

Maur Hill – Mount Academy

Student Handbook

2022 – 2023

A Maur Hill-Mount Academy student should be an individual who can be trusted. The student uses Catholic values, the Gospels, and the Rule of St. Benedict to guide his/her life. The student should always show respect to his/her fellow students as well as faculty and staff. The student is responsible for appropriate behavior and appearance on or off campus, remembering he/she represents Maur Hill-Mount Academy at all times.

Mission Statement

Maur Hill-Mount Academy is a Catholic, international, college preparatory school educating young men and women in the Benedictine tradition.

Contact Information

Mr. Phil Baniewicz, *President* philb@mh-ma.com
Dr. Cameron Carlson, *Principal* ccarlson@mh-ma.com
Ms. Whitney McGinnis, *Assistant Principal/Athletic Director* wmcginnis@mh-ma.com
Mrs. Anne Faucett, *Admissions Director* afaucett@mh-ma.com
Mr. Mike Galley, *Director of Residence Life* residencelife@mh-ma.com

Telephone Numbers:

School Office (913) 367-5482
School Fax (913) 367-5096

Dorm Office Phones

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Howard Hall Second Floor (913) 367-5482 ext 138
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E-mail - admissions@mh-ma.com

Web site - www.mh-ma.com

The policies and guidelines set forth in this Student Handbook are subject to revision by the administration of Maur Hill-Mount Academy without previous or written notice.

Nondiscrimination Policy

Maur Hill-Mount Academy admits students of any race, color and national or ethnic origin and gender.

Benedictine Core Values

Jesus Christ

We believe in the love of Jesus Christ and the faith revealed to, and handed down by, the Roman Catholic Church to grow in a relationship with Jesus by using the gifts of faith and reason to see and do things the way God does.

"The love of Christ must come before all else." RB 4:21

Community

We believe in service to the common good, respect for the individual, virtuous friendship, and the Beatitudes to demonstrate good will, humility, trust, accountability, justice, faithfulness, obedience, peace, and discipleship.

"They should each try to be the first to show respect to the other." RB 72:4

Conversion of Life

We believe *conversatio*, a commitment to personal conversion or growth, positively transforms life to pursue continual self-improvement, seeking the truth each day, joyfully beginning again and again, and hoping in God.

"Your way of acting should be different from the world's way." RB 4:20

Love of Learning

We believe rigorous scholarship in the liberal arts, rooted in the monastic tradition, leads to the discovery of truth to strive for wisdom lived in responsible awareness of oneself, family, society, nature, and God.

"We intend to establish a school for the Lord's service." RB P:45

Listening

We believe seeking counsel and listening should lead to wise resolution and action to engage all members of the community on important matters so leaders make good decisions.

"Call the whole community together and explain what the business is; and after hearing the advice, ponder it and follow the wiser course." RB 3:1-2

Excellence Through Virtue

We believe that a daily discipline and practice of virtue leads to learning, freedom, and greatness to personally strive for excellence in all things, practicing cardinal and theological virtues until they become habit.

"That in all things God may be glorified." RB 57:9

Hospitality

We pledge to uphold the dignity of every human person from the beginning of life to its natural end to be open to the multitude of persons in the human family, God's greatest treasure and our greatest resource.

"No one is to pursue what is judged best for oneself, but instead, what is better for someone else." RB 72:7

Stability

We believe in a commitment to one's vocation in a daily rhythm of life following St. Benedict and St. Scholastica to develop a balanced way of life and love for the people and place along with fidelity to its traditions.

"Never swerving from his instructions, we share in the sufferings of Christ to also share in his kingdom." RB P:50

Stewardship

We believe the Lord God made all things and called them good to care for creation and the goods of this place, our time, talent, and treasure, as gifts from God.

"Regard all utensils and goods as sacred vessels of the altar." RB 31:10

Prayer and Work

We believe our *Ora et Labora* cooperates in God's plan to make all things new, to always be in conversation with God through prayer and value the dignity of all work and human activity.

"We believe that the divine presence is everywhere. . . They live by the labor of their own hands." RB 19:1-48:8

Maur Hill-Mount Academy Faculty

2022 – 2023

Campus Minister	Mr. Christian Wessel (cwessel@mh-ma.com)
Communication and Media	Ms. McKenna Moes (mmoos@mh-ma.com)
Counselor	Ms. Whitney McGinnis (wmcginnis@mh-ma.com)
English Language Arts.....	Mr. David Glynn (dglynn@mh-ma.com)
ESL	Mrs. Addrienne Raplinger (araplinger@mh-ma.com)
Fine Arts	
Art.....	Ms. McKenna Moes (mmoos@mh-ma.com)
Music.....	Ms. Caroline Christie (cchristie@mh-ma.com)
Drama.....	Ms. Caroline Christie (cchristie@mh-ma.com)
Guidance Counselor	Mrs. Anne Holt (aholt@mh-ma.com)
Library Media/Resource	Mrs. Yvette Korbelik (ykorbelik@mh-ma.com)
Math.....	Ms. Madeline Hoffman (mhoffman@mh-ma.com)
.....	Mr. Luke Noll (lnoll@mh-ma.com)
	Mrs. Sarah Peitsch (speitsch@mh-ma.com)
Para-professional.....	TBD
Physical Education.....	Mr. Zack Fredrickson (zfredrickson@mh-ma.com)
Sacramental Minister.....	Fr. Jay Kythe, OSB (chaplain@mh-ma.com)
Sciences.....	Mr. Luke Sanders (lsanders@mh-ma.com)
	Mrs. Sara Noll (snoll@mh-ma.com)
Social Sciences.....	Mrs. Katie Asher (kasher@mh-ma.com)
	Mr. Christian Wessel (cwessel@mh-ma.com)
SLT (Structured Learning Time)	Mrs. Sarah Peitsch (speitsch@mh-ma.com)
Theology	Mr. Manuel Hernandez (mhernandez@mh-ma.com)
	Br. Placidus Lee, OSB (brplacidus@mh-ma.com)
World Language.....	Mr. John Newman (jnewman@mh-ma.com)

Maur Hill-Mount Academy
Board of Directors
2022 – 2023

Ms. Kathy Kohler, '77 Chairperson
Mr. Dave Domann, '71 Vice-Chairperson
Mr. Brian Smith, Secretary
Mr. Kevin McDermed, Treasurer

Abbot James Albers, OSB
Mrs. Jan Clements-Miller '76
Mr. Billie Ellis '69
Dr. Anthony Goetting '76
Mrs. Janelle Hegarty '80
Fr. Jeremy Heppler, OSB
Sr. Maria Heppler, '64 OSB
Mr. Shane Hundley '95
Mr. Christopher Hunter '89
Mr. Joe Koechner
Mr. John Kuckelman
Mrs. Brenda Levinsky '76
Sr. Helen Muetting, OSB
Mr. Dan Pombo '88
Mrs. Shanae Randolph '97
Ms. Carol Rogers '67
Ms. Theresa Worman '89

***Live the Faith,
Pursue the Truth,
Strive for Excellence!***

As a parent, who do I contact when . . . ?

- *When do I contact a teacher?*

Contact your student's Teacher through school email or through the school office when you have questions about academic performance, grade on a progress report or report card, issues regarding classroom activities, or homework. (All email addresses are on our website, www.mh-ma.com.)
- *When do I contact the counselor?*

Contact the Counselor (Ms. Whitney McGinnis) through her email or through the school office when you have information about your student that may impact placement or schedules, classroom performance, academic assistance, or co-curricular participation, e.g., long-term illness, family difficulties, etc. You should contact her when planning college visits if your son/daughter is a junior or senior or you have questions about ACT or SAT testing.
- *Which school official do I see when I have a question about...?*
 - Contact the Office Manager (Mrs. Chanda Koechner) when calling in your student as absent or tardy, when your student has a doctor's appointment during the school day, or when your student is taking medication. (Medication must be turned in to the school office.)
 - Contact the Business Manager (Mrs. Debbie Schneider) when you have a question about your tuition or lunch fees.
 - Contact the Principal (Dr. Cameron Carlson) when you have questions about grades, semester exams, attendance, classroom issues (after speaking with the classroom teacher involved), and issues regarding the enforcement of the student code of discipline and dress, and student behavior at school-sponsored events.
 - Contact the Athletic Director (Ms. Whitney McGinnis) when you have questions about athletic and co-curricular (non-athletic) programs, and issues surrounding athletic department affairs. Please note that all concerns about your student's participation in inter-scholastic team events should first be brought to the attention of the coach.
 - Contact the Director of Admissions (Mrs. Anne Faucett) when you have a question about student enrollment, financial aid, and the student withdrawal process.
 - Contact the Director of Residency (Mr. Mike Galley) when you have a question about a boarder coming to your home for a visit or for anything involving our boarders.
 - Contact the President (Mr. Phil Baniewicz) when you have a question about the Board of Directors, the overall direction and vision of the school, or development.
 - Contact the Sacramental Minister (Fr. Jay Kythe) when you have a need for the Sacraments and spiritual advice.
 - Contact the Campus Minister (Mr. Christian Wessel) when you have a question about retreats, school liturgies, campus ministry, youth activities, or community service.
 - Contact the Director of House System (Mr. Christian Wessel) if you have questions about the House System.

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Absences/Attendance

Overview of Kansas Law and Maur Hill - Mount Academy Policy

The compulsory education law of Kansas requires students to be in school every day unless excused by the administration and is explicit in its definition of valid excuses for missing school. Being absent for such reasons as vacations, sporting events and activities where the student is not a participant, shopping or baby-sitting is not acceptable. If it is absolutely unavoidable, then parents should follow the pre-arranged absence policy listed below.

Parents are reminded that absences, whether excused or not, handicap the student, impose a burden on teachers who must deal with special assignments, make-ups and special instruction, and hinder the normal progress of the entire class. To obtain the maximum benefit from a school, students are expected to be punctual and regular in attendance.

The school shall take attendance daily and maintain a record of all absences and tardies. Parents should contact the school prior to an absence or tardy and request that their child be excused that day. The Director of Residence Life will contact the office about boarders who are absent. If a boarder parent

desires his/her child to miss any academic classes, he or she must contact a school administrator, as well as the residence center in advance. The school, however, retains the right to determine which absences and tardiness will be excused, which will not, and appropriate consequences for unexcused absences. Parental approval of an absence does not necessarily make the absence an excused absence.

Absence Policy

If a student is going to be absent for any part of the day, parents must contact the office at 367-5482 no later than 8:30 a.m. on each day of absence. If a parent does not call in, the school will attempt to contact the parents to verify the whereabouts of the student.

We will be strictly enforcing the attendance policy as listed: The primary purpose of being absent is for personal illness or death and emergency within the family. Absences for other reasons must have advance approval.

Prompt and regular attendance at every scheduled class and approved activity is considered the responsibility of the student. Students are required to attend all their scheduled classes and Independent Learning Times. Excess absences to classes could result in no credit given for that course.

Appointments / Early Dismissal

Students must have a permission slip from the office to leave class or school.

- 1) Parents must call the front office at 367-5482 to allow the student to be issued a permission slip.
- 2) At the time of dismissal, the student must sign out with the front office.
- 3) Upon their return to school, the student must present written documentation from the appointment in order for their absence to be excused.
- 4) No written notes will be accepted for early dismissal.
- 5) A student who must leave school due to illness or other emergency **MUST** check out through the front office. The parent/guardian will be called who will then give permission for the student to leave school. Upon return, the student is required to go through the same procedure as for admission following an absence.

College Visitation

Juniors will be allowed two days of excused absences for a college visit. Seniors will be allowed three days. Other absences due to a college visitation may be considered to be unexcused. All college visits must be completed by April 1 for juniors and May 1 for seniors.

Students seeking an excused absence for college visitation are required to comply with the following or be considered as unexcused:

- 1) Supply a written statement from the college to be visited that acknowledges the student's upcoming visitation. This statement is to be presented to the counselor at least one week prior to the visitation. It is to be written on letterhead stationery or provide other verification from the college to be visited and state the date of the visitation.
- 2) No excessive absences for the semester in which the visitation is to take place.
- 3) Visits may not occur on a day of an all school event (testing, retreats, service days, etc.) or during the month of December. This also holds true on days before or after a school calendar vacation or extended weekend.
- 4) The school calendar provides for extended weekends through the school year. Students are encouraged to schedule college visits during these times so as to eliminate the need to interrupt as student's learning process.
- 5) Parental written permission is required.
- 6) Obtain a college visitation sheet and have teachers sign indicating work to be made up. This form must be returned to the counselor at least two days prior to the visit for approval.

Extracurricular Activities

School related absences (i.e., sport/activity competitions and field trips) do not apply to the attendance record. Students are expected to report to school on time every day regardless of the extracurricular

activities in which they participated the night before unless given special permission from the administration.

Extended Absences

Extensions may be granted by the administration for the following reasons:

- 1) A student is absent for five (5) or more consecutive school days for the same medical reason. A doctor must verify the diagnosis.
- 2) A student is absent for seven (7) or more days for the same medical problem or condition (i.e. surgeries, repeated hospitalization, etc.)
- 3) A student is absent five (5) or more consecutive days for a family emergency. The parent and administration will discuss the emergency and the administration will have the final decision on the validity of the reason.

All extensions and the length of those extensions are contingent upon the judgment of the administration.

Family Vacations

Vacations are discouraged during the school year. At times, circumstances call for students to accompany their family on trips during the school time. With special request from the parents, the days missed may be used as vacation time with the family but it must have the administration's advanced approval. The school calendar provides for extended weekends through the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a student's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. This also holds true on days before or after a school calendar vacation or extended weekends.

We strongly recommend that students be present each day in order to get the best education we can offer as a school and committed staff.

Final Exams

No student will be allowed to take finals early except for documented illness or death in the family. Vacations are not excused. The unexcused absence guidelines will apply. If there are any questions, students and parents must visit with the administration.

Illness

Ordinarily, absences due to the illness of a student will be excused. The school, however, reserves the right to dismiss any student when, in the opinion of the administration, these absences have become so excessive as to jeopardize the formation of Christian leadership or academic growth of the student.

Maximum Absences Allowed

A student's absence from the classroom learning experience disrupts the continuity of the student's instructional progress. The benefits of classroom instruction include class discussions, teacher presentations, and student collaboration and participation. Many of the benefits are lost during extended absences and cannot be entirely regained even by after-school instruction. Thus, school attendance is necessary and Maur Hill - Mount Academy requires regular attendance in compliance with state law. The State of Kansas expects schools to have an attendance rate above 90%. By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. Furthermore, Kansas Statute 72-1113 requires school administrators to report to SRS or the County Attorney students who are inexcusably absent from school for all or a significant part of three (3) consecutive school days, or five (5) school days in a semester, or seven (7) school days in a year, whichever occurs first. The administration is responsible for determining whether an absence/tardy is excused or unexcused. Any work missed or due is left to the discretion of the teachers' policy of when it would be due upon the return of the student.

Students should understand that attendance in school is a requirement for attendance at or participation in any extra-curricular activity. Students must be in attendance all day to participate in any extra-curricular activities (There are exceptions to this rule such as field trips, college visits and doctor/dentist appointments. Final approval for eligibility for this policy will be granted by Administration at Maur Hill - Mount Academy.

Maur Hill - Mount Academy will follow all Kansas Department of Health and Environment guidelines for the purpose of school attendance and activity participation.

Unexcused Absence

The school retains the right to determine which absences and tardiness will be excused and which will not. Parental approval of an absence does not necessarily make the absence an excused absence. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for unexcused absences. No assignment will be given in anticipation of the unexcused absence.

Attendance Policy in Credit Bearing Classes

When a student has missed more than six (6) dates of any credit bearing class in a semester, the student may be required to make up work after school or in mandatory Structured Learning Time (SLT). If a student meets the six (6) dates threshold, the student will be required to meet with a school attendance committee to devise a plan of action for their future attendance. When a student has missed more than ten (10) dates of any credit bearing class in a semester, the school may withhold credit. There are students whose chronic health condition or other education needs makes regular attendance difficult. Such needs are to be substantiated in a Health Plan or Learning Plan, and the attendance requirement may be adjusted accordingly. All absences, including excused absences for illness, funerals, appointments, etc. count toward the maximum of 10 absences. Absences for school sponsored activities and sports do not count toward the total.

Tardy Policy

Students are expected to be on time to school and to their classes. Promptness is an important value that has many life-long implications and natural consequences.

Beginning of the School Day

A student is tardy when he or she fails to be in class when school begins for the day. Students late to school must go to the front office and receive an admit slip. When a student is tardy, the student has the following options:

- 1) Excused tardy – Only medical or dental appointments, verified by a note from the doctor's office, count as an excused tardy.
- 2) Unexcused tardy – All other reasons will be considered unexcused. This includes, but is not limited to, car trouble, oversleeping, stopped by a train, or witnessing an accident.
Level one: When a student has reached a maximum of five (5) first hour tardiness in a semester, the student will receive a 30-minute work detail.
Level two: After being tardy five (5) times in a semester, the student will receive a one (1) hour work detail for every two (2) subsequent first hour tardy for the remainder of the semester.
Level three: After being tardy ten (10) times in a semester, a parent conference may be held. A student may be put on a contract after frequent tardiness.
- 3) Missing 20 minutes of class is considered an absence so the unexcused absence policy will take effect when a student arrives after 20 minutes of school beginning.

Tardy to Class Other than Beginning of the School Day

A student is tardy when he or she fails to be in class when the class begins as is determined by the teacher. The teacher of the class in which the student is tardy will deal with the lateness. Excessive class tardiness may lead to additional disciplinary action at teacher or administrator discretion.

Academics

Academic Assistance (ILT, MLT, SLT)

ILT, MLT, and SLT are described as Individual Learning Time, Mandatory Learning Time, and Structured Learning Time. Here we will lump them as Academic Assistance. Academic Assistance is available to students throughout the course of the school day during their ILT. Teachers and parents may assign students to attend Academic Assistance in the form of MLT or a SLT. Students may also attend without being assigned by a teacher or parent. Before and after school are always times available for Academic Assistance and will be given priority over extra-curricular activities. Seniors having ILT at the 8:00 and 2:30 time, with signed parent permission, may arrive late or leave early.

Academic Probation or Failure

Students are placed on probation when it is determined by the administration they are not working to their potential. This probationary status will be reviewed at the end of each quarter. This review will result in one of the following actions: removal from probation, continuation of probation, or dismissal. A student who receives three or more F grades in any semester, who has a G.P.A. below 1.75, or who is in violation of his or her academic probation may be dismissed.

Class Schedules

Maur Hill-Mount Academy holds pre-enrollment each spring. At the start of each semester class changes will be made only when it is deemed to be in the best interest of the student. Students wanting to make class changes need to pick up a form in the counselor's office. Any changes need to be discussed with the counselor in consultation with teachers and parents. No student-initiated change will be allowed after the first week of each semester.

College Credit Courses

Students with a 3.25 cumulative GPA or with teacher permission may enroll in courses taught through Benedictine College (BC) for Advance College Credit (ACC) at Maur Hill-Mount Academy or BC's campus. These courses require additional fees such as enrollment, tuition and the purchase or rental of books. Students need written permission from parents in order to drop an ACC class. Some courses may have enrollment maximums, which may prevent some students from being able to enroll. In the event that there are more students interested in a class than what enrollment allows, student GPA and prior courses will be taken into consideration.

College Selection and Post-graduate Planning

College representatives visit the school regularly during lunch or after school. Their arrival times are announced and posted. If the representative arrives during school time students must be passing all classes and have a written note from their classroom teacher or from the counselor to attend. Representatives of the Armed Services also visit students in the school. Materials from many schools are made available in the counselor's office.

Curriculum

Course selection can be found in the Program of Studies, posted on our website. Curriculum taught in the classrooms help students to become college and career ready.

Homeschool / Part-time students

Students who attend our school on a part time (less than 7 hours) or homeschooled basis are unable to receive a Maur Hill-Mount Academy diploma. Students are able to walk at graduation receiving their homeschool diploma at that time. Due to the nature of our curriculum, graduating seniors falling under this category will only be able to receive awards for ACT, SAT, and subjects.

Deficient Credits

Deficient credits may be earned through online courses via Greenbush. The student and parents are responsible for the cost and completion of the course. Teachers are available for assistance with the course but are not directly responsible for completion and grade. Visit the counselor for the options available. These credits cannot be used to gain athletic/activity eligibility in the following semester.

Finals

Semester finals are given at the end of the first and second semesters for each course taken. These finals are cumulative based upon the coursework completed throughout that semester.

Grades

Grades are given in each class. At the end of the semester, PowerSchool will show the final grades and parents are free to print them. Parents may request a hard copy report card to be sent to them from the school. International boarding students will have grades emailed to them. Transcripts and access to PowerSchool may be withheld from any student not meeting their financial obligations to the school. A student is expected to work for the highest grade commensurate with his or her God-given gifts and talents. Not only does a student experience the pride and satisfaction that comes with working to one's potential, but students who realize a high level of academic achievement have many more options open to them when they begin the process of choosing a college or university.

Final semester grades are the only grades that go on a student's permanent transcript.

Parent Grade Checks/PowerSchool

Parents may check on their student's progress online at PowerSchool, <https://mh-ma.powerschool.com/public/>. Our teachers do their best to keep grades current. While we encourage parents to check on their student's progress, we also caution parents against checking too often, as changes are not made daily. Please note, via the syllabus provided, how each teacher grades. Initial user ids and passwords will be provided following registration. Near the end of each semester, PowerSchool may be closed for viewing for those students not meeting financial obligations to the school.

Grade Point Average

Maur Hill-Mount Academy figures GPA on a 4.0 system. The following chart indicates the number of points received for regular and college/AP level courses:

College/AP Level

4.25 4.00 3.50 3.25 3.00 2.50 2.25 2.00 1.50 1.25 1.00

Honors/Regular Classes

4.00 3.75 3.25 3.00 2.75 2.25 2.00 1.75 1.25 1.00 0.75

Grading Scale

A = 94 – 100	B+ = 87 – 89	C+ = 77 – 79	D+ = 67 – 69	F = 59 and below
A- = 90 – 93	B = 84 – 86	C = 74 – 76	D = 64 – 66	
	B- = 80 – 83	C- = 70 – 73	D- = 60 – 63	

Graduation Requirements

Refer to the *Program of Studies* found at the Maur Hill - Mount Academy website. When a student is admitted to Maur-Hill Mount Academy, graduation requirements state the minimum expectation required to earn a high school diploma from MHMA. Graduation requirements remain in effect until the student graduates, based upon their admitted year. Program of Studies from prior years are accessible via the website for the current academic year and the prior three academic years.

Homework

Homework is an essential part of the academic process, and not completing such work on time is unacceptable. Teachers may require students missing homework to remain after school and/or to attend MLT or SLT.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends through the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a student's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

We strongly recommend that students be present each day in order to get the best education we can offer as a school and committed staff.

Missed Homework Due to Illness or Excused Absence

Students who are absent due to illness will be provided sufficient time to make up any work missed. Students need to get with their teachers to discuss when items missed will be due. Students will need to turn in any pre-assigned work upon their arrival back to school. Students are also asked to go to Google Classroom in their absences to attempt to keep up while absent. This will help them in the long run, especially for a lengthy absence.

Honor Roll

Those with a 4.0 GPA for the grading period receive Distinguished Honors. Those with a 3.5 or above receive Principal's Honors, and those between 3.25-3.49 receive High Honors. A grade of "F" or having an incomplete prevents a student from being on the honor roll. A release will be sent to the local paper. Parents not wanting their child's name released must notify the school in writing by September 1st.

National Honor Society

Induction into the National Honor Society (NHS) is an honor that the faculty accords those students who have demonstrated scholarship, service, leadership and character. The minimum requirements for consideration are a cumulative GPA of 3.5, no D's or F's and 25 service hours.

Replacement Credits

Students may not take core curriculum courses, department courses required for graduation, from other schools while enrolled at Maur Hill-Mount Academy. Many students wish to get ahead, but often the summer courses or on-line courses do not have the depth that attending a regular classroom setting would provide the student. If there is a valid reason for a student needing to take a core curriculum course other than at Maur Hill-Mount Academy, this must be approved by the principal before enrollment in the course. Failure to do so will result in the course (credit) not being accepted.

TOEFL/ACT/SAT Testing

Students will be responsible for registering themselves before the deadline to take the TOEFL (Test of English as a Foreign Language) test online for one of the dates scheduled at our testing site. Those taking the TOEFL test will be grouped together on the dates selected. Failing to register before the deadline for the selected testing date will result in the student having to wait for the next testing opportunity. Registration for the ACT and the SAT tests will follow the same procedure.

Transcript of Credits

Senior transcript of credits will be sent to colleges upon request of the student, if the student is in good financial standing. Two copies will be mailed without charge; for each additional copy a fee of \$5 will be charged. To acquire transcripts, students need to go through their Parchment account.

Translator Policy

Any device/app/website with the capability to translate may NOT be used for testing and quizzing though there are exceptions as some recognized standardized tests allow their use. Many translators have the Internet and the capability to save information.

Translators, to a point, can also be a hindrance to the student's use of English. By not being allowed to use translators at every opportunity, we are forcing the students to practice and work on their fluency and grammar in regards to English.

Valedictorian and Salutatorian

Valedictorian and Salutatorian will be announced at the senior awards night and at graduation. The following criteria must be met for consideration for valedictorian and salutatorian. They must complete the Kansas Regents Scholars Curriculum requirements for graduation, have a GPA of 3.9 or higher, and have an ACT score of 24 or higher or a SAT score of 1090 or higher. The recipients must be students in good standing, which includes good discipline, positive involvement in school activities and promotion of a positive school climate.

Vo-Tech Enrollment

In-district student seniors are permitted to schedule classes at the Northeast Kansas Area Vocational Technical College. This is done in consultation with the Counselor in the spring of the preceding year. These students take required classes at Maur Hill-Mount Academy.

Accreditation/Memberships

Maur Hill-Mount Academy is accredited through and/or members of the following organizations:

- Cognia, North Central Association, Commission on Accreditation and School Improvement
- Kansas Department of Education
- National Catholic Education Association
- Secondary School Admissions Test Board
- Small Boarding School Association
- Catholic Boarding Schools Association

Activities

Activities Eligibility

Any student who participates in any extra-curricular activity must maintain scholastic eligibility. Any student receiving an F or failing to maintain a grade point average of at least 2.00 will be issued an eligibility warning.

Students will only have one-week of a probation period to improve their grade/average. If a student then fails to raise his/her grade/average to the required level, he/she will be ineligible for participation for one week. Ineligible students will be evaluated weekly to ensure satisfactory progress. No further probation periods will be allowed. During this time of ineligibility, the student will practice, but not suit up, compete, or miss classes for extra-curricular activity.

Students must follow the Absence/Attendance policy in the front of this handbook to participate in any extra-curricular activities on that day. Family commitments, such as a funeral, will be considered on an individual basis. A student who leaves school due to illness will not be allowed to participate in extra-curricular activities that day.

Maur Hill – Mount Academy is a member of the Kansas State High School Activities Association (KSHSAA) and abides by its guidelines. According to these regulations a student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the administrative team, is not in good standing, which includes good discipline, positive involvement in school activities and promotion of a positive school climate and is ineligible for a period of time as specified by the administrative team.

Any student charged with illegal activity will be ineligible to participate in athletic contests and practices, along with school activities (i.e., school social events, dances, house competitions, attendance at school/sporting events, or anything beyond the daily academic day) until the matter is fully resolved, including penalty (i.e. period of detention, fine, court costs) and special condition of probation (i.e. restitution, community service, counseling, etc.). Depending on the severity of the activity and after a review by the discipline board (*Discipline Board* p. 21), the ineligibility may be extended or dismissal from team, club, or school may result. The discipline board reserves the right to reinstate a student for participation in practices and school activities should it be warranted.

Each student is responsible for notifying the school of any and all situations that would affect eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be deemed ineligible for participation in athletic contests and school activities (i.e. school social events, dances, house competitions, or anything beyond the daily academic day) until review by the discipline board.

Activities' Spectators

Rule # 52 of the KSHSAA requires schools to work diligently to create an atmosphere of good sportsmanship and citizenship at all activities. These statements are to be guidelines for all:

- 1) Be courteous to all.
- 2) Know the rules, abide by, and respect the officials' decisions.
- 3) Win with character and lose with dignity.
- 4) Display appreciation for good performance regardless of the activity.
- 5) Exercise self-control and reflect positively upon yourself, your activity and your school.
- 6) Permit only positive behavior to reflect on your school and its activities.

Extra-curricular Activities

A variety of extra-curricular activities are available for students attending Maur Hill-Mount Academy. Students may not be dismissed early to attend extra-curricular activities that are not sponsored by the school; the unexcused guidelines will be followed.

Admissions

Admissions Policy

The administration reserves the right to approve or deny admission or re-enrollment to a student for any reason at the sole discretion of Maur Hill-Mount Academy administration. This includes a student whose fees and tuition contract is in default. Inquiries on this matter should be directed to the Admissions or Business Office.

Admissions Status

Students who apply for admission to Maur Hill-Mount Academy will be evaluated for placement. The administration will make the final decision upon various criteria, which may include but is not limited to: an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Campus Ministry

All School Masses

Maur Hill - Mount Academy is a community of faith, defined by our communion with Christ and His Church. Religious formation is an integral part of our mission as a school. To encourage spiritual growth among our students, faculty, and staff, All School Masses will be held weekly and all students are required to attend. Boarders on campus during the weekend participate in Mass. Other religious services (retreats, prayers, communion services, Bible studies) are included through the religion department and Maur Hill-Mount Academy campus ministry. Students are encouraged to become involved in all facets of religious activities.

Retreats

Every student at Maur Hill-Mount Academy will attend an all-school retreat at the beginning of each semester. These retreats will be an integral part to building a stronger community and faith life at Maur Hill-Mount Academy. We will also provide an additional retreat for each class.

Stewardship (Service) Requirements

Stewardship is the giving of your time, talent, and treasure for the help of others. Our goal is for students to put their faith into action by using their time and talent to do acts of service, accepting nothing in return. A deeply meaningful service teaches stewardship while service hours are doing hours to just complete a requirement. Students will receive information concerning stewardship at the beginning of each school year and information concerning the use of their time and talents over the summer prior to school being dismissed.

Students must complete a total of **120 hours** (30 hours per academic year) over the course of their four years of enrollment at Maur Hill - Mount Academy (this number will be adjusted for students who enter MH-MA after the start of their cohort's freshman year). Students must complete a minimum of five (5)

hours per non-profit organization where students serve. Students may choose to devote their entire service project to one organization, but may not submit less than 5 hours for any one service project location. No more than 60 hours may be completed at Maur Hill - Mount Academy. Work completed for other obligations at school (such as NHS, etc.), is not allowed to be submitted as part of the service project requirements. All hours must be submitted by **April 15th of a student's senior year**. **Stewardship hours are required for graduation from Maur Hill – Mount Academy.** Should a student fail to complete their service project hours by the due date, that student may not be allowed to participate in graduation exercises, and the diploma and transcript will not be released until the required hours have been submitted.

Distinguished Service: Students are encouraged to serve beyond the minimum requirements. As part of their distinguished service, a student will be awarded a service honors cord if they complete and submit a minimum of **200** service project hours by **April 15th** of their senior year (this number will be adjusted for students who enter MH-MA after their freshman year).

Code of Conduct

Alcohol and other drugs

Maur Hill – Mount Academy observes Kansas and federal laws as well as Atchison city ordinances regarding the use of tobacco, drugs, and alcoholic beverages. (All laws prohibit the use of tobacco by those under 18 and the use of alcohol for those less than 21 years of age.) Furthermore, MH-MA will not tolerate the use, possession, distribution, buying, or selling of alcohol, illegal drugs, drug paraphernalia, or the misuse of prescription or nonprescription drugs on school grounds, at school functions, school sponsored events, or inter-scholastic events.

Consequences

First Offense

1. The student will be subject to a mandatory out of school suspension between three (3) and ten (10) days, or the possibility of expulsion.
2. The student must submit to a drug screen, at the expense of the student, parent or guardian. Additionally, the student must complete a program at an approved drug or alcohol treatment center. The student may be asked to participate in an approved drug/alcohol awareness program and a certificate of completion provided to the school. Future random testing of the student for drugs and/or alcohol may be required at the expense of the student, parent or guardian.
3. If the student participates in school activities, the student will be suspended for a total of 25% of the contests and/or activities in which the student is currently involved. If the student is not participating in a sport or activity during the season in which the violation occurs, the student's suspension will begin on the first day of the season in which the next activity in which he/she participates is held.
4. For drug violations under this policy, the student will not be eligible to practice or participate in any way with the activity until a clean drug screen has been received by the school, and the school has received verification that an initial assessment has been completed by an approved treatment center. The purpose of this provision is to ensure that the student is not impaired by any substance while participating in practices or activities.

Second Offense

1. The consequences under items 1 & 2 for the 1st offense noted above will be in effect.
2. The student will be suspended for an entire season and/or activity. If the season has already started, then the suspension will carry over to the next activity in which the student participates until the total suspension equals one full season.
3. The consequence under item 4 for 1st offense noted above will once again be in effect.

Third Offense

1. The consequences under items 1 & 2 for the 1st offense noted above will be in effect.

2. The student will be no longer be eligible to participate in any sport or activity for remainder of the student's career at Maur Hill-Mount Academy.

Maur Hill – Mount Academy reserves the right to conduct drug and alcohol screenings as it deems necessary and at a cost to the student. Refusal to take the test when asked will be an admission of guilt and consequences will be assigned accordingly. Canine searches of school buildings, vehicles parked on campus and school property may also occur without notice.

Bullying

Maur Hill-Mount Academy is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. Recognizing that all men and women are created in the image and likeness of God (Gen 1:26-27), we strive to treat every person with the love of Christ, bearing witness to our baptismal call (Jn 13:34-35). This Catholic environment that we seek to build will be free from harassment, intimidation or bullying. If any such behaviors do occur, it will be dealt with effectively in a Christ-like way.

“Harassment, intimidation or bullying” means any intentional gesture or threat creating an intimidating environment for a student, staff member, or parent toward a student or by any student, staff member, or parent toward a staff member that substantially interferes with the education process or substantially disrupts the orderly operation of the school. A parent is defined to include a guardian, custodian, or other person with authority to act on behalf of a child. A staff member means any person employed by the school. (HB 2261)

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

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. False reports of or retaliation for reporting harassment, intimidation or bullying also constitute violations of this policy.

Prevention

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

Procedures

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

Discipline

Discipline will be tracked and managed through a demerit system. All students are required to carry a demerit card and present it to a staff member upon request. Failure to present a demerit card could result in an automatic detention and demerits being recorded on the student's card. Lost cards will be replaced by a card at the next level and suffer those consequences. Damaged demerit cards will be replaced without charge if remnants are brought in and one demerit will be assessed against the student from where they were left off. Students are only allowed this option once. If a student damages a second one, they are bumped to the next card and suffer those consequences.

The demerit system is an excellent tool for parents to monitor their student's behavior; parents are encouraged to monitor demerits closely.

One demerit will be given for most offenses, such as dress code violation, tardiness, non-shaving, etc. More than one demerit can be given at a time if the offense warrants or other inappropriate behavior or conduct unbecoming a student in a Catholic school. Every five demerits will result in a 30-minute work detail after school. Each card completed increases the amount of work detail by 30-minutes. After the third card a parent conference may be held. A student may be put on a contract after frequent cards have been submitted.

Some offenses will warrant an automatic detention and more serious offenses will be given a SLT or out-of-school suspension/work detail or a hearing before the discipline board.

Detention Period

Detention is period of reflection allowing the student to consider their actions and to build successful plans for working toward expectations. Detentions will last for thirty minutes and will take place before school on designated days. Subsequent assigned detentions may involve after school work detail. Detention will be held for violations of school rules. More serious violations will result in other consequences to be determined as needed.

Expulsion from School

A student may be expelled at any time for serious misconduct either as the result of a Discipline Board decision or by the administration. Students expelled from Maur Hill-Mount Academy are not allowed to return to the Maur Hill-Mount Academy campus or to any school activity for the remainder of the academic year. If the student elects to return to the campus, law enforcement will be notified.

In-School Suspension

Students who are placed on in-school suspension will be given both class assignments to complete and work detail.

Off-Campus Behavior

Student behavior off school grounds is clearly the responsibility of parents and the student. Parents are expected to supervise their children and support the intent of the school's rules while the student is off campus so the student does not receive mixed messages and become confused. Also, parents should support the philosophy and values of the Catholic Church at all times. If it becomes clear to administrators that the student's and/or parents' behavior does not embrace and support these values, philosophies and rules, the student may be asked to withdraw from Maur Hill-Mount Academy.

Out of School Suspension

When the administrative team deems it necessary, a student may be suspended from class and sent home one or more days or provided with work detail at school during these days. This form of suspension is used infrequently and will be done only after parents have been notified. Before the student is allowed to return to class, a meeting between parents, student, and school officials will be required to define expected behavior. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments.

Teacher Detention

Individual instructors, for their own students, will hold teacher detention in a timely manner. Students who fail to serve an instructor's detention will serve additional detentions or be referred to the administration for further disciplinary action.

Discipline Board

A Discipline Board composed of the principal and at least two (2) school representatives meet as necessary throughout the school year. Parents will be notified if the student is required to meet with the

Discipline Board and will have the option to appear for the conference with the Board. They will be notified in writing concerning the violation and the results of the Discipline Board meeting.

This decision may be taken to the Appeal Board composed of the President and two (2) different school representatives. The Discipline Board may determine the following consequences:

- 1) In-School Suspension/work detail.
- 2) Out-of- School Suspension/work detail.
- 3) Expulsion.
- 4) Any other response deemed appropriate by the Discipline Board.

Disciplinary Probation

Students placed on disciplinary probation by the board of discipline have a specified period of time to “prove” their good citizenship. During this time period, they must observe the terms of probation or face dismissal from school. Any other major violation is grounds for that dismissal.

Honesty in Academic Work

Maur Hill-Mount Academy students are expected to display academic honesty and integrity at all times and to refuse to tolerate academic dishonesty on the part of other students. Students should be aware the following behaviors are dishonest:

- ✓ Giving and receiving unauthorized assistance on a test;
- ✓ Copying another student’s homework or allowing your homework to be copied—this would include computer generated homework or assignments;
- ✓ Giving false reasons for making up late work or tests;
- ✓ Re-submitting work that has been completed for another class;
- ✓ Falsifying laboratory data;
- ✓ Submitting work that has been copied (wholly or partially) from a book, the internet, magazine, etc. without crediting the author;
- ✓ Stealing tests or using tests stolen by another student; and
- ✓ Witnessing academic dishonesty and not reporting it;

Consequences for academic dishonesty may include, but are not limited to, a loss of credit for the assignment or test, academic probation, or class failure.

Language

Students should use appropriate language at all times. They are expected to respect all students, faculty, staff, parents, and visitors. Profanity, inappropriate or abusive language or racial, sexual, or other similar insults are not allowed and consequences will be given.

Searches

Maur Hill-Mount Academy reserves the right to search the autos, lockers, book-bags, and other personal possessions of all students and guests without parental consent while they and their vehicles are on school property. Student vehicles also may be searched when these students are attending school events on or off campus. Students are also subject to drug and alcohol testing.

Stealing

Stealing from one another or from the school may result in being called before the Discipline Board and dismissal from school. Students should always have all personal items marked with their name and are responsible for securing valuables at school.

Student Pregnancy

Acts of premarital sex are serious sins. When sexual misconduct results in pregnancy, the school’s response reaffirms its respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young woman and a young man when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly or condoning sexual misconduct.

Policy

Any student pregnancy requires a careful analysis of the student's current status and presents the possibility of unique circumstances that require consideration. The administration has the responsibility for considering the specific circumstances regarding any pregnancy and determining the parties' future attendance at the school.

Tobacco

All Maur Hill-Mount Academy students and their guests are prohibited from smoking on or in sight of campus. Use of tobacco is prohibited in school vehicles and on school-sponsored trips, as is the possession of tobacco or tobacco paraphernalia. Possession of tobacco or tobacco paraphernalia will result in confiscation and a smoking fine. Students with the smell of tobacco upon the breath or on the hands will receive a smoking fine. If more than one student is found in a bathroom stall, they will each receive a smoking fine. All smoking fines begin at \$200. Those caught providing tobacco products to others will receive a \$300 fine. Each additional offense will face a doubling of the previous fine.

Electronic cigarettes and related products

All Maur Hill-Mount Academy students and their guests are prohibited from utilizing electronic cigarettes (other related products such as e-cigs, vapes, e-hookahs, vape pens, electronic nicotine delivery systems [ENDS], Juuls, etc.) defined by Kansas law as a battery-powered device, whether it's shaped like a cigarette or not, has nicotine or not. Possession will result in confiscation and fines beginning at \$200. If more than one student is found in a bathroom stall, they will each receive a smoking fine. Each additional offense will face a doubling of the previous fine.

Weapons and Other Contraband

Kansas law prohibits the possession (even in vehicles) of firearms on campus with the violator being dismissed from school. Students are also banned from having an air gun, slingshot, knife or other weapon on campus. Fireworks are also not permitted. These items will be confiscated from students.

General

Book bags and backpacks

All book bags, backpacks, purses, etc. carried must fit under the desk/chair in the classroom so it does not block any walkways or present a tripping hazard/safety concern. The preference is they are inside the student's assigned locker and remain there during the school hours.

Building

The building is open from 7:15 a.m. to 4:15 p.m. Outside doors remain locked at all times except for the main entrance. Guests must enter through the front doors and report to the Office.

Students waiting for a ride must wait by the front door or, if after 4:15, outside or in the library. Students must be picked up by 4:15 p.m. unless they are participating in a team or group activity, in which case they need to proceed to the area where the team is meeting or the activity is taking place.

The library will be open until 5:00 and any students at that time need to proceed to St. Leo's Lounge until 6:15. Maur Hill-Mount Academy is not responsible for unsupervised students prior to 7:15 a.m. or after 6:15 p.m.

Cafeteria

Lunch in St. Michael's Cafeteria is available to all Maur Hill-Mount Academy students and is not open to students from other schools without prior administrative approval. Day students may purchase a hot lunch or bring a sack lunch. All students are to eat their lunches, whether hot or cold, in the cafeteria or picnic tables just outside the cafeteria. No meals are to be eaten in the administration building or other areas of the campus with the exception of a meeting called by a teacher and/or administrator. Students are not to go to their cars or dorm rooms during their lunch hour.

No cafeteria utensils or food are to be taken from the cafeteria. Students are to follow the cafeteria rules and obey all cafeteria workers. Students must follow dress code rules while in the cafeteria. Hats are not to be worn inside the building.

Students must have their student ID, which are issued at the beginning of each school year. If lost, replacement cost is \$5. After a brief grace period, students will need to bring a sack lunch until a new card is obtained.

Food Deliveries

Food deliveries from local restaurants or other students will not be allowed during the school day unless prior approval by administration has been granted.

Lunch Period

All students are required to remain on campus during the lunch period and must be in a designated lunch area. Only parents or grandparents may pick up their student/s at lunch. College-age siblings may take their sibling to lunch upon parental and administrative approval. Friends may not accompany students going out to lunch with relatives.

Cars and Other Motorized Vehicles on Campus

All students who drive to school must park their vehicle on campus. A registration permit must be purchased for \$20 and needs to be displayed in the vehicle when parked on campus during the school day. If a student loses this permit, he/she must pay \$5 for a replacement. A \$20 fine will be given for each day a parking pass is not present on a student vehicle. If another vehicle is driven, inform the front desk.

Students are to park only in marked parking spots not designated for other purposes. All four tires must be in the space and on the pavement. Students should not park in the lot north of the Academic Building, in designated Visitor Parking spots, nor in front of the Roost. On campus speed limit is 20 mph. Vehicles should only drive in places designed for vehicles. Refer to *Reckless Driving* section below for consequences due to not following these rules. Vehicles of students who become repeat parking offenders may be towed. School administrators have the right to search automobiles parked on campus at any time with or without the student and/or parent's permission.

Freshmen and sophomores will park in the lower lot by the greenhouse. Junior and seniors will park in the upper parking lot around the quad and by the dorms.

Emergency Safety Interventions

Maur Hill-Mount Academy is committed to serving students with a variety of needs. Regardless of identified student needs, any student at some point in time could manifest problem behaviors. Creating a safe and faith filled environment for all our students is our primary concern. Through the implementation best practices, prevention and de-escalation strategies most behaviors are able to be addressed without incident.

However, on extremely rare occasions, a student's behavior may escalate to the point where the student's actions may present an immediate potential for causing harm to persons or property. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Effective April 19, 2013, Kansas law requires that any learning environment, including nonpublic schools, put into place policies and procedures for the use of Emergency Safety Interventions for all students. The only time the use of seclusion or physical restraint is permitted at Maur Hill-Mount Academy is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed.

Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is **PROHIBITED**. Chemical

restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is PROHIBITED at Maur Hill-Mount Academy.

In order to use physical restraint (standing or seated) with a student, a school employee should be trained to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Safe Crisis Management (SCM) program. Karen Kroh, Associate Superintendent for Student Services, is a certified trainer in SCM and is available to train school employees as requested by the principal.

Physical restraint does not include physical escort (temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out, for the purpose of inducing the student to walk to a safe location).

Seclusion, when used with a student, means ALL of the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless supervised by a school employee at all times.

Time-out is not seclusion. Time out is defined in the regulations as a behavioral intervention in which the student is temporarily removed from a learning activity without being confined.

In-school suspension is not seclusion. In-school suspension does not involve the student being isolated from adults and peers and thus does not meet the definition of seclusion.

In the event a parent is concerned about the use or implementation of Emergency Safety Interventions on their child, the parent has the right to file a formal complaint with the Principal, Pastor or School President. Upon receipt of a complaint, the Principal or President will schedule a hearing.

Electronic Devices

Maur Hill - Mount Academy recognizes how much technology impacts the world, and how electronic devices can create addictive behavior as witnessed at MH-MA. The focus at MH-MA is preparing students to excel once they leave MH-MA. Part of this is a better understanding on the usage of electronic devices. Students must place silenced cell phones and smart watches in their locker during the school day. At the teacher's discretion, teachers may allow the instructional use of personal communication devices and will let students know when to bring them. After the instructional activity, students must return them immediately back into the lockers. The Technology Usage policy outlines appropriate use of bring your own devices.

User Agreement

- 1) I understand carrying an electronic device is a privilege and not a right.
- 2) I accept full responsibility for bringing the electronic device to school. The school will take appropriate action should the electronic device be lost or stolen, but the school will not be liable for the electronic device.
- 3) I understand I need to be on the school's wireless network while using the electronic device at school.
- 4) I understand I will receive a school email address and therefore any correspondence between teacher, staff, administration or other student will be using this email address. The email address will be deleted from the system within six (6) months of completing my time at Maur Hill-Mount Academy.
- 5) I understand that each teacher has the right to create their own electronic device user policy within their classroom and I will follow those rules. Failing to follow classroom rules can result in disciplinary action. The use of any electronic device during any type of exam without teacher approval will be considered cheating and the cheating policy will apply.

- 6) I can use cell phones and smart watches before school or after school as long as I am not tardy to class or creating a disruption. Otherwise, they will remain in my locker during the school day.
- 7) I will not use any electronic devices during lunch and they will remain in my locker during this time. One exception: International students may plan arrangements with the front office to use their phone to call home.
- 8) I understand electronic devices of any kind containing a camera cannot be used in locker rooms, restrooms, or any location that would violate another's privacy.
- 9) I understand if I take a photo/video, which violates another's privacy, I could face both school punishment and/or criminal charges.
- 10) I understand by calling/texting another student with threats, etc. I could face criminal charges.
- 11) The first violation of this agreement the teacher may pick up my electronic device; bring it to the front office where it will be held until the end of day. My device can be taken to an administrator where I can pick it up after serving a morning detention with an administrator. For five (5) school days, the phone will be checked in at the front office and returned at the end of the day. It will not be checked out for use during lunch. Extra-curricular is not a part of the school day.
- 12) The second violation my electronic device will be taken to the front office and returned at the end of the day. For 20 school days, the phone will be checked in at the front office and returned at the end of the day. It will not be checked out for use during lunch. Extra-curricular is not a part of the school day.
- 13) The third violation my electronic device will be taken to the front office and returned at the end of the day. For the rest of the semester, the phone will be checked in at the front office and returned at the end of the day. It will not be checked out for use during lunch. Extra-curricular is not a part of the school day.
- 14) Failure for student to turn in proper electronic device will result in electronic device loss for the semester.

Field Trips

Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral expectations.

Before going on a field trip, a form, provided by the staff member, needs to be on file. Students who fail to submit the proper form will not be allowed to participate in the field trip. A letter, email, or fax stating a student may attend will be accepted as a proper form in certain situations. Parents always have the right to refuse to allow their student to participate in a field trip.

Financial Obligations

All financial obligations are managed through the Maur Hill-Mount Academy Business Office. All payments (tuition, lunch, etc.) must be current for a student to have access to PowerSchool, grade reports and transcripts until said payments are brought up-to-date or an arrangement has been made with the business office.

Fire, Smoke Alarms

Adequate provision has been made in the school building and other campus facilities for fire and smoke alarms. These are not to be tampered with by students. According to city ordinances a \$250 fine is assessed for setting off a fire alarm or fire extinguisher without just reason. A second violation could also bring dismissal from Maur Hill-Mount Academy.

Fire, Tornado, Crisis Drills

The law in Kansas, Senate Bill 128, states schools must hold four (4) fire drills, two (2) tornado drills, and three (3) crisis drills each school year. Students and staff are to move as directed by signs posted above room doors. Personal items are to be left behind.

Internet/Computer Network

Computers connected to the network with Internet accessibility are found in the computer lab, library, and in many classrooms. These computers are intended for academic purposes only. Students, along with their parents (or in the case of boarders, their prefect) must sign a Technology Use Agreement before being allowed to use the network at Maur Hill-Mount Academy. Any device used on campus by students must be logged into the MH-MA system, including platform used for CIPA security. Violation of this agreement or other computer rules may mean the banning of the student from using any computer or any other device that is connected to the network as well as other appropriate disciplinary action. Computers and other electronic devices used in the classrooms are for instructional/learning purposes only. Devices may be confiscated if used to visit sites not approved by the teacher.

Library/Common Rooms/Hallway

The library is open on most days from 7:15am-4:15pm for student use. Computers are available for student use in the library or to be checked out for a class and must be checked back in prior to attending the next class. Computers may not be checked out for the whole day.

The reading of books, magazines, and newspapers for pleasure is encouraged and are available to checkout. Those who lose or damage books or magazines are fined and required to pay replacement costs.

When in the Library and Common Rooms, students should conduct themselves in a manner that enables others to work undisturbed. Headphones or listening devices may be used with one earpiece only. Students are to move quietly and show respect for staff and other students. Discussion must be limited and done in a private way unless in an area designated for educational group work.

Hallways are for purposeful movement. Voices during a passing time should be low as to show respect for the classes still in session. Students doing walking laps must follow the same guidelines as library and other common areas.

Lost and Found

Student and staff should turn in to the library textbooks and articles of clothing left in classrooms or the gym. Announcements are made and owners are encouraged to claim the items. Students are advised to have their names in all books and clothing. Maur Hill-Mount Academy is not responsible for lost, stolen or damaged property.

Lost Property

Lost or stolen property should be reported immediately to the front office. Students/parents are encouraged to notify police in case of substantial loss, which might be covered by insurance. Maur Hill-Mount Academy is not responsible for the replacement of lost or stolen property. Putting items in locked lockers is a good preventative measure.

Reckless Driving

For the safety of our students, faculty, and staff, reckless driving will not be tolerated on campus – this includes speed. The speed on campus is 20 mph. The following consequences will be applied:

1st offense – Administration will speak with student.

2nd offense – Administration will speak with student and parents and a detention will be assigned. The student will lose on-campus driving privileges for five (5) days.

3rd offense – The student will no longer be allowed to drive on campus during the current academic year.

Telephones

In emergencies students may use the office phone during the school day. Parents who need to reach a student may leave messages with the office staff. Parents are asked not to call the student's cell phone or text their son/daughter during the school day.

Textbooks

Textbooks are rented from Maur Hill-Mount Academy and are returned at the end of the year. Texts that are damaged or lost must be paid for before end of semester access to PowerSchool is available and transcripts or report cards are released. Some courses require students to purchase books for their personal use, which are not textbooks, to help in their learning skills. Students in college courses, whether at MH-MA or Benedictine, may be asked to rent or purchase textbooks in the same manner as a college student. These textbooks will not be the schools' responsibility but the student's.

Health

Health Policies

The goal of the MH-MA health policy is to promote health and wellness. Students that are healthy emotionally, physically and spiritually are academically more successful. The MH-MA health policy works in partnership with the students, their families, the health care providers and the MH-MA community.

Health Records

The State of Kansas requires that all students be adequately immunized and in compliance with state statutes before attending school. Maur Hill - Mount Academy will adhere to the Kansas state law of insuring all students' compliance with the current immunization statutes. MH-MA has adopted the policy, as set forth in K.S.A.72-5211a, which allows for exclusion of pupils, from school attendance, who has not complied with the immunization laws.

A current immunization record must be filed in the front office. This is a record that contains copies of current immunizations and health notes gathered throughout the school years. Anytime your student obtains a new immunization, please send written notice from the physician so we may keep this health file current.

Students, who participate in athletics including dance and cheerleading, must have an annual physical. The Kansas State High School Activities Association (KSHSAA) physical form must be used. This form can be located off of the KSHSAA website or from the MH-MA athletic director. Each student must have an emergency health form on file in the Athletic Director's office.

A student who becomes ill or injured during the school day must report to the front office. Students can be sent home only after parent/guardian permission is granted.

Medications at School

State law allows students in grades K-12 to carry and self-administer emergency medications (inhalers and Epi-Pens) for asthma or allergy under the supervision of school personnel. (HB 2478) Any student needing to carry an asthma inhaler or an Epi-Pen must have proper paper work on file in the front office. **Students are not allowed to carry any medication (including any over-the counter medication) with them on school grounds unless the proper paperwork is on file.**

Concussions:

A health item that is often addressed is concussion protocol. MH-MA will only follow the written directions provided by health care providers, namely certified trainers and doctors.

Communicable Diseases:

Students must be fever free for over 24 hours before returning to school. They must be free of any vomiting or diarrhea for at least 24 hours. If there is any question of Pink-Eye, please consult your physician before sending your student to school. These precautions are for your student's protection as well as for the protection of the students and staff at MH-MA.

Student Leadership

House System

Upon enrollment at Maur Hill - Mount Academy, each student will be placed in a House, a community made up of students from all grades, in which he/she will remain for the duration of his/her time at Maur Hill - Mount Academy. The Houses, which are largely student-led, exist to provide pastoral care for students, to strengthen the school community, and to form students in leadership roles. They also ensure each student's personal, academic and spiritual growth is nourished by encouraging strong relationships with House faculty.

Executive Board

The Executive Board consists of the Head Boy, Head Girl, and House Captains. The Board organizes events and communicates student concerns to the administration.

Head Boy and Head Girl

Each spring an interview process will take place for those upcoming seniors interested in applying for the position of Head Boy and Head Girl. Students are chosen by a combination of faculty and student vote, application review by administration, and evaluation of the interviews.

House Captains

Upcoming seniors may apply for the position of House Captain and are chosen by a combination of application review by administration and evaluation of the interviews.

Family Leaders

The House Master/Mistress selects Family Leaders after a review of their applications, observation of applicants leading a family, and with confirmation from the administration.

House Cup

Throughout the school year, the Houses compete in various competitions. The points earned in these competitions make up each House's point total. Monthly winners will be given various rewards. The House with the highest point total at the end of the school year will be awarded the House Cup.

Parent Life

Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Parental Custody

Maur Hill-Mount Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Parents Club

Parents Club provides much needed support in time, talent, and treasure. The Parents Club is made up of parents of current Maur Hill – Mount Academy students. Through this stewardship, the school saves money that otherwise would be required to accomplish a need. With the cost of our tuition being almost half of what it takes to truly educate your student, we ask families give 15 hours of their time and talent to the school through the Parents Club. There may be times when you are asked for an individual talent outside of the Parents Club format, this will also be counted towards your 15 hours. Parents can always opt-out of doing the hours and pay \$25 for the hours not worked. This would be acceptable, though the preference is the giving of your time and talent in helping the school.

Parent/Teacher Conferences

Frequently parents wish to speak with teachers individually to discuss their child's progress. The Principal is most willing to contact teachers and to provide them with any additional information that may be pertinent. To make teacher appointments, parents should contact their student's teacher(s). The Principal is available to sit in on parent-teacher conferences if requested.

Any concerns should be handled at the lowest possible level. Parents should first attempt to address the concern with the teacher and only after such attempts have failed, should administrators be contacted. Scheduled parent/teacher conferences will occur in the fall and by teacher request in the spring.

Residential Requirement

Non-boarding students are required to reside with their parents or legal guardian. Residency cannot be divided between parents' home and any other household not the primary residence. Parents are required to contact the school to communicate any residential changes.

Home-School Communication

Email

Email is a very common way to get information out to parents. Please have your current email address on file in the front office and add us to your contact list to ensure you receive our emails.

Facebook and Twitter

Another way to learn about the happenings at Maur Hill - Mount Academy is through our Facebook page and Twitter (@MHMAravens).

Telephone

Please feel free to contact any staff member by calling the main office at 913-367-5482. We do ask if you are attempting to contact your student to please leave a message at the front office instead of calling or texting them directly.

Textcaster

Through the generous sponsorship of Exchange National Bank we have an additional communication tool delivering important news as text messages directly to parents' mobile phone, wireless PDA or pager. Textcaster phone numbers are deleted each year prior to school beginning. Sign up for Textcaster by visiting our website and click on "Raven Alerts". Step-by-step instructions are given for registering.

Weather

The decision to cancel or delay school because of inclement weather should be made by 7 a.m. and will be announced by KAIR (1470 AM, 93.7 FM) radio, by text message via Textcaster and by email to parents and students.

Student Life

Bring Your Own Device (BYOD)

1. Students may bring their own laptop computer for use in classrooms. This Bring Your Own Device model holds particular advantages for students – not only does the program respond to personal device preferences of students and their families, it replicates the environment students will encounter in their college classrooms.
2. If students are unable to bring a device, there are limited numbers of laptops and desktops available for students to use for a short time during the day.
3. Minimum device requirements:
 - a. 6 hr. minimum battery life
 - b. 7" minimum screen size
 - c. Headphone jack
 - d. Microphone (built-in or external)

- e. Camera (built-in or external)
- f. Ability to access wireless internet on campus
- g. Ability to run Google Chrome browser
- h. Ability to access Google Mail/Google Drive/Google Classroom
- i. For Windows and Apple laptops minimum operating system (OS)
 - 1. Windows XP SP3
 - 2. OS x 10.6 for Apple
- j. Verified auto-updating anti-virus

Dormitories

Students, including boarders, are not to enter the residence halls during the school day without permission from the school office.

Dress Code

The purpose of the Maur Hill - Mount Academy dress code is to give students a feeling of equality, provide a visible sense of school unity and identity, and contribute to the professional atmosphere that should exist in a Catholic prep school. Talents, faith and hard work radiate. No alcohol, drug or tobacco related, nor any other inappropriate messages, may appear on any clothing worn on campus (including in the dorms) or at school functions. All clothes should be fitted, in good condition and worn properly. *Administration has the discretion to determine what is appropriate.*

Males

- 1) SHIRT: Maur Hill-Mount Academy polo or oxford shirt, purchased from Dennis Uniform, should be neat in appearance (ironed if necessary) and tucked in (not rolled under). Those choosing to wear an undershirt under the polo or oxford must select solid, white, design-free t-shirts. Undershirts are to have the same length or shorter of sleeves as the outer shirt worn. There will be some shirts from the Raven Store that students will be within dress code to wear on a daily basis. These items will be clearly marked.
- 2) SLACKS/SHORTS: Khaki dress slacks or shorts worn properly around the waist with a plain, dress brown or black leather-like belt. Shorts lengths must extend past the tips of the student's fingers when the student is standing upright and with his arms to his sides. Slacks and shorts are to be free from rips and should not be tattered or torn. Uniform shorts may only be worn during the months of August, September, April, and May. No cargo slacks or shorts are to be worn.
- 3) PE/WEIGHTLIFTING: School issued gym shorts are required in all PE and Weightlifting classes. These can be purchased through the Raven Store. These shorts must be worn with an appropriate T-shirt.
- 4) SOCKS: Socks must be worn at all times and have nothing inappropriate or obscene as deemed by administration.
- 5) SHOES: Must be clean and if a tie shoe, laces tied. Tennis or dress shoes of a non-distracting color are expected. All shoes must have an enclosed toe and heel. No sandals, house-slippers (or what appears to be a house-slipper), CROCS, UGG's, etc. Boots may be worn as long as pant legs cover the boot.
- 6) SWEATERS: Maur Hill-Mount Academy approved sweaters or fleece jacket may be worn with a uniform shirt underneath. No other sweaters are permitted in the classroom. There will be some sweaters from the Raven Store that students will be within dress code to wear on a daily basis. These items will be clearly marked.
- 7) JACKETS: Coats or jackets (hoodies, sweatshirts, etc. are included) may be worn to school and must be removed and placed in lockers during school hours. The exception would be a letter jacket or letter sweater. Coats and jackets may be retrieved to go to Art, P.E. or the cafeteria and then need to be removed for class or while eating.
- 8) HEADGEAR: Headgear may not be worn in the classroom buildings or cafeteria.

Females

- 1) SHIRT: Maur Hill-Mount Academy polo or oxford shirts, purchased from Dennis Uniform, should be neat in appearance (ironed if necessary) and tucked in (not rolled under) so that the skirt's waistband is visible. Those choosing to wear tee shirts under the polo or oxford must select solid, neutral-colored, design-free t-shirts. Undershirts are to have the same length or shorter of sleeves as the outer shirt worn. All undergarments should be white or flesh-colored and unobtrusive. There will be some shirts from the Raven Store that students will be within dress code to wear on a daily basis. These items will be clearly marked.
- 2) SKIRT: Maur Hill - Mount Academy skirt lengths must extend past the tips of the student's fingers when the student is standing upright and with her arms to her sides. Skirts must be fully zipped and buttoned (not rolled) so the waistband is visible. Skirts with tears must be replaced. Sweatpants may not be worn under skirts during the school day while inside. Plain black opaque leggings may be worn and have no designs or openings, mesh or otherwise.
- 3) SLACKS/SHORTS: Approved khaki dress slacks or shorts (see list) worn properly around the waist with a plain, dress brown or black leather-like belt. Slacks and shorts are to be free from rips and should not be tattered or torn. Shorts lengths must extend past the tips of the student's fingers when the student is standing upright and with her arms to her sides. Uniform shorts may only be worn during the months of August, September, April, and May and should extend to the top of the knee. No cargo slacks or shorts are to be worn.
- 4) PE/WEIGHTLIFTING: School issued gym shorts are required in all PE and Weightlifting classes. These can be purchased through the Raven Store. These shorts must be worn with an appropriate T-shirt.
- 5) SOCKS: Socks must be worn at all times and have nothing inappropriate or obscene as deemed by administration.
- 6) SHOES: Must be clean and if a tie shoe, laces tied. Tennis or dress shoes of a non-distracting color are expected. All shoes must have an enclosed toe and heel. No sandals, house-slippers (or what appears to be a house-slipper), CROCS, UGG's, etc. Boots may be worn as long as pant legs cover the boot.
- 7) SWEATERS: Maur Hill-Mount Academy approved sweaters or fleece jacket may be worn with a uniform shirt underneath. No other sweaters are permitted in the classroom. There will be some sweaters from the Raven Store that students will be within dress code to wear on a daily basis. These items will be clearly marked.
- 8) JACKETS: Coats or jackets (hoodies, sweatshirts, etc. are included) may be worn to school and must be removed and placed in lockers during school hours. The exception would be a letter jacket or letter sweater. Coats and jackets may be retrieved to go to Art, P.E. or the cafeteria and then need to be removed for class or while eating.

Grooming

- 1) All boys are to be clean-shaven.
- 2) For boys, the hair must be cut off the collar in the back, off the eyebrows, above the middle of the ears and off the cheek when lying flat on the side. Hair must not be so long that it can be pulled down below the eyebrows. Sideburns may not extend onto the cheek or face, and cannot extend beyond the ear lobe.
- 3) Hair on girls must be neat and modestly styled.
- 4) No extreme hair color or styles
- 5) No piercings for boys and no more than two piercings per ear for girls. May not have any other piercings except in the ears.
- 6) Jewelry cannot be distracting or excessive.
- 7) No tattoos, permanent or temporary, including pencil and ink decoration

Special Days

- 1) MASS DAY:
 - a. *Girls*: Maur Hill - Mount Academy uniform oxford shirt with khaki dress slacks or skirts. The only acceptable outerwear would be a navy-blue or black blazer. A school uniform tie or a tie with a background color of black, navy blue, or gold and no other visible color may be worn.

- b. *Boys:* Maur Hill - Mount Academy uniform oxford shirt with khaki dress slacks. No outerwear except for a navy-blue blazer. A school uniform tie or a tie with a background color of black, navy blue, or gold and no other visible color may be worn.
- 2) **DRESS UP:** Same as Mass day with option of a plain white oxford shirt without logo. The boys may wear a navy-blue blazer as another option.
- 3) **SPIRIT DAY:** Jeans may be worn with a Maur Hill-Mount Academy (MH-MA) shirt or t-shirt. The shirt is not to be covered by a non-MH-MA shirt or jacket. Jeans may not have holes, frays or tears. Shorts are not to be worn. Shoe policy followed.
- 4) **HOUSE JEANS DAY:** Jeans may be worn with a current House shirt of which the student is a part. The shirt is not to be covered by a non-MH-MA shirt or jacket. Jeans may not have holes, frays or tears. Shorts are not to be worn. Shoe policy followed.
- 5) **GRADUATION:** Students not following the regular dress code policy provided by the counselor in preparing for and/or during graduation will not be allowed to participate in the graduation ceremony.

Not adhering to dress code on any day will potentially place students in an ISS situation, which places students not in good standing for extra-curricular activities.

Dances

The dances established for Maur Hill-Mount Academy are the Homecoming Dance, Winter Formal and Jr.-Sr. Prom. The Houses and Boarder council sponsor other dances and parties during the year. Specific regulations are stipulated for specific dances.

Gymnasium/John Flynn Athletic Center Use

The gym will normally be open after boarder study hall and during designated hours on weekends and may be used by only MH-MA students. Weight room facilities at the John Flynn Athletic Center can only be used under the guidance of certified personnel.

Street shoes are not to be worn on the basketball court. Violation of rules may result in being restricted from the areas. Physical education students and participants in major sports are allowed lockers in the gym. They will be responsible for providing their own locks and giving their combination to the PE instructor.

No drinks or food, except water, are allowed in the John Flynn Center.

Hall, Lockers, Locks

Each student will be assigned a locker and will be responsible for maintaining it. Students should not switch lockers with other students. Each student is responsible for his/her books and valuables. Students are encouraged not to bring valuables to school or leave them in their lockers. The school is not responsible for materials lost or stolen from student lockers. Students are encouraged to lock their lockers at all times in order to protect their belongings. These lockers are the property of Maur Hill-Mount Academy and may be subject to search. Students may go to their lockers during classes only with the permission of their teachers. Halls must be clear of all book bags following dismissal at the end of each school day. ***Only soft, flexible magnets may be used on or in lockers. No tape, sticky tac, or other adhesives may be used on or in lockers.***

Hideout

The Hideout is a recreational area in the lower level of Howard Hall. It includes pool tables, a television, and other games. Further regulations and hours of operation for the Hideout are posted in the area. Only Maur Hill-Mount Academy students, staff, and their families are allowed here.

International Students

In an effort to help international students transition into the Maur Hill-Mount Academy environment, the expectation is they become a part of school activities, including what occurs in the House system. An ESL program has been set up for placement in ESL classes or mainstream classes. These guidelines will be

provided to the agents and will be followed. *Students are expected to speak English at all times during the school day.*

School Social Events

School social events are schedule on occasion for students to gather for fun activities designed to help increase the camaraderie. School social events are advertised approximately one (1) week prior to the activity. All students are subject to all rules in this handbook while attending school social events.

Student Planner

As a Bring Your Own Device school, students are encouraged to use the calendar, or any other scheduler app, on their device to record homework assignments and other helpful information. Students may also provide their own planner besides an electronic version.

Student Orientation

Maur Hill-Mount Academy will set aside time to introduce and welcome students to the MH-MA community during the school calendar year. Maur Hill-Mount Academy staff will supervise all approved activities. Parents are advised not to allow their child to leave with other students early in the morning or at night to participate in unsupervised activities.

Visiting Students

Maur Hill-Mount Academy is private property and its use is intended for Maur Hill-Mount Academy students, faculty, and staff. All others are considered guests, whose presence must be approved by school staff. They are subject to school rules and any violation will be reason to ask them to leave. After 6:00 p.m. visitors to the dorm must receive permission to be on campus from the Director of Residence Life or his/her representative and are subject to residency regulations.

Maur Hill-Mount Academy students are not to go to another school/campus during the school day without express permission of school administration. Students doing so without permission will be subject to administrative disciplinary action.

Yearbooks

The Maurite is the yearbook for Maur Hill-Mount Academy. All Maur Hill-Mount Academy students pay for a yearbook by the beginning of the second semester.

Residential Life

The Maur Hill - Mount Academy residential programs are based on the traditions and values established by the Sisters of Mount Saint Scholastica and the Priests and Brothers of St. Benedict's Abbey. Maur Hill - Mount Academy reserves the right to clarify procedures as needed. Clarifications of procedures are communicated through the Director of Residential Life in the Residential Life Handbook.

The residential program focuses on educating the student with life skills. Residential students have a unique opportunity to develop personal independence and the ability to live and work within our residential programs. Members of the Maur Hill - Mount Academy residential programs are taught to use Catholic values, the Gospels, and the Rule of Saint Benedict to guide their lives. Cooperation, respect and empathy are strong components of our programs.

Calendar Vacations (Thanksgiving, Christmas, Spring Break, Easter)

Vacation schedules have been provided and students are not expected to miss class before or after a vacation or extended days off. Those who do must have the prior permission of the Administration and do all make-up work, as required. The boarder is subject to disciplinary measures set by academic staff, which includes denial of permission to take tests missed, and zeroes on all homework during this period.

The dorms will be closed during the Christmas vacation, and a student not returning home will be responsible for making his own boarding arrangements, subject to school approval. The Director of

Residence of Life will provide dates the dorms will be closed and opened to the students and the parents. Special travel forms will be provided prior to each vacation period and must be completed and returned by every boarder. The boarder must provide a copy of the travel ticket to the Director of Residence Life. Signed permission from his/her parents and an adult who will be responsible for picking the student up at his/her destination must be received before departure. The school reserves the right to deny travel plans.

Students and/or parents need to provide travel information to the Director of Residence Life at least two weeks prior to the beginning of any long school calendar break. Because of the number of students traveling, transportation may be combined with other students. Any student arriving may call the residency hall office and find out the approximate departure and arrival time of his/her transportation.

The school must be notified of any change in travel plans. Students are encouraged to carry a cell phone in order to contact the school with travel changes.

Students who miss school immediately prior to or following scheduled three-day weekends and vacations will be considered unexcused and the unexcused guidelines will be followed.

Checkout Guidelines

Checking out is a privilege allotted to Maur Hill-Mount Academy students. Each student is responsible for checking in and out of her/his residence hall in the appropriate manner. Each individual is given the trust of the Director of Residence Life to check out in the appropriate manner and be at that location. If a student changes location, she or he is responsible for notifying the appropriate staff members. Students should have the Life360 app installed and enabled on their phone at all times while under the auspice of the Director of Residence Life. Those unsure of the checkout procedure should check their individual hall for checkout guidelines.

Closed Weekends

During a closed weekend, boarding students may not check out overnight in the Atchison community unless they are staying with their parents or guardians. Only the student's parents may check the boarder out of the residence hall.

Boarders may check out to go home and stay home for the weekend. Any boarder returning to Atchison will check back into the residency office and make other arrangements with their Director of Residence Life if needed. The following are scheduled closed weekends:

- | | | |
|----------------------|---------------------|---------------|
| 1) Homecoming | 3) Parents' Weekend | 5) Graduation |
| 2) Winter Homecoming | 4) Prom | |

Off Campus Check-out:

Host families for boarders checked out to their homes are reminded that boarders are subject to all major residency rules. If situations occur during their stay, such as sickness, clarification of residency rules, or discipline issues, please contact the Director of Residence Life.

If a student intends to check out of the residence halls during weekend or vacation time, she/he must follow the checkout guidelines set by the Director of Residence Life.

Maur Hill-Mount Academy reserves the right to approve the checkout destination. Parents need to be aware of the school's policies before granting a student permission that would violate these regulations. Situations such as sickness, tardiness, discipline problems or lack of sufficient supervision would be factors that would influence such decisions. If in doubt, please contact the Director of Residence Life for information before granting permission. This will avoid the embarrassment of a student accepting an invitation that the school cannot authorize.

Residency Discipline Board

In the event a major violation of the discipline code occurs, parents will be notified, the student will appear before the discipline board, and a letter will be sent home. Consequences may include placing the student on disciplinary probation.

Additional guidelines and procedures for residential living are listed in each residential handbook. Please check with residence hall staff for further guidelines.

Seniors and Graduation

After graduation, boarding students need to be checked out of the dorms and off campus no later than 7:00 p.m. the day following graduation. Students with younger family members may remain on campus with permission from the Director of Residence Life and must follow all school and dorm regulations.

Transportation

Neither Maur Hill-Mount Academy nor its employees are responsible for the costs related to purchasing airline, train, or bus tickets, although they will be glad to assist boarders.

All students need to have a picture ID to travel. Students need to arrive no later than one hour before domestic departures nor two hours before international departures. Times may vary depending on transportation schedules.

The school will provide transportation at no cost to the student to MCI (Kansas City International), Amtrak, or Greyhound during specified times for each vacation. No school transportation is available between 9 p.m. and 5 a.m. Tickets presented to Director of Residence Life for arrivals after 9 p.m. will be denied and the student will be required to repurchase a ticket that is in accordance with the policy set forth. School personnel may assist in making these arrangements through a private contractor. Travel information must be submitted to the Director of Residence Life at least two weeks prior to departure.

A transportation fee of up to \$100 may be charged to students traveling on a non-scheduled long weekend or non-scheduled vacation period. These trips need to be submitted to Director of Residence Life at least two weeks prior to travel date and must be paid for before the student travels.

Vehicles

Boarding seniors may have motorized vehicles in Atchison after they provide copies of their United States drivers' license, vehicle registration, and approved Kansas insurance, and are registered and approved by the Director of Residence Life. When they return to Atchison they must return to school and park the vehicle in the prescribed parking lots unless the Director of Residence Life has granted permission in advance. It is the responsibility of the boarders to turn all their vehicle keys in to the Director of Residence Life within an hour after their return.

Seniors in good standing may be granted the privilege of driving their vehicles in Atchison with advanced permission of their parents and residency staff. Good standing includes, no major violations within six weeks, no D's or F's on grade reports and not being on disciplinary probation either with the school or the dorms.