>. This is St. John's "TANK portal" (total access network konnection). You will have anytime access to your son's assignments, grades, upcoming activities, military information, schedules, handbooks, etc. You can also send and receive messages from anyone connected within the TANK portal.

Your username and password will be assigned to you during your son's admissions process.

Should you have questions or problems with accessing the TANK portal, please contact our help desk at <https://sjms-tank-support.on.spiceworks.com/portal/tickets>

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, St. John's utilizes online curriculum that is monitored by a teacher during the school day. The credit recovery program costs \$500 for the first class and \$300 for each following credit recovery course. Please seek approval from the Academic Dean prior to enrollment in an online class.

CADET LIFE

Rules & Regulations

Parents/guardians need to be aware of the rules and regulations that are in effect and vigorously enforced, and are asked to support the regulations at all times in order to assist in maintaining an acceptable state of morale in the Corps. Cadets who breach the regulations will be subject to corrective action in accordance with regulations as outlined in the Cadet Handbook.

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.

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 corrective 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 corrective action to include dismissal and referral to civil authorities by the Commandant.

The use, possession of, or distribution of illegal narcotics, drugs, controlled substances, synthetic substances, and simulated controlled substances is against the law and is strictly prohibited. Drug paraphernalia is also prohibited including, but not limited to: all equipment and materials of any

kind which are used, or primarily intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance. Prohibited abuse of toxic vapors is possessing, buying, using, smelling or inhaling toxic vapors with the intent of causing a condition of euphoria, excitement, exhilaration, stupefaction or dulled senses of the nervous system. 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 corrective 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 high school Cadets 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 will result in the loss of the privilege as outlined in the Cadet Handbook. All computers must be 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 may have their personal cell phone on campus. In the interest of Cadet development, Cadets will have access to their cell phones Saturday and Sunday after brunch until dinner. Only Cadets in good standing academically and behaviorally will be able to use their cell phones during these times. Cadets are not authorized to take their cell phones with them while on pass-gate. The following leaders have access to their cell phones during the week: C/BC, C/XO, C/CSM, C/S-3, C/Company Commanders, and C/First Sergeants. These Cadets are considered key leaders within the Corps of Cadets and may use them as tools to communicate more efficiently.

Each company will keep a record of cell phone numbers. Corrective action will be taken for abuse and misuse of cell phone privileges, to include social media. This policy provides parents control and oversight of Cadet's digital activities and better communication among families. Access to a personal cell phone is a privilege and can be revoked by the school or at the request or by a Cadet's parent or guardian. St. John's is not responsible for lost, stolen, or broken cell phones. It is each Cadet's responsibility to inform the adult staff and his guardians of such a case immediately.

1. Cadet phones will be available for use on campus during Saturday and Sunday pass gate times only; Cadets may not take their cell phones off campus during pass gate.

2. Cadets may take their cell phones off campus during SJMS activities only if approved by the sponsor of the activity.
3. Cell phones may not be used in any way that circumvents any other policy of SJMS.
4. Cell phones must be turned in to their MA by dinner mess on Saturday and Sunday.
5. Possession of an extra cell phone, which has not been registered with an SMA, is considered a violation of the cell phone policy and will be acted on accordingly. Cadets may not lend, borrow, sell or purchase any cellular phones.
6. Cadets on the D&F list will not receive cell phone privileges while they are listed on the D&F list.
7. Cadets who are serving a corrective action will not be permitted cell phone privileges.
8. Cadets who violate the policy by posting inappropriate content on the internet, will lose the use of their personal phone for the rest of the school year.

Electronic Devices (Authorized)

All Old Boy Cadets will be allowed to have certain electronic devices in their rooms (see Contraband section for a list of items not permitted at St. John's.) All authorized electronic devices must be 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, and as such, 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.

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.

Contraband Items

The following items 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 corrective 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-cig juices-will be destroyed**
- Drug, Alcohol, and/or Tobacco advertisements or promotions, including clothing
- Dining facility equipment (cups, silverware, etc.)
- Darts and blow guns, tattoo needles
- 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
- Video or 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 or video cameras, iPod Classic (any generation) or similar devices; electronic tablets, iPads 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, cordless phones, communications equipment or devices including antennas, aerials, ground wires, transmitters, listening devices, and walkie-talkies. Exceptions to this list can only be made by the Commandant.
- 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
- Paintball markers, paint ball air tanks
- Fireworks of any type, ammunition, explosives of any type, shell casings
- Weapons (all types), whips, paddles, clubs and razor blades-outside of or removed from disposable shavers, knives (all types), chains, handcuffs, martial arts equipment
- Candles, colored lights, lava lamps, rope lights, etc.

- Pornography (Commandant's definition)
- 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
- Any type of archery equipment
- Permanent dye markers, all tapes except scotch tape, liquid white out
- 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
- Weeds, plants of any type, plant seeds of any type
- Synthetic or liquid cannabinoids or bath salts
- 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
- 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 with nursing staff approval), and high altitude training masks
- Any literature subversive to the US Government or church or any ethnic group, occult or neo-Nazi material
- Unauthorized rank insignia, Letterman or Spartan jackets
- Animals, reptiles, birds, insects and fish
- Personal furniture, carpet or rugs, shop projects in barracks, FOOTLOCKERS
- Civilian clothing except when authorized by the President and Commandant of Cadets
- Property belonging to another person or unauthorized possession of school property

ST. JOHN'S MILITARY SCHOOL POLICY STATEMENT REGARDING HAZING

SUBJECT: Policy Letter on Hazing

1. Hazing, in all forms, is unacceptable behavior and will not be tolerated at SJMS.
2. 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.
3. 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 cause. Mental hazing is not tolerated and will result in serious corrective 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.
4. 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.

5. 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.

GLOSSARY OF TERMS

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

ACU - Army Combat Uniform

AMS (Advanced Military Skills) - A program combining both the 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 and Decorations - Ribbons, badges and other accoutrements 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 form of consequence for violation of rules and regulations whereby the Cadet receiving the consequence performs work related activities (grounds policing, raking leaves, cleaning) for a specified period of time.

Blue Beret - Distinctive headgear awarded to both Middle School and Upper School Cadets for academic excellence.

BMS (Basic Military Skills) - A program combining the mental and physical aspects of the Military (for middle school Cadets)

Board of Trustees - Governing body of the school.

CA Uniform- An SJMS casual attire uniform consisting of khaki or black pants with a short sleeve polo shirt or white dress shirt.

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 which hears cases involving serious breaches of student discipline.

Cadet Patrol - Cadets who help maintain order and discipline at functions attended by the Corps of Cadets. They are our "Military Police", and are identified by the red berets they wear.

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 insure that problems are addressed at the lowest possible level.

Civil Air Patrol - Air Force auxiliary volunteers.

Clem Ferris Hall - The barracks building located south of Stevens Center. 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 have 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. Also referred to as a "hook sheet".

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 Cadets except New Boys.

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 the Jack Vanier Hall: used for Corps parades.

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". They are identified by their black campaign style or "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 hourly increments usually in the Dining Facility.

First Call - That time in the morning when Cadets are awakened, usually at 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.

Freedom Tree Ceremony - A ceremony at Commencement where the Seniors pay tribute to the memory of Major Pugh by laying a wreath at the Freedom Tree.

GI - General inspection

Guidon - The identification flag of a unit.

Hazing – 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.

Headgear - Military jargon for hat, cap, beret, etc.

Honor Code - "Honesty-Dignity-Pride: none can exist without the other, nor will the absence of any be tolerated"

Honor Company - The company of Cadets which through discipline, leadership, and participation has been named best overall company for the entire year. Given at Commencement.

HOOAH (who-a) - slang used primarily by elite soldiers such as the Infantry; referring to or meaning anything and everything except “no.”

Impact Zone - The paved area directly in front of the 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, the Battalion Staff, and Corps of Cadets.

JROTC - Junior Reserve Officers Training Corps.

Linger Hall - Named for Lyman J. Linger, the Cadet Battalion Commander in 1926 and outstanding benefactor of St. John’s Military School.

Marching Tours- A form of corrective training for violation of rules and regulations whereby the Cadet receiving a consequence of marching around a designated area for a specified period of time.

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.

Muleskinners - Mascot of St. John’s Military School and name of St. John’s athletic teams.

NCO - Non Commissioned Officer; Corporal through Command Sergeant Major.

NCOIC-Non Commissioned Officer in Charge

New Boy - A first time Cadet at St. John’s, still in the initial period of training.

OD - Order of the Day; a daily schedule of events beginning at First Call and ending at Taps. Posted on each bulletin board on each floor in all companies, and on St. John’s website.

OIC-Officer in Charge

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

Parent's Association- An organization comprised of faculty, staff, and parents with the purpose of enhancing Cadet life.

Parents Weekend - A four-day period (Thursday, Friday, Saturday, Sunday) held in October and again in February, set aside for visitation by parents.

Pass - Authorization, for a short period of time, to leave the campus area and visit establishments, facilities within the city of Salina.

Pass in Review - A formal military ceremony to inspect the Corps.

Perkin's Field - The football field dedicated to former Commandant, Colonel R. V. Perkins.

Persona Non Grata - Persons who are not welcome on the St. John's Military School campus.

Personal Gain - The act of acquiring something

Private in Training (PIT) - an internal company correction whereby an old boy may be designated a private in training after discussion between Senior Military Advisor and company leadership.

Profile - Written by the nurse when a Cadet is restricted from a normal activity due to medical reasons.

Quadrangle - That area between Clem/Ferris Hall, the Stevens Center Duty Office, and the Quartermaster store. Also known as the "grinder".

Quartermaster - St. John's Military School's sales facility for uniforms and uniform related items, school books and supplies, necessary toiletries, etc.

Quarters - The individual room occupied by each St. John's Cadet.

Raiders – A team of Cadets that compete nationally and focus on leadership, citizenship, and physical, mental, and emotional wellness

R.A.T. - Rehabilitative Attentiveness Training; a program assigned to Cadets who violate Class I regulations or who habitually violate lesser regulations.

Restriction - A form of consequence for violation of rules and regulations involving the Cadet restricted to a certain area for a specified period of time; i.e. campus, barracks, or room.

Retreat - The ceremony 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 Juniors returning for their Senior year are presented their class rings by a person of their choosing, usually a parent.

RON - Remain Overnight; a type of special pass.

Round Room - See "Battalion Assembly Area"

Saber - A sword with a hand guard and curved blade, carried by Cadet officers and the Cadet Command Sergeant Major in formations and at ceremonies.

Sage Hall - A dormitory housing middle school 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.

Senior Military Advisor (SMA) - The adult assigned to a company, who has been assigned overall responsibility for good order, discipline and safety of all Cadets within that company, by the Commandant.

Sick Call - A formation scheduled three times a day for Cadets to receive meds and/or medical attention.

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

Skirmisher - The St. John's Military School newspaper.

Smoky Hill Museum Day Parade - An annual historical 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.

Spit Shine - The process of shining footwear using polish and moisture.

Spring Break - A period of time in the spring, about nine days, usually in March, when the school is closed and all Cadets are required to go home.

Stevens Center - The building housing the JROTC classrooms, barber shop, dining hall, kitchen, Infirmary, nurse's quarters, military offices, and rifle range. Named for Charlie Stevens, SJMS Trustee.

Table Head - 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 stands formation.

Uniform of The Day - Required dress as listed daily in the Order of the Day.

Vanier Academic Center - The building housing SJMS academic headquarters, business offices, academic offices, and classrooms. Named for John J. Vanier, a school benefactor and patron.

Veinticinco (Spanish for "25")- An immediate form of consequence for violation of rules and regulations; 25 pushups.

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



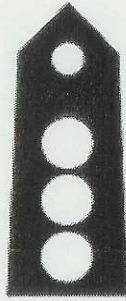
CADET
COLONEL



CADET
LIEUTENANT
COLONEL



CADET
MAJOR



CADET
CAPTAIN



CADET
FIRST
LIEUTENANT



CADET
SECOND
LIEUTENANT

INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



CADET COMMAND
SERGEANT MAJOR



CADET
SERGEANT MAJOR



CADET FIRST
SERGEANT



CADET MASTER
SERGEANT



CADET SERGEANT
FIRST CLASS



CADET STAFF
SERGEANT



CADET
SERGEANT



CADET
CORPORAL



CADET PRIVATE
FIRST CLASS



CADET
PRIVATE